

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2019 BOARD OF TRUSTEES**

**MEETING MINUTES**

**February 21, 2019**

---

**Present:** Dwayne Adams, Alex M. Allman, Nancy Brown, Dominic C. Cottone, Honorable Susan H. Hazlett, Taryn J. Martin, Aurora Kahoe Legislative Aide to County Councilman Chad R. Shrodes, John T. Paramore Student Liaison, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustees William B. Allen, Kenneth R. Avery, Durbin Vido, and County Councilman Chad R. Shrodes

**CALL TO ORDER**

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:33 PM in the Bel Air Library.

**CHANGES TO THE AGENDA**

There were no Changes to the Agenda.

**PRESENTATIONS/RECOGNITIONS**

The Board would like to welcome to Aurora Kahoe, Legislative Aide to Councilman Chad Shrodes. Ms. Kahoe shared that Councilman Shrodes was happy to be appointed as Council Liaison to the Board.

**APPROVAL OF MINUTES**

**MOTION: Motion by Mr. Cottone, seconded by Mr. Adams and approved by unanimous vote to accept the Minutes of the January 10, 2019 Board Meeting.**

**TREASURER'S REPORT**

Mr. Vido read the Treasurer's Report as prepared by Pamela Wockenfuss, Finance Administrator.

Expenditures through the month ended January 2019 were within the FY19 budget. As of January 31, 2019, encumbrances totaled \$336,000 including:

Contracted Services	\$ 19,000
Supplies/Travel	\$ 29,000
Travel	\$ 1,000
Library Materials	\$ 233,000
Furniture and Equipment	\$ 54,000
	<u>\$ 336,000</u>

There were no questions or comments regarding the Treasurer's Report.

**COMMITTEE REPORTS**

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

The Budget & Finance Committee did not meet.

**Executive Committee – Mr. Allman**

The Executive Committee did not meet.

**Capital Improvements Committee –Mr. Cottone**

The Capital Improvements Committee did not meet.

**Human Resources Committee – Judge Hazlett**

The Human Resources Committee did not meet.

**Foundation – Ms. Hastler for Ms. Martin**

The Foundation Board did meet. There was a Gala Theme Reveal Happy Hour that went great! A brief report was included in the Board packet for review.

**Statistics – Ms. Parry**

In January, circulation was at 299,541 and information reader assistance at 44,769. There were 542 programs with 25,987 attending. There were 118,887 walk-ins and 7,482 drive thru visits. A complete report was included in the Board packet for review. The combined usage of e-products for January is our highest usage for the year thus far; the second highest usage was posted in July 2018 (135,368). Social media reach was at its highest for this year as well; the second highest reach was in December 2018 (10,642). Mr. Allman asked how that reach was determined. Ms. Parry clarified that it's our interaction with social media engagement using analytics. Statistics for December 2018 were also included in the Board packet for review.

**Branch Programming Report January 2019 – Ms. LaPenotiere**

An evening with Chef and Author John Shields at Abingdon was a huge success. Over 175 people heard John share his vast knowledge of the Chesapeake Bay region and its effect on his award winning menus and cookbooks. The third annual Fairy Tale & Superhero Festival held at Bel Air was a delightful event which drew tremendous crowds. Customers enjoyed listening to celebrity readers and taking part in special activities throughout the day. Our new robot Meccanoid was extremely popular.

Bel Air's Facebook page thrived during January with the excitement of the Fairy Tale Festival. However, a post featuring a stuffed dog from their Lost & Found was a huge draw. Over 1,170 people shared this post and it reached over 50,000 people. Sadly, the dog remains in Lost & Found waiting for its owner. The combination of the programs and dog post resulted in 100 new followers for the month.

Whiteford and Norrisville held Operation Paws for Homes: K9s&Kds programs. Both events drew great crowds. Children and adults came out to learn the correct ways to approach and interact with dogs. After making special dog toys for the shelter dogs, everyone was able to meet and play with the real K9s.

