

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2020 BOARD OF TRUSTEES**

**MEETING MINUTES**

**February 20, 2020**

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**Present:** Dwayne Adams, William B. Allen, Kenneth R. Avery, Honorable Susan H. Hazlett, Taryn J. Martin, Durbin Vido, Carol Wright, Aurora Kahoe, Legislative Aide to Councilman Chad R. Shrodes, Student Liaison David C. Oguh, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustees Alex M. Allman, Nancy Brown and County Councilman Chad R. Shrodes

**CALL TO ORDER**

Vice Chairperson Judge Hazlett called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM in the Bel Air Library.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PRESENTATIONS/RECOGNITIONS**

There were no presentations/recognitions.

**APPROVAL OF MINUTES**

**MOTION: Motion by Mr. Adams, seconded by Mr. Vido and approved by unanimous vote to accept the Minutes of the January 16, 2020 Board Meeting.**

**TREASURER'S REPORT**

Mr. Vido reviewed the new Treasurer's Report as prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures through the seven months ended January 31, 2020 were within the FY2020 budget. Revenues are \$11.9 million and expenditures are \$10.8 million. Revenue from operations is under budget as Fines are down 13% compared to the budget. The Materials Budget is overspent for the year to date amount due to timing of purchases, however, there is still \$883,486 available for the remainder of the fiscal year and it will balance out. A detailed budget was submitted for review.

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

**COMMITTEE REPORTS**

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

The Budget & Finance Committee met to discuss funding for the compression issue, which is being requested from the County. The amount spent will be contingent upon what the County approves.

**Executive Committee – Mr. Allman**

The Executive Committee met on January 15, 2020 to discuss the changes to the preliminary budget that were approved in November. The budget will be revised to address the compression issue and the compensation and classification study. The amount of money we are requesting is significant, at \$528,000, and this would impact the lower two-thirds of the salary scale only. If this funding is not received, we would need to go back to the

drawing board to determine if, and how, the compression and compensation and classification issues could be addressed. The County's bid to purchase property for the Darlington project was accepted, and the Library through the Foundation will be providing funding to purchase the property. The County has received certification from Lewis Contractors that the ceiling above Schooner's Cover was installed and is once again safe. The County will now move forward with the noise abatement project. We have submitted our requests for County Capital project funding for Edgewood and Joppa Libraries. We will be requesting Board approval to close Aberdeen Library on certain dates for construction purposes, to prep for renovation of the Children's Department. We have received an update on the Public Information Act request that was made through the County Attorney's Office.

**Capital Improvements Committee – Mr. Adams**

The Capital Improvements Committee met to discuss the acquisition of new property for the Darlington Library, approved by the County Board of Estimates on February 11, 2020. The Library's funding contribution is being implemented in FY2021. Certification that Schooner Cove has been repaired by Lewis Construction and is safe for use has been filed with the County and the Library, and the County can now move forward with the noise abatement project. The Library is pleased to announce it received \$150,000 in funding for the Joppa and Edgewood Libraries in FY2021. The Bel Air Library Renovation project is moving forward slowly, and will be working with Library Interiors to design the space. The Riverside Administration space is still on hold for renovation or relocation.

**Human Resources Committee – Judge Hazlett**

The Human Resources Committee met primarily to discuss the compression analysis recommendation. To be eligible to receive an adjustment the employee must have been in their current position for at least one year as of January 1, 2020. The committee reviewed a chart with specific details about how adjustments would be calculated for staff, and noted that employees in Grade 10 would not be eligible since they were paid minimum wage and received an adjustment when minimum wage was increased on January 1, 2020. The chart was shared with members of the committee and will not be made public at this time. The financial implication of implementing the recommendation is about \$128,000, pending County funding. As soon as additional information can be shared with Library staff, it will be shared. Judge Hazlett noted that she was impressed with the recommendation, and that there was a significant increase to each of the salary grades effected. Ms. Hastler noted that, in her budget cover letter to the County, she again highlighted the average salary of Library employees and also requested wage parity. In FY2020, 36% of Library employees make less than \$29,999 and 54% make less than \$39,999. With this compression adjustment, Ms. Hastler noted we're hoping bring up the lower salaries to a better level than what they are currently. She clarified that the Library did not receive the increases that the school system, Sheriff's Office, and County received in recent years. Ms. Hastler noted that we are still operating from our 2010 budget levels. All staff are encouraged to reach out to the County Executive, County Administrator, and County Council requesting their full support of our budget request. Judge Hazlett clarified that the data provided in our budget request provides the legal framework needed to support our budget request.

