

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2022 BOARD OF TRUSTEES**

**MEETING MINUTES**

**May 19, 2022**

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**Present:** Dwayne R. Adams, Dr. William B. Allen, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Jonas Vogelhut, Carol Wright, Student Representative Joshua Oguh, Aurora Kahoe Legislative Aide to County Councilman Chad R. Shrodes, and CEO Mary L. Hastler, and Jennifer Button

**Absent:** County Councilman Chad R. Shrodes

**CALL TO ORDER**

Dr. Allen called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PRESENTATIONS/RECOGNITIONS**

There were no presentations or recognitions.

**APPROVAL OF MINUTES**

All Trustees had the opportunity to review the minutes of the previous meeting in advance of this evening's Board meeting.

**MOTION: Motion by Mr. Adams, seconded by Mr. Vogelhut and carried by unanimous vote to approve the Minutes of the April 21, 2022 Board Meeting as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Mr. Vido**

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending April 30, 2022 were within the annual FY2022 budget. Revenues are \$17.5 million and Expenditures are \$15.3 million. A detailed budget was submitted for review.

Dr. Allen asked whether the budget anticipated increased expenses due to inflation. Ms. Hastler noted that there would likely be anticipated increases due to inflation and the FY23 budget would reflect some of those anticipated expenses.

**Executive Committee – Dr. Allen**

The committee did not meet.

**Capital Improvements Committee – Dr. Allen**

The committee did not meet.

**Human Resources Committee – Mr. Vogelhut**

The committee met on Wednesday, May 4, 2022.

The Committee reviewed and discussed the HR Policy – *An Overview of Employee Benefits* for FY23 and recommend full Board approval.

The Committee reviewed various ways of implementing the 10% salary increase for eligible employees.

The Committee discussed revising and updating the salary scale. The committee will continue to work on the adjustment.

The Committee discussed the status of a group of inactive employees and support removing them from the payroll system.

**Foundation Board – Ms. Martin**

The Foundation Board met and discussed the success of the April Library Gala. The Foundation welcomed the new Foundation Specialist Courtney Tramontana. The Rodeo scheduled for June was cancelled. A detailed report was included as part of Ms. Hastler’s CEO report below.

**PUBLIC SERVICES REPORTS**

**Statistics – Ms. Parry**

In March, circulation was at 235,494. There were 49,348 walk-ins and 4,820 drive through customers. Information reader assistance was 30,930. There were 637 programs with 31,467 attending. A detailed report was submitted.

Dr. Allen asked for clarification on programming attendance, and Ms. Hastler explained that the data represents attendance based on the fiscal year July through present. In future, statistics will also be provided to show the comparison to FY 2019, the last regular fiscal year used as our baseline for pre-pandemic.

**Programming and Events – Ms. Parry for Ms. LaPenotiere**

Ms. LaPenotiere reviewed the Programming Report, which can be found as part of Ms. Hastler’s monthly report below.

**Teen Services – Mr. Oguh**

Mr. Oguh reviewed the Teen Services Report, which can be found as part of Ms. Hastler’s monthly report below.

**CEO REPORT**

**Building Projects**

**Aberdeen** – The outdoor Sail has been reordered in a different color to provide partial shade in the new story garden. A ribbon cutting will be scheduled to celebrate the refreshed branch.

**Abingdon Pond Repair** – The pond pump stopped working and the Library is working with the Harford County Department of Parks & Rec to repair. Parts were ordered and we are waiting for

additional repairs. The pump has been returned, and there are still problems with its operation. The electrician has been scheduled to investigate.

The HVAC ductwork insulation project is complete.

**Bel Air** – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April 2021 and it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 state grant request and total project amount \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and Councilman Chad Shrodes for writing letters of support for the project. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is in progress.

An elevator sump pump has been installed for the second elevator.

The County is working on removing the overgrown evergreen trees from around the perimeter of the chiller fencing in the rear parking lot.

A walkway bollard light was damaged and we are waiting for a replacement. The item is on backorder until June 2022.