Eighty-six Silver Reader customers signed up for the Winter Reading Program and 44 have already completed. The Silver Reader office received a call from St. John's Towers and Commons senior housing site in Havre de Grace. They received a grant to provide residents with Amazon Echo Dot devices in their apartments and wanted to know if the Dots could be used to access HCPL's e-audio books. Ryan Rickels, our IT Director, was able to provide all the information needed to get the devices up and going. By the next day, St. John's management reported success in connecting with HCPL's audio services. They were very pleased.

This story concerns our aid to furlough federal workers. During a customer interaction, where a fine was being negotiated, Aberdeen's Circulation Manager Melisa Bosse-Karczmar asked the customer if she was a federal employee affected by the shutdown. The customer said yes so Melisa waived everything, handed her the receipt, and said it has been taken care of. She wasn't aware the library was doing this and couldn't believe it. The customer asked to shake Melisa's hand in lieu of jumping over the desk and giving her a hug.

**Teen Highlights January 2019 – Mr. Paramore**

Librarians from Whiteford, Norrisville and Jarrettsville went to North Harford High School to promote Winter Reading. They registered many teen and some adults. The HCPL "swag", provided by the Marketing Department was a big hit, especially the sunglasses!

Fallston's Stanzas in the Stacks-Open Mic Night attracted teens and adults. Participants read original poetry and essays. They had performances on violin, ukulele, and guitar. There was even a reading from a funny picture book, complete with audience participation. The enthusiastic attendees enjoyed coffee and cookies and asked Fallston to plan more such events in the future.

The Teen After Hours at Whiteford was a blast. DupliCakes had teens trying to duplicate in real life, a photo of a small cake decorated as a mug of cocoa. Thirteen talented teens participated. The cakes were on display and received many positive remarks!

## **Chief Executive Officer's Report – Ms. Hastler**

### **Building Projects**

**Abingdon Window Replacement Project** – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000. The County is reevaluating projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date was delayed until March 2019. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library. The project began on March 5<sup>th</sup> and completion is expected to be in August.

**Jarrettsville – Gutters/Sidewalk Repair** – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the walkway at the main entrance to ensure proper drainage. The County is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Repairs have been completed to the two concrete slabs in the rear of the building that settled causing low spots where water collects and freezes. The concrete is no longer a tripping hazard. We are waiting on the front entrance to be re-sloped.

**Riverside Renovation** – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library's administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project. We are finalizing the floor layout and will start working on mechanical and electrical plans. The project has been placed on hold for the time being. The current drawings indicate the loss of our storage space.

**Fallston** –The roof developed many leaks during the winter and continue. Temporary measures to catch the water were installed by the County until permanent repairs could be made. A pre-bid walk through at the branch was held on June 18<sup>th</sup> in the morning. Bids were due by July 3<sup>rd</sup>. Work began September 17<sup>th</sup> and the final top coat of stone should be installed this week, weather permitting. The final portion of the project will be to recaulk and paint the front overhang façade to freshen the exterior. The canopy has been power-washed and a primer coat of paint has been applied. Due to the cold weather, the final two coats of paint will have to wait until spring to be applied.

**Aberdeen Children's Area Refresh** - The Library is currently reviewing drawings to refresh the Aberdeen Children's area. The refresh would include new shelving, furniture, and carpet. Also under consideration is upgrading the lighting for the space. The Library team met with the interior designer on September 12<sup>th</sup> and determined that the raised venting that runs the wall perimeter of both sides of the

building could be removed and replaced with floor vents providing additional space for shelving and furniture. Facilities is investigating the cost to remove raised HVAC vents.

**Edgewood Roof** – The new roof has developed some leaks around the roof exhaust vents. The County is working with the vendor to replace new roof curbs for the 14 exhaust vents. When the contractor attempted to install the roof curbs, they discovered the roof vents are holding up the ductwork in several locations. The County is working with an HVAC vendor to properly hang the HVAC ductwork independently of the roof vents. The HVAC vendor should be finished this week. The roofing contractor will then be scheduled to install the roofing curbs. The flashing around the roof vents has been completed and this project is complete.