**Foundation Committee – Ms. Martin**

The Foundation Board met and discussed the first annual rodeo scheduled for June. This is a sanctioned professional rodeo, family friendly, and more information to come! Planning for the Gala is also underway and we are currently looking for sponsors and auction items.

**OPEB Trust Committee – Ms. Hastler**

The OPEB Trust Committee met, including Chairman Alex Allman, CEO Mary Hastler, and CFO Kathy Cogar. The group met to discuss the Risk Posture Assessment for OPEB Trust and the Trustee Risk Profile. Each committee member completed the profile individually and the results were shared and discussed in order to come to a common agreement to our risk profile. The final product was the completion of one Trustee Risk Profile that will be submitted to the OPEB Trust Fund for Harford County Public Library. Ms. Cogar is a representative on the MACo OPEB Trust Fund and will be submitting the profile on our behalf.

**Statistics – Ms. Parry**

In January, physical circulation was at 225,564 and e-products at 50,356 with a total year to date circulation at 1,917,271. Online databases were 38,168, online classes at 12,524, PC sessions at 18,340, and WiFi usage at 22,010. Information reader assistance was 45,563. There were 772 programs with 38,271 attending. There were 114,343 walk-ins and 7,216 drive-thru customers.

**Branch Programming – Ms. LaPenotiere**

Abingdon was the host for Abingdon Elementary’s Family Reading Night. Over 300 students and their families enjoyed a variety of activities. The event featured teacher read aloud stations, a children’s book swap and green screen pictures, with sixty plus children receiving new library cards.

Havre de Grace hosted Sailing with Meadowvale Elementary. The teachers and HAV librarian, Sydney Buffington, staffed stations featuring reading and crafts to promote literacy skills for the students and their parents. Hot cocoa, cookies, and green screen photos with Tales Jr were included.

On a recent Sunday Bel Air’s StreamWorks hosted a rollicking block party. The 115 participants spent the afternoon building with all types of blocks; completed Lego challenges, built bridges and, most importantly, had a good time.

Darlington’s “Spice Up Your Tea with the Master Gardeners,” held at the Harford County Agricultural Center, drew a crowd of 49. The attendees learned about herbs, teas, and hydroponic planters. Cindy stamped Coffee & Tea Tour passports, awarded bags and checked out books to several customers at her mini outreach library in the lobby.

Norrisville celebrated the Chinese New Year with a paper dragon craft activity. The craft was so popular that the staff needed to quickly prep extra materials to accommodate all the interest.

And in keeping with the theme, the drop-in Lunar New Year craft was very popular at Whiteford. Kids created paper lanterns and little mice to celebrate the year of the rat.

**Teen Highlights – Mr. Oguh**

Aberdeen staff spent a lunch time at the High School signing students up for the Winter Reading Program.

Fallston librarian, Beth Heinlein, visited all the English classes at Fallston High School. She promoted Winter Reading, Film This and teen activities at the branch. Fallston has over 415 students registered for the Winter Reading Program.

The Super Smash Bros Tournament at Havre de Grace was a smashing success. Twenty teens attended with eighteen competing. Participants and spectators had a great time at this popular program.

As part of the Winter Reading Program, Joppa hosted a Teen Coffee House every other Friday afternoon where teens talked about books they read all while enjoying a hot beverage. 20 teens attended the first week and 16 teens the second. The program was declared a success.