**Darlington Library** – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan was finalized. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and interior demolition began July 13, 2021, and is now complete. A pre-bid meeting took place on August 31, 2021, with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12, 2021, with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed. The wood accent wall has been installed behind the service desk. Outdoor work has begun: trenching for septic is in place and tied in; roof downspouts were installed to empty into the stormwater management pond; storefront glass was installed; and brickwork continues for the outdoor fireplace. Construction is still on schedule.

**Fallston** – A new intrusion alarm panel was installed to replace the old malfunctioning panel.

**Havre de Grace** – The building was pressure-washed in preparation for application of the spider repellent. Three of the four walls are complete and we are waiting on scheduling for the last wall (facing the parking lot).

**Security Systems** – The Library is installing security systems in the Fallston and Jarrettsville libraries. The Fallston project is almost complete and Jarrettsville installation is waiting for delivery of equipment. Insulation will be scheduled once everything is received. We are analyzing a quote for a camera system at Riverside.

**Fire Safety** – Annual fire drills and fire extinguisher inspections are underway at all buildings.

**Dash Cams** – All Library vehicles are being fitted with front and rear dash came. This was a recommendation made by employees who work on the outreach vehicles.

**Fiscal Year 2023 Budget Update** – The County Executive submitted the Fiscal Year 2023 Budget to the County Council on Friday, April 15th. The proposed Capital Improvement Program includes \$2.2 million for the Bel Air Library Renovations Project in FY 23 and a projected \$17.5 million for FY 24. In addition, Technology has been proposed to receive \$450,000 in Fiscal Year 2023. The Maryland State Library Capital Grant funding is \$1.4 million in FY 2023 for the Bel Air project. The Operating Budget for the Library includes an 11% increase for the operating budget (record funding) and this includes a 10% salary increase for eligible employees (wage parity with county employees). The Board HR Committee supports allocating the 10% salary increase as 5/5 (5% on the existing salary and then 5% on top of the new salary). The Library appropriation for the FY 2023 General Fund is 2.8%.

The submitted budget will be reviewed and approved by the Harford County Council and this usually takes place during May. The Library is in the process of updating the operating budget and will bring this to the Board for review and approval in time for July implementation.

### **Fines and Fees**

The Maryland General Assembly voted to override the Governor’s veto of Building Lifelong Learners Act of 2020, on February 8th and will go into effect 30 days after the vote. The funding, to cover lost revenue, of an additional \$0.40 per capita pre-funding-formula, will not be in place until FY23.

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”
2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

Special collections are specifically excluded in the bill (American Girl Dolls, cake pans, fishing rods, etc.) Minor is defined as under the age of 18.

Harford County Public Library is currently not charging overdue fines on any materials and will revise procedures to support the new legislation.

### **Grants**

The Library submitted three America Recovery Program Act (ARPA) grants through the Maryland State Library as Maryland’s State Library Administrative Agency (SLAA), Institute of Museum and Library Services (IMLS) competitive grants. Each submitted grant supports goals and priorities as outlined in the Library’s Strategic Plan

including expanding outreach and serving special populations; creating a safe, welcoming and efficient environment for our customers through technology and supporting a knowledgeable and skilled workforce through training.

On July 12th, we received a Notice of Grant Award from the Maryland State Library in the amount of \$27,500 for Staff Development and the Maryland Library Association Conference in fiscal year 2022. We are very grateful for this funding as it enables the library to provide additional professional development opportunities to the staff.

The Library also received a Notice of Grant Award from the Maryland State Library in the amount of \$90,000 to support the initiative of expanding our outreach capacity. We have ordered three vans and one has been delivered.

**Board Student and Trustee Search** – The Board Executive Committee selected a student candidate to serve on the Board for fiscal year 2023. All the appropriate documentation has been submitted to the County Executive for review and then submitted to the County Council for final approval. The Board Executive Committee will be interviewing an applicant for the open Trustee position next week.

**New York Times Bestselling Author, Jennifer Weiner** – On May 10th, we hosted New York Times bestselling author, Jennifer Weiner, who discussed her latest book, *The Summer Place*. This was the first stop of her book tour and the program was in-person at Water’s Edge Events Center and also live streamed. We reached out to Bethany Beach Books who were thrilled to be asked to participate and were onsite to sell her books. We had a large crowd and more than 400 people registered to attend. We also partnered with Howard County Library for the event.