**Various Small Projects:**

**Bel Air** – Estimates to refresh the large meeting room are pending. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling times and ceiling fans, new LED lighting, and new carpet.

**Darlington** – Facilities is working with an electrical contractor to install an exterior outlet so that the Darlington road sign can be permanently and safely illuminated. The contractor is scheduled to perform the work this week. The work was completed and the sign is now properly lit.

**Havre de Grace** – Two additional security cameras will be added to the loading dock area for better viewing of after-hours activity. Installation will occur in two weeks. Installation is complete.

**Joppa** – New LED exterior lighting has been installed. The lighting project included: soffit lights at the entrance, lighting on the sides of the building, and parking lot pole lights. The Library is receiving a \$1,500 rebate from BGE. The exterior is complete. Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings.

**Riverside** – We are waiting for the County to repair the storm drain out in front of the building in the corner of the parking lot before the sinkhole swallows a car.

**Choose Civility Harford County** continues to raise awareness in the county through many library programs and events planned this spring. The Human Library will be held on Saturday, February 23 at Abingdon Library, March 30 at Havre de Grace Library, and April 6 at Fallston Library. Please save the date for our first Longest Table event in Harford County: Saturday, May 4 at Leidos Field at Ripken Stadium. Planning is underway, and registration will be open on March 8.

**Annapolis Update** – HCPL was represented at Harford County Night in Annapolis on January 17. We focused on technology and debuted our new interactive AI robot Meccanoid at the event. Maryland Libraries Day was held on February 5<sup>th</sup> and visits were held with each Delegate. On February 14<sup>th</sup>, Maryland Arts Day was held and the Harford Art community was very well represented.

**Federal Workers Affected by the Shutdown – Update** – Many thanks to the Board for approving the flexibility in waiving fines and fees for federal workers who were recently affected by the federal government shutdown. It resonated with many folks in the community and one customer asked “to shake the hand of the circulation staff person in lieu of “jumping over the customer service desk and giving her a big hug.” The customer was not aware of the waiving and was so touched by it.

**3<sup>rd</sup> Annual Fairy Tale & Superhero Festival** was held on Friday, January 18<sup>th</sup> at the Bel Air Library and more than 750 children and adults attended. The day was filled with story times, dance parties, virtual reality, crafts, and more. Our celebrity readers did an amazing job and were given thank you gifts in the shape of a castle, made on our 3D printers. Many thanks to everyone who participated in the very special day at the library!

**Strategic Planning** – We have held two strategic planning sessions with a small group of staff, and have scheduled a Focus Group session for March 27.

**ALA MidWinter Conference** – The American Library Association MidWinter Conference was held January 24 – January 28, 2019. The CEO presented on Cybersecurity and participated in many meetings and discussions regarding cybersecurity, privacy, diversity and more.

**Project Homeless Connect** – A team of staff members volunteered at the United Way Project Homeless Connect event on January 24. Over 300 attendees engaged with the library: 55 children attended Storytime, 55 received library card assistance, and another 209 stopped by the library’s table to pick up HCPL t-shirts and mugs.

**Author Visit** – Nearly 200 attendees enjoyed An Evening with Chef and Author John Shields on January 31 at the Abingdon Library. Attendees at this paid event received a copy of his new cookbook, “The New Chesapeake Kitchen,” and a Winter Reading Tote Bag.

**A Night Out at the Library: Valen-tinis with Drew Lazor** took place at the Abingdon Library on February 8 and hosted by the Harford County Public Library Foundation. The event drew a crowd of more than 100 people. Guests sampled the “Old Hickory,” one of Drew’s signature drinks, along with light appetizers and local chocolates. Special thanks to Pairings Bistro for sponsoring the food, Jim’s Bottleworks for sponsoring the bar and Log Cabin Candies for sponsoring the chocolates. This event was a fundraiser for the HCPL Foundation.