**CEO Report – Ms. Hastler**

**Building Projects**

**Aberdeen Children’s Area Refresh** - The Aberdeen Library will be closed on Monday, February 24<sup>th</sup>, for prepping the Children’s Department for renovation. The materials will be moved and stored in the meeting room and a temporary construction wall built. The Library will reopen on Tuesday, February

25<sup>th</sup> with the Adult Department accessible. The staff have planned to hold Children’s activities in the adult side of the building during the duration of the project. It is anticipated that the branch will be closed for two days, April 8 and 9<sup>th</sup> (April 10<sup>th</sup> is a holiday—Good Friday) for painting. The details of the story garden are being finalized and we are waiting for the Civil Engineer to complete their report for the space. It is anticipated that the full branch will reopen at the end of April.

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that our application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020. The County provides matching funds for the remaining cost of the project. The library is working with the County to see if the HVAC replacement can take place sooner because of the recurring leaks. The County has reported that the units will be replaced with minimum interruption to the branch being open to the public. It will take place by zone over a period of several weeks and there are five zones in the Abingdon Library. The County held its first meeting with a design vendor during the first week of October. Once the design is complete, the County will advertise the bid with a closing date near the end of January. The bid should be awarded in early March. Installation will soon follow, to be completed by June or July.

**Abingdon – Renovation Update** – Permanent signage for the branch collection is underway along with the selection of additional seating and tables. Please join us tomorrow evening at the Abingdon Library as we are hosting Dr. William B. Allen, Emeritus Professor of Political Philosophy in the Department of Political Science and Emeritus Dean, James Madison College, at Michigan State University and Harford County Public Library Trustee and resident of Havre de Grace for *Hiding our Vices from Others: George Washington’s Guide to Civility*.

**Havre de Grace** – The wood ceiling above Schooner Cove has experienced some popping of screws and cracking sounds. The County worked with Lewis Contractors (building contractor) and though the warranty has expired, Lewis requested Michael Walkley, P.E., to visit the site in order to review and certify the ceiling. According to the consulting engineer, the most probably cause is elevated moisture and possibly heat that promotes cross grain expansion of the ash. He recommended that if deflecting or sagging of the ceiling occurs, that large pan head screws should be added to reattach the ceiling wood to the light gauge joists. He certified that from his observation and review that there is not a potential for ceiling or support framing to fall. The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and will now move forward under the County’s direction. The Library will be adding new electrical and data lines during the installation of the panels and we may need to close the branch during the duration of the project.

**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 tiles and ceiling fans, new LED lighting, and new carpet. On hold pending completion of the Aberdeen project. In addition, the library may be requesting design funds in FY 2021 in anticipation of renovating the building. A meeting was held in February with the County to begin preliminary planning for the space use. The next step will be to select a library design consultant along with an architect for the design of the space.

**Joppa Library** - Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. Waiting to schedule work after Aberdeen is closer to completion.

**Whiteford** – County Facilities has ordered a replacement water heater for the one that sprung a leak in the custodial closet. The replacement was installed. In October 2019 a small drip was discovered in the pipes located near the water treatment equipment. In order to fix the drip, the entire incoming water supply line was replaced on February 11<sup>th</sup>.

**Administrative offices** – Installation of cameras to view snow conditions for the front and rear parking lots took place. However, the camera installed to monitor snow has not been working reliably and we are looking into other options.

**Budget FY 21, Compression Initiative, and more** – The revised budget that will be discussed this evening includes the addition of \$528,000 to begin addressing the salary compression issue along with wage parity. We are optimistic that the County Executive will support this request in an effort to bring the salaries of library employees up to an appropriate level. In addition, the library through the Foundation is contributing \$350,000 to the purchase of property in partnership with the county. The total cost of the property is \$812,000 and coming from carryover funds from the previous year designated for building renovations.

**4<sup>th</sup> Annual Fairy Tale & Superhero Festival** was held on Friday, January 17<sup>th</sup> at the Bel Air Library and more than 1,450 children and adults attended. The day was filled with story times, dance parties, virtual reality, crafts, and more. Our 15 celebrity readers did an amazing job and received thank you gifts created on our 3D printers. Many thanks to everyone who participated in the very special day at the library!