### **Meetings & Presentations**

April 2022

- 4/1 MLA Legislative Panel
- 4/2 Filming HCPL Virtual Program: Chesapeake Farm & Bay to Table
- 4/4 Anna’s House Virtual Breakfast Sponsorship
- 4/4 Harford County RUN Board Meeting
- 4/4 MAPLA Weekly Legislative Meeting
- 4/4 Filming Harford MagaScene
- 4/4 Cultural Arts Board Meeting
- 4/5-4/9 IUG Conference
- 4/5 Harford County Council National Library Week Proclamation
- 4/6 Darlington Library Project Meeting
- 4/6 Harford Family House Ahoy Kickoff
- 4/7 HCPL Board HR Committee Meeting
- 4/9 Youth & Family Resource Festival
- 4/9 HCPL Foundation Annual Gala
  
- 4/11 Harford Chamber of Commerce Government Affairs Committee Meeting
- 4/11 City of Aberdeen Comp Plan Stakeholders Meeting
- 4/11 MAPLA - Weekly Legislative Meeting
- 4/11 Darlington Library Project Meeting
- 4/13 Economic Development Advisory Board Meeting
- 4/13 Harford Community Education Foundation Meeting
- 4/13 HCPL Virtual Program: Chesapeake Farm & Bay to Table
- 4/14 MAPLA
- 4/15 PLA Virtual Board Meeting

## Board Meeting Minutes – May 19, 2022

- 4/20 Greater Bel Air Community Foundation Meeting
- 4/20 RAMP MD Board Meeting
- 4/21 Council President Vincenti Breakfast
- 4/21 Harford County Chamber of Commerce Board Meeting
- 4/21 MSL Competitive Grant Training for IMLS
- 4/21 GBCF Fundraiser Meeting
- 4/21 MD Humanities Day Documentaries Judging
- 4/22 MD Humanities Day Rubric Discussion
- 4/22 Meeting with Prospective Sponsor
- 4/23 Harford Community Education Foundation Board Meeting
- 4/23 MA & PA Trail Ribbon Cutting
- 4/23 Aberdeen Rotary Bull & Oyster Roast
  
- 4/25 Customer Service Task Force Meeting
- 4/26 HCPL Foundation Gala Committee Meeting
- 4/26 ALA PAG Meeting
- 4/26 HCPL Foundation Executive Committee & Board Meetings
- 4/27 Healthy Harford Board of Directors Meeting
- 4/27 Harford County Council Budget Work Session
- 4/27 Local History Page Project Meeting
- 4/28 Harford County Chamber of Commerce Legislative Update
- 4/28 Project Connect
- 4/28 Darlington Lions Club Presentation
- 4/29 MD Humanities Meeting with Executive Director
- 4/30 The Y in Central MD Healthy Kids Day

### **Programming and Events**

For the first time in over two years, Emmorton Elementary School students returned for their regularly scheduled visits to Abingdon. The staff welcomed 3rd, 4th, and 5th graders back on a rotating weekly basis. Abingdon’s Assistant Branch Manager, Katie Troch presented Zumba on the Lot! on Tuesday evenings throughout the month (weather permitting). Everyone had a great, high energy time!

After Havre de Grace’s story time, on nice weather days, the staff invited their story time friends outside for a Pop-Up Chalk Our Walk program to get people outside and help parents engage creatively with their kids. Parents have said it’s “clever” and “a great idea!”. They practiced writing the “letter of the day” and practiced writing some words that started with the letter of the day, too!

Back by popular demand, Jarrettsville welcomed back local paranormal investigators for a Paranormal Investigation Presentation. Since it was fully booked in less than 24 hours last November, the investigators kindly offered to host two sessions in one day. Both were fully booked again this time. Evaluations showed attendees came from all over Harford County

An elementary home school group came to the Joppa branch with several objectives—get library cards for all the kids, research a chosen topic and get familiar with the Branch. They did this and more—each student earned prizes for finding “I Spy” items and hidden eggs, and everyone went home with a Take & Make kit. The instructor said, “we didn’t know coming to the library would be so much fun!” Also, at Joppa, a customer told the staff that she was excited about her baby coming to story time with Good Shepherd’s daycare. She registered her daughter to begin in June. One of the selling points that the director used was that the kids come to Joppa’s branch program on Tuesdays.