**Harford Leadership Academy** – Charles Ross and Jennifer Button have been accepted into the Class of 2019 Harford Leadership Academy. The program began on February 20 and will conclude with a graduation ceremony on June 6.

### **Meetings & Presentations – January 2019**

1/2-1/4	Winter MACo Conference
1/7	MAPLA Legislative Conference Call
1/8	Clergy & Community Leaders Networking Summit - Choose Civility Presentation
1/9	Annapolis Summit
1/10	Harford Chamber Executive Committee
1/10	Meeting with Harford County Parks & Rec
1/10	The Daily Record Interview
1/12	Fox 45 Interview
1/14	MAPLA Legislative Conference Call
1/15	Greater Bel Air Community Foundation Meeting
1/17	Harford County Chamber Board Meeting
1/17	Harford Chamber State of the County
1/17	Harford Night in Annapolis
1/18	Healthy Harford Healthy Cecil Board Meeting
1/19	3 <sup>rd</sup> Annual Fairytale & Superhero Festival
1/20	Strategic Planning with Tecker International
1/23	MAPLA – Cybersecurity Presentation
1/24-1/28	ALA Midwinter Conference – Cybersecurity Presentation
1/31	Author Event: John Shields

### **Marketing February 2019**

#### **General**

- Projects completed by designers: 134
- Our Facebook page is now up to 6,068 likes!
- There’s less than 2 weeks left of Winter Reading 2019 “Eat, Drink, Read...the 2<sup>nd</sup> Course.” Open to Adults and High School students, participants read 5 or 3 books, respectively, to earn a special collector’s mug, while supplies last. Registration is available on the Library website and participants can

also log their books online. There are currently 4,355 individuals registered and 2,261 completions! Program ends on Saturday, March 2.

- The 3<sup>rd</sup> Annual Fairy Tale & Superhero Festival was held on January 18 at the Bel Air Library. This full-day event featured celebrity story times, as well as games, crafts, and other activities. More than 750 children and adults attended.
- Close to 200 people enjoyed An Evening with Chef and Author John Shields on January 31 at the Abingdon Library. Attendees of this paid event received a copy of his new cookbook, “The New Chesapeake Kitchen,” and a Winter Reading canvas market bag.
- Taping of Harford Cable Network’s MagaScene took place at Jarrettsville Library on Monday, February 4. The subject of the day was the upcoming Romancing the Chrome and the following were interviewed- Mary Hastler, Jenny Dombeck, Joe Ligo (RTC Celebrity Judge from Maryland Public Television) and Mike Baldwin (from Keene Dodge- sponsor for RTC).
- A Night Out at the Library: Valentinis with Drew Lazor took place at the Abingdon Library on February 8. This fundraiser for the Foundation was attended by more than 100 people. Guests sampled one of Drew’s signature drinks, along with small plates and local chocolates. Special thanks to Jim’s Bottleworks, Pairings Bistro, and Log Cabin Chocolates for supporting this event.
- Registration for the 2<sup>nd</sup> Annual Women’s Summit is underway. Happening at Water’s Edge Event Center on Tuesday, March 5. To date, 76 tickets have been sold. Beth Kaplan, former president/chief operating officer of Rent the Runway is this year’s keynote speaker, and she’ll be joined by several local speakers.
- Our first Human Library is happening on Saturday, February 23, from 1-4pm at the Abingdon Library. This program invites “readers” to borrow “books” to learn about different individuals and their unique backgrounds, to promote understanding between all those who make up our community. Two additional events are scheduled for March and April.
- The spring H&H is now available online and arrived in the branches this week. This edition includes programs happening in March, April, and May.
- 2019 Save the Dates for Choose Civility Harford County events
  - Human Library: February 23 at Abingdon, March 30 at Havre de Grace, April 6 at Fallston
  - The Longest Table: May 4 at Leidos Field at Ripken Stadium from 9-11 am – initial walkthrough happened on February 14 and plans are underway for this event.