**Project Homeless Connect** – A team of staff members volunteered at the United Way Project Homeless Connect even on January 23<sup>rd</sup>. Over 400 attendees engaged with the library: 48 attendees were issued library cards, 57 received library card assistance, and another 295 stopped by the library's table to pick up HCPL mugs and swag.

**FY21 Budget Virtual Town Hall Meeting** – The County Executive hosted this public input session on January 23 and the library was represented. At the meeting, one young customer, aged 10, shared why the library was important to him, while other customers and staff emailed or used social media to share their thoughts. Many of the comments requested the County Executive to fully fund the library's budget and provide funding to address the compression issue.

**Legislative Update** – Maryland Library Legislative Day was held on February 5<sup>th</sup> and visits were held with each Delegate.

There is pending legislation, Building Lifelong Learners Act, SB524/HB1000, prohibiting a public library from charging a minor a replacement fine or fee for an overdue library book until 3 months after the date on which the library book was due; requiring a public library to cancel or return a certain replacement fine or fee if a book is returned; altering the calculation of certain funding for the State Library Research Center; requiring the Governor to include \$7,500,000 in fiscal year 2022 and each fiscal year thereafter in the annual operating or capital budget for county library capital projects; etc. Maryland Libraries support the bill with amendments. The goal is to still allow library boards to decide whether they are fine-free for children and/or children's materials, etc.

SB190/HB150, the Governor's budget, includes a scheduled increase in per capita funding for the State Library Resource Center (SLRC), public and regional libraries for FY 2021.

On the federal level, the President's Budget was dropped and eliminated all funding for IMLS (Institute of Museum and Library Services). This funding provides LSTA (Library Services and Technology Act) funding to public libraries and Harford has received \$174,020 since 2017 and the total received by public libraries and regional libraries in Maryland has been \$3,883,275 during the same time period. American Library Association (ALA) is taking the lead in a national effort to have the funds put back in the budget. On February 10 and 11<sup>th</sup>, ALA hosted the Congressional Fly-In and Ms. Hastler represented Maryland and visited several congressional representatives during the fly-in.

**AbiliTV** – We were thrilled that Audrey Fung, Circulation Assistant I, at the Bel Air Branch and Josh Wingerd, former Circulation Assistant I, at the Edgewood Branch, were featured on the latest episode of AbiliTV on Harford Cable Network. This episode features inspiring stories from local citizens with disabilities, new programs and resources available in Harford County and a lesson on singing Happy Birthday in sign language,

and more. Audrey is a very talented and impressive sports enthusiast and Josh is a talented artist. The episode is airing on Harford Cable Network and online at <https://hc.viebit.com/player.php?hash=mhTESdTJyCT>.

**Census 2020** – The Library is partnering with Harford County Government to help everyone to be counted! The 2020 Census counts every person living in the 50 states, DC and five U.S. territories and it is critical that everyone is counted. The American Library Association has been producing very helpful informational documents that will assist public libraries in assisting their community in being counted.

**PIA Request** – The Library received an anonymous PIA request through the County Council Auditor on behalf of an anonymous County Council representative for all employee salaries for the past three years – 2019, 2018 and 2017. The Library complied with the request and many thanks to Kathy Cogar, CFO, who spent much time on pulling the information together. It was complicated since we migrated from ADP to Paycom during this time period. In an effort to protect the privacy of our employees, the lists were sent including department, budgeted hours worked weekly and salary but did not contain individual names. The County Auditor followed up and after discussion, it was determined that the individual salary actually requested was the CEO's salary information. This was provided to the County Auditor. The Executive Committee of the Board was kept apprised of the PIA request as we moved through the process.