Many students from Norrisville Elementary School came to the Norrisville library in April to check out a book about words and have a librarian sign their activity sheet. The NES Reading Specialist created this activity for their 1 School 1 Book program, with hopes it would encourage students and their families to visit the library (and it did!).

### **Teen Services**

In addition to being a very rainy month, April is National Poetry Month, and Whiteford hosted a Teen Time Poetry Session where the kids created various types of poems for their “Poet Tree.”

The Life Skills middle and high school students in Havre de Grace visited the library for a tour. In addition to the tour, the students received an overview of the HCPL website, signed up for library cards and checked out materials. They were a very engaged group and asked many questions.

In celebration of “April showers bring May flowers” Jarrettsville’s Katherine Ellis held a Macramé Hanging Planter craft program for teens and adults. The program filled up quickly and it was a hit. The participants went home with a handmade macramé planter, seeding soil and seeds to sow.

### **Marketing & Communications**

#### **Social Media:**

The HCPL social media audience & interaction continues to grow.

- Facebook = 25,594 total followers
  - HCPL Main Facebook – 8,056 followers
  - HCPL Choose Civility Facebook – 1,129 followers
  - Branch Facebook combined – 16,409 followers
- Instagram = 6,790 total followers
  - HCPL Main Instagram – 1,359 followers
  - Branch Instagram combined – 5,431 followers
- HCPL Main Twitter – 1,862 total followers
- HCPL Main LinkedIn – 561 total followers
- HCPL Weekly Newsletter – 38,341 contacts/29,076 subscribers
  - Sent out 2 eNews per week for a total of 8 in April

### **Programs and Partnerships**

#### **National Library Week**

HCPL celebrated National Library Week: April 3-9. The theme this year was “Connect with your Library.” We invited the public to join us in recognizing all of HCPL’s amazing librarians and library staff who connect them with critical library resources, entertaining and educational programs, and events that bring so much to the Harford County community. The public was also invited to check out their favorite branch’s social media pages all week long for special recognition of their most-loved Harford County Public Library staff.

HCPL received a Proclamation from the Harford County Council at their Tuesday, April 5 meeting. Mary accepted the Proclamation, along with several of HCPL’s 2021 Roenna Fahrney Award winners.

Staff had the opportunity to select an HCPL-branded gift of their choosing from Land’s End. Options included a beach towel, blanket, or polo shirt.

The week ended with the Foundation’s Annual Gala, “Vegas Baby” at the Abingdon Library on Saturday, April 9. This event was originally scheduled for November 2020 but had been postponed twice due to the COVID pandemic.

Harford MagaScene Taping:

HCPL was invited to be the focus of the May episode of *Harford MagaScene*. The episode filmed on April 4 at the Jarrettsville Library and was divided into (3) sections by host/interviewer, Kristi Breslin. One section interview featured Library CEO, Mary Hastler discussing all things HCPL, one section interview featured Harford County Executive, Barry Glassman discussing Choose Civility Harford, and one section featured interviews with several HCPL employees discussing why they love working at HCPL. This episode will air throughout the month of May on HarfordTV.

Chesapeake Farm & Bay to Table- Season 2:

This popular program series with Chef John Shields continued on April 13 with “It’s Time to Start Your Garden.” This month’s special guests were Baltimore City Master Gardener Robert Cook, Max Posey from Max’s Degrees – The Spice Guys, who both joined Chef John & Mary in the kitchen to prepare spring pea soup, herb-encrusted roast chicken, and a rhubarb dessert.

- April 13, 7-8:15 pm
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube.
- The recorded program was also posted to HCPL-Universe for customer viewing.
- 309 virtual attendees/views

Community Partnership Harford County Public Library participated in the 2022 Youth & Family Resource Festival. Families and youth of all abilities from birth to young adulthood had the opportunity to connect with local resources and organizations. HCPL staff distributed promotional items as well as information on HCPL resources and services.