### **Marketing Campaigns**

- 2019 Newbery & Caldecott Winners
- Income Tax Resources
- 8<sup>th</sup> Annual Romancing the Chrome Car Show
- 2019 Gala Happy Hour
- Human Library
- Black History Month
- 6<sup>th</sup> Annual Genealogy Conference
- 2<sup>nd</sup> Annual Women’s Summit
- Women’s History Month
- 2019 Film This!
- Abingdon Library Construction

### **Outreach**

- HCPL participated in Harford County Night in Annapolis on January 17. Library technology was the main focus of our outreach table and attendees had the opportunity to try out Meccanoid, an interactive AI robot, as well as augmented reality tattoos. Giveaways included HCPL wind-up robots and lip balm.
- Several HCPL staff members participated in Project Homeless Connect Harford County on January 24 at HCC. Attendees were able to sign up for Library cards and received HCPL t-shirts and mugs.
- An HCPL team attended Maryland Library Day in Annapolis on Tuesday, February 5. In addition to MLA materials, packets containing H&H, HCPL’s Annual Report and other marketing collateral as well as chocolates & HCPL Challenge Coins were personally handed out to each Harford County legislative office.

## Board Meeting Minutes – February 21, 2019

- Attended Harford Family House 30<sup>th</sup> Anniversary Logo reveal event at 510 Johnnys on Wednesday, February 6.
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

### Advertising

#### Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
  - 1/11 – Carly Reighard, Harford County Public Library
  - 1/18 – Amy Novak and Scott Gottbreht, United Way on Central Maryland
  - 1/25 – replay of 1/4 show
  - 2/1 – replay of 12/14 show
  - 2/8 – Jordan Williams, Harford Community College
  - 2/15 – Christine McPherson, Bel Air Downtown Alliance, and Phillip Rhudy, Independent Brewing Company

#### Press Releases Distributed

- “Valen-tinis with Drew Lazor,” January 11
- “Resources to Federal Workers Affected by Shutdown,” January 21
- “Black History Month,” January 23
- “Women’s Summit,” February 6

#### Recent Articles and Mentions Received

- “8<sup>th</sup> Annual Romancing the Chrome Car Show,” *Car Show & Cruise Guide*, December/January
- “Laura Lippman,” *The Bargaineer*, December 14
- “Winter Reading 2019,” *The Bargaineer*, December 21
- “Human Library,” *The Bargaineer*, December 28; *The Aegis*, January 16
- “What’s in Your Purse – Mary Hastler,” *The Daily Record Path to Excellence*, January
- “Library Board Seeks Candidate,” *The Record*, January 4
- “Fairy Tale & Superhero Festival,” *The Bargaineer*, January 4; *The Aegis*, January 9; *The Weekender*, *Capital Gazette* (online), January 17; *WKND*, *The Baltimore Sun*, *The Bargaineer*, January 18; *The Aegis*, January 23
- “Child Advocacy Center Book Donation,” *The Bargaineer*, January 11; *The Bargaineer* (online); *The Aegis*, January 16
- “Valen-tinis with Drew Lazor,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, January 11; *Bel Air News & Views*, January 15; *The Bargaineer*, January 18; *The Aegis*, *The Record*, February 1
- “The Edgewood Scrapbook,” *The Aegis*, January 18
- “Resources for Federal Workers,” *WBAL-TV, Patch – Aberdeen, Bel Air, Fallston and Havre de Grace, Bel Air News & Views, The Aegis* (online), *The Baltimore Sun* (online), January 21; *WBAL Radio*, January 22; *The Aegis*, *The Daily Record*, January 23; *The Bargaineer*, January 25
- “Harford County FY20 Budget,” *The Bargaineer* (online), January 21; *The Baltimore Sun* (online), *The Aegis* (online), January 25
- “Black History Month,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace, Bel Air News & Views*, January 23; *The Bargaineer*, January 25; *The Dagger*, January 28; *The Aegis*, *The Bargaineer* (online), January 30; *The Record*, February 1
- “John Shields,” *The Bargaineer*, January 25
- “2019 HCPL Foundation Gala,” *The Bargaineer*, January 25
- “Women’s Summit,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, February 6; *Citybizlist*, February 10; *The Bargaineer* (online), February 18
- “Choose Civility,” *The Dagger*, February 6; *The Aegis* (online), *The Baltimore Sun* (online), February 7
- “Harford Family House,” *Harford County Living*, February 7; *The Aegis*, February 13
- “Mental Health Workshops,” *The Star Democrat*, February 12; *Kent County News*, February 13