### **Meetings & Presentations – January 2020**

- 1/6 Harford Chabad Gala Meeting
- 1/9 Harford Chamber Executive Committee Meeting
- 1/9 Baltimore Sun/Harford Magazine interview
- 1/10 Harford County Ravens Rally
- 1/11 Fox 45 Interview
- 1/13 MAPLA Legislative Conference Call
- 1/14 Meeting with County Administration
- 1/14 County Executive State of the County Address
- 1/15 Meeting with Harford County State's Attorney
- 1/16 Harford County Chamber Board Meeting
- 1/16 Harford Chamber State of the County Luncheon
- 1/17 Healthy Harford/Cecil Board Meeting
- 1/17 4<sup>th</sup> Annual Fairytale & Superhero Festival
- 1/22 Harford County Education Foundation Board Meeting
- 1/22 ALA PAG Conference Call
- 1/22 MAPLA Legislative Conference Call
- 1/23 United Way Project Homeless Connect
- 1/23 Harford County Consortium RFP Meeting
- 1/23 Harford County FY21 Budget Virtual Town Hall Meeting
- 1/24-27 ALA Mid-Winter Meeting
- 1/27 Harford Chabad Gala Meeting
- 1/27 Harford County Women's Commission Meeting
- 1/30 Meeting with Local Author Dan Diedrich

### **Marketing**

#### **General**

- 135 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
  - HCPL Main Facebook – 6,632 followers
  - Branch Facebook combined – 12,389 followers
  - HCPL Main Instagram – 561 followers
  - Branch Instagram combined – 2,718 followers
  - HCPL Main Twitter – 1,754 followers

## **Outreach & Events**

- Choose Civility Harford County Steering Committee meeting held 1/8 to plan for 2020.
- Branches participated in five community outreach events. Promotional items, along with resources/program information and Choose Civility Harford County items were distributed.

## **Press Releases Distributed**

- January 2... “4<sup>th</sup> Annual Fairy Tale & Superhero Festival”
- January 10... “Black History Programs”
- January 30... “George Washington’s Guide to Civility”

## **Recent Articles and Mentions Received**

- “7<sup>th</sup> Annual Genealogy Conference” – *The Bel Air Bond* – Winter 2020
- “15<sup>th</sup> Annual HCPL Foundation Gala” – *Baltimore Magazine* – January 2020 – *Baltimore Business Journal* – January 24
- “4<sup>th</sup> Annual Fairy Tale & Superhero Festival” – *Harford County Living; Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – January 2 – *The Aegis* (online) – January 7, 18 – *The Sun Online Events Calendar* – January 7 – *Bel Air News & Views* – January 8 – *The Aegis*; – January 10, 13, 15, 17, 22 – *The Bargaineer* – January 10 – *Fox 45 Baltimore* – January 11 – *APG News* – January 16, 23 – *The Baltimore Sun* – January 17
- “Cultural Arts Board Grants” – *The Aegis* – January 3
- “Upcoming Events at HCPL” – *The Bargaineer* – January 3
- “Noon Year’s Eve” – *The Aegis; The Record* – January 3
- “Black History Programs” – *Harford County Living; Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – January 10 – *The Aegis* (online) – January 13 – *The Aegis* – January 15, 17 – *Bel Air News & Views* – January 15 – *The Bargaineer* – January 17 – *The Record* – January 31
- “Winter Reading 2020: We Love to Read a Latte” – *APG News* – January 16, 23, 30
- “Harford County Virtual Town Hall” – *The Star* – January 16
- “State of the County Address” – *The Bargaineer* – January 17 – *The Daily Record* – January 29
- “Project Homeless Connect” – *The Aegis* – January 24
- “Harford Living Treasures” – *The Aegis* – January 24
- “George Washington’s Guide to Civility” – *Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – January 30

## **Advertising**

### Radio

- Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor and recent guests included:
  - 1/3...Amy Novak and Scott Gottbreht – United Way of Central Maryland’s Project Homeless Connect
  - 1/10...replay 1/3 show- Project Homeless Connect
  - 1/17...replay 12/13 show- Harford Crisis Center
  - 1/24...Bari Klein – Healthy Harford Healthy Cecil
  - 1/31...Angela Rose – Harford County Chamber of Commerce

## **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be February 25, 2020.

## **Once Upon a Rodeo**

The 1<sup>st</sup> Annual Once Upon a Rodeo will take place on June 20 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to

veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets go on sale April 1 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning April 1 but are only available while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, VIP seating for the concert and musical entertainment meet and greet. Sponsorships and vendor spaces are available.