- April 9
- 432 visits to the HCPL outreach table

Community Partnership Harford County Public Library participated in Spring Safety Extravaganza at Halls Cross Roads Elementary School. HCPL staff distributed promotional items as well as information on HCPL resources and services.

- April 21
- 90 visits to the HCPL outreach table

Community Partnership The United Way of Central Maryland and Harford County Government’s annual Project Connect was attended by several HCPL staff. Circulation Staff were on-hand to issue library cards as well as to provide assistance to those with outstanding fines. Promotional items were also distributed as well as information on HCPL resources and services.

- April 28
- 270 visits to the HCPL outreach table

Community Partnership The Rolling Reader participated in Healthy Kids Day at Ward YMCA. HCPL staff distributed promotional items as well as information on HCPL resources and services.

- April 30
- 528 visits to the HCPL outreach table

Community Partnership - Harford Community Action Agency (HCAA):

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).



**Community Partnership - Lawyer in the Library:**

This free\* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Took place at the Abingdon Library.

**Community Partnership - Eden Mill Nature Center StoryWalk® partnership**

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk that places the pages of a children's book out in nature! The spring StoryWalk® is now in place and will be available through the end of May.

**Additional Views for Previously Reported Programs, Events, and Partnerships:**

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
  - 694 total views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
  - 80 additional views

**Press Releases Distributed**

- ‘Parties in the Springtime’ Wraps Up Season 2 of *Chesapeake Farm & Bay to Table* – April 18
- *New York Times* Bestselling Author Jennifer Weiner Launches In-Person Book Tour at Abingdon Library – April 12

**Recent Media Hits and Press Mentions:**

**Radio**

- “Harford County Public Library - Chesapeake Farm & Bay to Table April 13 Episode” – *Maryland Perspectives* (98Rock 97.9FM) – Apr 10

**Print**

- “Chesapeake Farm & Bay to Table ‘Parties in the Springtime’ May 11” – *Baltimore Style Magazine* – Apr/May 2022 – *The Patch* – *Aberdeen, Bel Air, Fallston, and Havre de Grace; I95 Business* (online) – Apr 18 – *Bel Air News & Views* – Apr 19
- “Chesapeake Farm & Bay to Table ‘It’s Time to Start Your Garden’ on April 13” – *Bel Air News & Views; Harford County Living eNewsletter* – Apr 1 – *The Aegis* (online) – Apr 12 – *The Aegis* – Apr 13
- “Leaders in Law 2022 - Tim Braue” – *The Daily Record* (online) – Apr 8
- “NYT Bestselling Author Jennifer Weiner” – *Harford County Living; The Patch* – *Aberdeen, Bel Air, Fallston, and Havre de Grace; I95 Business* (online) – Apr 12 – *Bel Air News & Views; Bel Air Patch* – Apr 18 – *The Patch* – *Aberdeen, Bel Air, Fallston, and Havre de Grace; Harford County Living* – Apr 26 – *Bel Air News & Views* – Apr 27 – *The Aegis* (online) – Apr 28
- “Harford County Opens Application Pool for Art Grants” – *The Aegis* – Apr 13 – *The Star* – Apr 14
- “Harford County’s Proposed Fiscal 2023 Budget Includes a Historic Property Tax Cut” – *The Aegis* (online) – Apr 19

**Foundation**

The next meeting of the HCPL Foundation Board of Directors will be May 24, 2022.

**Summer Reading**

Planning for the Summer Reading Challenge is underway and will kick off on Tuesday, June 21, 2022 and conclude on Saturday, August 27, 2022. The kick off celebration will begin at the Abingdon Library in the morning and conclude at the Aberdeen Library in the afternoon. The Foundation will be supporting the purchase of books used for the completer prizes and Horizon Cinemas will be sponsoring a free movie pass for the teen

incentive. We would like to thank our current sponsors for Summer Reading: APGFCU, Harford Day School, Bel Air Friends of HCPL, Rotary Club of Aberdeen, and The Highlands School.

**Once Upon a Rodeo**

The Once Upon a Rodeo, scheduled for Father’s Day weekend, will not be held this year.