### **Cultural Arts Board February 2019**

On January 7<sup>th</sup>, the January February 2019 episode of Kaleidoscope, the Cultural Arts Board's bimonthly television program produced in partnership with [Harford Cable Network](#), was filmed, featuring:

- Inspirational advocate and artist Joan Henderson Hodous & Amanda Pugh talking about Joan's upcoming exhibit benefitting [Maryland Center for the Arts](#)
- Playwright and psychologist Christle Henzel & actor Julio Fernandez from the play "[Addicted](#)"
- Steven Skerritt-Davis from the [Maryland State Arts Council](#) talking about a new grant program and upcoming events
- and we 🍷 "Shine a Light On" Gourd artist [Susan Zanella](#)

### **Foundation February 2019**

The next meeting of the HCPL Foundation Board of Directors will be February 26, 2019.

### **Winter Reading**

Winter Reading is underway and will conclude on March 1. The Library Foundation had the pleasure of sponsoring one of the Winter Reading author programs this year. Drew Lazor came to the Abingdon Branch on Friday, February 8 for "Valen-tinis." It was a sold out event to over 100 attendees. Attendees received a signed copy of Drew's "Session Cocktails" book and a Winter Reading bag. A special thanks to Pairings Bistro for sponsoring the food, Jim's Bottleworks for sponsoring the bar and Log Cabin Candies for sponsoring the chocolates. The event grossed over \$1,000 for the Foundation.

### **Romancing the Chrome**

This year's car show is scheduled for Saturday, April 13 from 10 a.m. – 4 p.m. The rain date is Saturday, April 20. Keene Dodge will be returning as our Headlining Sponsor. Jarrettsville Federal, Klein's Shoprite and Waste Industries have joined us as Premiere Sponsors. Armstrong and BE Miller have joined as Supporting Sponsors. Jarrettsville Creamery and American Design and Build are Contributing Sponsors. The first committee meeting took place on Thursday, January 3 at 6:30 p.m. at the Jarrettsville Branch. Joe Ligo, from the television show Motorweek, will return as our celebrity judge and Sheriff Gahler will return as our judge for the "Hero's Choice Award". We have partnered with WMAR Channel 2 news for media coverage. Kristy Breslin featured the Library and the Car Show on Harford Cable Network's Harford MagaScene. It will air the first week in March.

### **National Library Week**

We will be hosting a virtual "Day of Giving" on Tuesday, April 9 in honor of National Library Week. Funds raised will go towards Library programs and initiatives.

### **Summer Reading Challenge**

The Summer Reading Challenge will kick off on Monday, June 17 at the Bel Air Branch in the morning and possibly at the Aberdeen Branch in the afternoon. This year's theme is "Space Chase: An Out-of-this-World Adventure." The theme was inspired by the 50<sup>th</sup> Anniversary of the first moon landing and was selected by the Reading Agency and Libraries. Sponsorships are being finalized and we want to thank: Bel Air Friends of HCPL, APG Federal Credit Union, Klein's ShopRite, HAR-CO Federal Credit Union, Aberdeen Rotary Club, Rosedale Federal Savings & Loan, the John Carroll School, Huether-McClelland Foundation, Darlington Friends of HCPL, Berardino Family Trust, Aberdeen Ironbirds, Maryland 529, and the Harford Day School.