**18<sup>th</sup> Annual Gala**

The 18th Annual Library Gala will be held on Saturday, November 5, 2022. We will be hosting a theme reveal and kickoff event and tickets for the 18th Annual Gala will go on sale on Friday, August 5 at 11:05 AM. The Gala Committee held its first planning meeting on Thursday, May 5.

The RFP for the caterer was posted on April 26. Proposals are due May 16 by 4:00 PM.

**Statement of Financial Position as of March 31, 2022**

<b>Assets:</b>	
.....	
Checking/Savings	\$ 450,177.66
Accounts Receivable	16,000.00
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Total Current Assets:	\$ <u>466,177.66</u>
<b>Liabilities &amp; Equity:</b>	
.....	
Accounts Payable	\$ 2,770.00
Other Liabilities	<u>32,456.63</u>
Total Current Liabilities:	35,226.63
	<hr/>
Long Term Liabilities	100,000.00
Total Liabilities	\$ <u>135,226.63</u>
<b>Equity:</b>	
.....	
Temporarily Restricted Net Assets	357,305.02
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-13,593.86
Net Income	<u>-15,019.12</u>
Total Equity:	<u>330,951.03</u>
	<hr/>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>466,177.66</u></b>

**Cultural Arts Board**

During the month of April, Harford County Cultural Arts Board welcomed applications for the following grant programs: Fiscal Year 23 Community Arts Development Grants for the funding period July 1, 2022 – June 30, 2023; Arts in Education Grants for programming through June 30; and Independent Artist Mini Grants.

Harford County Cultural Arts Board also requested Covid-19 Recovery updates from all grantees current receiving General Operating Support, and allowed those ten Harford nonprofit organizations the opportunity to request supplemental support during the final month of FY22.

Produced in partnership by Harford County Cultural Arts Board and HarfordTV, the [Spring 2022 Kaleidoscope](#) episode features

- Amanda Ampofo-Williams of [AfroActive!](#),

- Amanda Morell of [Maryland Citizens for the Arts](#) talking about this year's in-person Maryland Arts Summit, and
- we "Shine A Light" on the [Rogue Swan Theatre Company](#)

Harford Living Treasure Nominations forwarded to Harford County Council: John P. Correrri Jr., Allen M. "Mac" Lloyd, and Sandra E. Lloyd.

Arts in Education grants application approved for the following programs:

- Fallston High School - "Valued, Seen, and Heard Mosaic with Andrea Sauer and Sue Stockman- Phase 2"
- Hosanna Community House, Incorporated doing business as Hosanna School Museum - Upper Bay Juneteenth Festival hosted by Hosanna School Museum with Live Performances

## **ACTION ITEMS**

### **Personnel Changes – May 2022 - Mr. Ross**

The following human resources changes are submitted for review and confirmation:

#### **NEW HIRES:**

**Jason Mathis**, Public Service IT Technician, Administrative Office, 37.5 hours per week. Effective Date: May 31, 2022.

**Corrine Selba**, Library Associate I – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: May 31, 2022.

**Samuel Stubing**, Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week. Effective Date: May 31, 2022.

**Hannah O'Sullivan**, Library Associate I Teen Service, Havre de Grace, 37.5 hours per week. Effective Date: June 27, 2022

#### **PROMOTIONS:**

**Susanne Cornelius**, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Jarrettsville Branch, 37.5 hours per week. Effective Date: May 1, 2022.

**Liliana Brown**, Library Assistant I Technical Services, Administrative Office, 15 hours per week has been promoted to the position of Library Assistant II Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: May 3, 2022.

**Emiel Brown**, Library Assistant I Circulation, Norrisville Branch, 15 hours per week has been promoted to the position of Library Assistant II Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: May 16, 2022.

#### **OTHER CHANGES:**

**Raymond Juhasz**, Library Assistant II Circulation, Aberdeen Branch, 37.5 hours per week has been transfer to Library Assistant II Circulation, Edgewood Branch, 37.5 hours per week. Effective Date: TBD.

#### **RETIREMENTS:**

**Joyce Wemer**, Branch Manager, Norrisville Branch, 37.5 hours per week, employed since 2007 and retiring July 1, 2022.

**RESIGNATIONS/TERMINATIONS:**

**Megan Dill**, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: April 29, 2022.

**Catherine Lamberti**, Custodian, Bel Air, 37.5 hours per week. Effective Date: May 13, 2022

**DISCIPLINARY ACTIONS:**

One employee. Three-day suspension without pay.

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA intermittent leave to care for a family member due to illness from March 23, 2022 to September 23, 2022.

An employee has requested FMLA for personal illness beginning May 11, 2022 to April 10, 2023.

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Library Associate I/II – Adult Services**, Aberdeen Branch, 20 hours per week. Posted internal/external.
- **Library Assistant II- Circulation**, Aberdeen Branch, 37.5 hours per week. Posted internal/external

**Abingdon Branch**

- **Library Associate I/II**, Abingdon Branch, 15 hours per week. Posted internal/external

**Administrative Office**

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Library Assistant I Technical Service**, Administrative Office, 15 hours per week. Posted internal/external.

**Bel Air Branch**

- **Library Associate I/II – Sharing the Gift**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week (2 Positions). Posted internal/external.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. Posted Internal/external.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Posted internal/external.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. On hold
- **Custodian**, Bel Air Branch, 37.5 hours per week. Posted internal/external

**Edgewood Branch**

- **Library Associate I/II**, Edgewood Branch, 15 hours per week (2 Positions). On hold.
- **Children’s Summer Assistant**, Rolling Reader, Edgewood Branch, temporary summer position for a period of 8-10 weeks for a total of 300 hours for Summer 2022. Posted internally/externally.

**Fallston Branch**

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. Posted internal/external.

**Havre de Grace Branch**

- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.

**Jarrettsville Branch**

- **Library Associate I/II**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week (2 Positions). On hold.

**Joppa Branch**

- **Library Assistant II – Circulation**, Joppa Branch, 37.5 hours per week. Posted internal/external.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. Posted internal/external.

**Norrisville Branch**

- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I**, Norrisville Branch, 15 hours per week. Posted internal/external.

**Whiteford Branch**

- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week. Posted internally/externally.

**FUTURE VACANCY DUE TO RETIREMENTS:**

**Library Assistant III Outreach, Bel Air Branch**

**Library Assistant II, Joppa Branch**

**Branch Manager, Norrisville Branch**

**POSITION RECLASSIFIED**

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. Position has been reclassified as Digital Content Coordinator.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (4 Positions) has been reclassified as Library Assistant II – Circulation two full-time positions.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions) has been reclassified as Library Assistant II – Circulation one full-time position.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week & 19 hours per week has been reclassified as Library Assistant II – Circulation one full-time position.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions) has been reclassified as Library Assistant II – Circulation one full-time position.

**HCPL Library Jobs:**

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FE008691EC4Fo3A189014B9C1100A>

*The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.*

***Annual Review of Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY23 – Mr. Ross***

Mr. Ross noted this policy is updated every year, and is an explanation of the benefits available to staff. The policy was revised to clarify some of the language.

Dr. Allen asked that both of the action items be considered as one item for approval.

**MOTION: Recommendation by the HR Committee and carried by unanimous vote to approve the Personnel Report and the Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY23 as presented.**

**OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **FY23 Officer Nominations – Dr. Allen**

Dr. Allen noted that current Board Officers were nominated to serve another term in FY23 but opened the floor to other nominations. No additional nominations were brought forth. The current slate of Board Officers includes: Dr. William Allen – Chair, Carol Wright – Vice Chair, and Durbin Vido – Treasurer.

**MOTION: Motion by Mr. Adams, seconded by Ms. Martin and carried by unanimous vote to close nominations and approve the current slate of Board Officers as presented.**

### **Schedule of Holidays & Closings Through 2023 – Ms. Hastler**

All Trustees had the opportunity to review the draft Schedule of Holidays & Closings Through 2023 in advance of this evening's Board meeting.

**MOTION: Motion by Mr. Adams, seconded by Dr. Head and carried by unanimous vote to approve the Schedule of Holidays & Closings Through 2023 as presented.**

## **BUSINESS FROM THE CHAIRPERSON**

Dr. Allen expressed his pleasure at attending the Chamber of Commerce Military Appreciation Luncheon as a representative of the Library, an event sponsor.