### **15<sup>th</sup> Annual HCPL Gala**

The Foundation hosted their Gala Happy Hour at Saxon's in Aberdeen on Tuesday, February 5. A nice crowd of about 70 guests attended. They enjoyed food and drink from Pairings Bistro and some great music by the Nico Sarbanes Jazz Trio. Gala Raffle tickets are available! The raffle items are a gorgeous 18 karat white gold open end baguette and round diamond bangle bracelet accompanied by an 18 karat white gold baguette and round diamond halo by pass ring. Total weight is over 2 karats of diamonds! We are happy to announce that the caterer for this year's Gala has been selected and it is Water's Edge Events Center. They have put together an amazing menu and will be joining forces with Matsuri Japanese Restaurant to provide two sushi bars. Gala



tickets will go on sale Friday, August 2 at 11:02 a.m. and are expected to sell out quickly. Sponsorships are available.

**DRAFT Statement of Financial Position as of November 30, 2018**

<b>Assets:</b>	
.....	
Checking/Savings	\$ 706,533.78
Accounts Receivable	23,650.00
Total Current Assets:	\$ <u>731,431.28</u>
<b>Liabilities &amp; Equity:</b>	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	<u>14,205.00</u>
Total Current Liabilities:	<u>15,555.00</u>
<b>Equity:</b>	
.....	
Temporarily Restricted Net Assets	243,371.34
Board Designated Net Assets	27,980.57
Unrestricted Net Assets	212,343.72
Net Income	<u>232,180.65</u>
Total Equity:	<u>715,876.28</u>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>731,431.28</u></b>

**ACTION ITEMS**

**Personnel Changes – February 2019**

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

**NEW HIRES:**

None

**PROMOTIONS:**

None

**OTHER CHANGES:**

None

**RETIREMENTS:**

None

**RESIGNATIONS/TERMINATIONS:**

**Chris Wilkinson**, ILS Specialist, Administrative Offices, 37.5 hour per week. Effective Date: February 8, 2019.

**Zachary Krebs**, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: February 9, 2019.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested leave for own serious health condition effective 3/6/2019.

**OPEN POSITIONS:**

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Scheduling in-person interviews for March 1, 2019.*
- **Assistant Branch Manager I**, Joppa Branch, 37.5 hours per week. *Scheduling in-person interviews for March 1, 2019.*
- **Librarian – Children’s Services**, Aberdeen Branch, 37.5 hours per week. *Scheduling phone interviews for March 5, 2019.*
- **Librarian – Children’s Services**, Abingdon Branch, 37.5 hours per week. *Scheduling phone interviews for March 5, 2019.*
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. *Posted internally/externally. Closing Date: January 18, 2019. Reviewing applications.*
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 18, 2019. Reviewing applications.*
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 31, 2019. Reviewing applications.*
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 31, 2019. Reviewing applications.*
- **Library Associate II – Materials**, Administrative Offices, 37.5 hours per week. *Phone interviews to be scheduled.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *Posted internally/externally. Closing Date: January 6, 2019. Phone interviews to be scheduled.*
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Posted internally/externally. Closing Date: January 24, 2019. Reviewing applications.*
- **Business Analyst**, Administrative Office, 37.5 hours per week. *Posted internally/externally. Closing Date: March 1, 2019.*
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: March 1, 2019.*
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week. *Assessing position.*
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **F&O Assistant**, Abingdon Branch, 15 hours per week. *Assessing position.*
- **F&O Assistant**, Abingdon Branch, 37.5 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing Position.*
- **Specialist III – Web Services**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*

**MOTION: Motion by Judge Hazlett seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for January 2019 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE CHAIRPERSON**

None

**BUSINESS FROM BOARD MEMBERS**

None

**COMMENTS FROM THE PUBLIC**

There were no Comments from the Public.

**ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting adjourned at 7:01 PM.