## **BUSINESS FROM BOARD MEMBERS**

Ms. Martin commended Library staff for working to provide not only virtual programming during the pandemic, but continuing to offer virtual, in-person, and hybrid events in order to reach more people, make the Library more accessible to the community, and still be great! Dr. Vido agreed that hosting author events both in-person and online was wonderful! Dr. Allen agreed, and noted that the Library's infrastructure has grown and will be stronger thanks to our adaptability.

## **PUBLIC COMMENTS**

Two members of the public registered to address the Board.

Dr. Allen reminded speakers to begin by stating their name and home address. He stated that each speaker was limited to three minutes and, keeping in the spirit of Harford County's commitment to choose civility, asked speakers to be respectful and courteous.

Ms. Gail Isennock, Library employee, asked the Board to consider distributing annual salary increases with lower level employees receiving a higher amount. Ms. Isennock stated that those staff on the lower end of the pay scale received lesser dollar amounts than those on the higher end of the pay scale, even though they both received the same percentage. Ms. Isennock also stated that the higher cost of items such as fuel prices were "very tough" on those employees on the lower end of the salary scale, and that those on the higher end of the pay scale were given more opportunity for telework.

Ms. Bridget Fitzgerald addressed the Board as a representative of the International Association of Machinists & Aerospace Workers union. She stated that she has been helping some staff members to try and form a union and that the Board had done a "very good job" of "killing" the legislation earlier in the year. Ms. Fitzgerald stated that in communication sent to staff, the Board told staff they had the right to organize already and that the legislation wasn't needed. Ms. Fitzgerald stated that she sent the Board a letter, on which she tracked delivery, and in that

letter she asked for clarification on the Board’s statement at the request of staff. Ms. Fitzgerald stated she received an email from the Board that said her services were no longer needed and the Board preferred to communicate with staff directly. Ms. Fitzgerald stated that that response is the reason staff contacted her, and that the Board doesn’t have the authority to dismiss her. She stated that staff called her and she works for them. Ms. Fitzgerald stated that since the legislation died, staff have communicated to her that they feel the Board has alienated themselves even further and have not communicated to staff. Ms. Fitzgerald noted that an example was that staff did not receive information regarding benefits during the recent open season. Ms. Fitzgerald stated that staff deserve to know how they can unionize without legislation. Ms. Fitzgerald stated that staff deserve answers and honesty and she will continue to work for them as long as they want her here. She suggested that the Board have “some honesty with them” in order to bridge a partnership. Ms. Fitzgerald noted that the legislation was modeled after the Harford County Charter and if it’s good enough for their employees why isn’t it good enough for the Library. Ms. Fitzgerald asked why the Library looked to the Howard County legislation, since that was the only one of four counties that had not been successful. Ms. Fitzgerald stated that the reason the Library wanted to follow the Howard County model was that they required the list of staff that wanted to unionize be given to administration. She stated that the Library “wants to know who to target, who supports the union”. Ms. Fitzgerald stated that if she’s wrong about that, then communicate to the staff and “let’s partner on how to get a law passed, but otherwise I’m going to work for them and look forward to the next year”.

Dr. Allen thanked both speakers for their comments.

### **EXECUTIVE SESSION**

Dr. Allen cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

#### **Maryland Open Meetings Act § 3-305**

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

Dr. Allen requested the Board retire to discuss confidential personnel issues.

**MOTION: Motion by Mr. Vogelhut, seconded by Mr. Adams and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.**

The public meeting was closed at 7:09PM and the Executive Session began at 7:12PM.

Present during the Executive Session were: Mr. Adams, Dr. Allen, Ms. Gahs, Dr. Head, Ms. Martin, Mr. Vido, Mr. Vogelhut, Ms. Wright, Ms. Hastler, and Ms. Button.

The Board reviewed confidential personnel issues.

**MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the closing of the Executive Session and resume the Public Meeting.**

The Executive Session was closed at 7:50PM and the Public Meeting resumed at 7:51PM.

### **ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, Dr. Allen requested a motion to adjourn the meeting.

**MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the adjournment of the Public Meeting.**

The public meeting adjourned at 7:52PM.