**Summer Reading Challenge**

The Summer Reading kick off will be hosted on Monday, June 22 at the Abingdon Library in the morning and at the Aberdeen Library in the afternoon. We would like to recognize and thank our current SRC sponsors: Bel Air Friends of HCPL, Darlington Friends of HCPL, Harford Day School, Har-Co Credit Union, Maryland 529, The John Carroll School, Aberdeen Rotary, Rosedale Federal Savings and Loan, APGFCU, The Highlands School, Berardino Family Trust, the Aberdeen Ironbirds, Horizon Cinemas. Our Pre-School, Elementary, and Middle School completers will receive a book and a ticket to an Ironbirds game of their choice and our High School completers will receive a ticket to an Ironbirds game of their choice and a movie pass to Horizon Cinemas. We hope this exciting new partnership will be a fun incentive for our teen participants.

**16<sup>th</sup> Annual HCPL Gala**

This year’s Gala, *South Beach: An Evening in the Stacks* will be hosted on Saturday, November 7, 2020 at the Abingdon Library from 7:00 PM – 12 midnight. Guests will enjoy delicious food and drink, Library innovation and musical entertainment by the Mood Swings. The 16<sup>th</sup> Annual Gala will be the first of many events celebrating the 75<sup>th</sup> Anniversary of the Harford County Public Library. We are currently in the process of securing a location for a Gala Happy Hour in May. Sponsorships are available and several organizations have already committed to sponsoring. Thank you to our current sponsors: Headlining Sponsors-WebIXI, Rainbow International, Premier Sponsors-Coffee Coffee, Harford Community College, Chesapeake Bank of Maryland, Supporting Sponsor-Jeff and Jean Foulk, Contributing Sponsors-Harford County Chamber of Commerce, MediaWise, Mid-Atlantic Photographic LLC. The Auction and Sponsorship committees began meeting in January and the planning committee will begin to meet in March.

**2<sup>nd</sup> Annual Holiday Tea with Santa and Friends**

Back by popular demand, the Foundation will be hosting the 2<sup>nd</sup> Annual Holiday Tea with Santa and Friends on Saturday, December 5 at the Abingdon Library. There will be a morning and an afternoon time slot available to better accommodate families and their schedules. Participants will enjoy refreshments, holiday themed Library technology, a holiday craft, musical entertainment, a photo with Mrs. Claus and Santa and a surprise winter activity that will take place indoors. Tickets will go on sale in November.

**DRAFT Statement of Financial Position as of January 31, 2020**

<b>Assets:</b>	
.....	
Checking/Savings	\$ 640,546.14
Accounts Receivable	16,256.36
Total Current Assets:	\$ <u>656,802.50</u>
<b>Liabilities &amp; Equity:</b>	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	<u>10,900.14</u>
Total Current Liabilities:	<u>12,250.14</u>
<b>Equity:</b>	
.....	
Temporarily Restricted Net Assets	278,043.19
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	294,572.46
Net Income	<u>69,677.72</u>

Total Equity:	<u>644,552.36</u>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>656,802.50</u></b>

**Cultural Arts Board**

On January 6, 2020, Harford County Cultural Arts Board met and the following two Harford Living Treasure nominations were presented and voted upon favorably to be forwarded to the Harford County Council: Wiley Rutledge; James Pierce.

A community presentation by Maryland Traditions Director, Chad Buterbaugh was rescheduled to March 2<sup>nd</sup> at the Bel Air Library.

Plans are underway for the following programs:

- February 13, 2020 - Maryland Arts Day, annual statewide arts advocacy event in Annapolis. A bus has been chartered for Harford & Cecil arts advocates.
- March 9th and 23rd - Grants 101 training, offered in conjunction with application acceptance window for FY2021 funding (March 1 – April 20)
- Saturday April 4<sup>th</sup> - Maryland Poet Laureate, Grace Cavalieri’s visit to Harford County
  - 1:00 PM - Teen poetry writing workshop at Havre de Grace Library
  - 6:00 PM - Arts Gathering featuring poetry reading, book sales, open mic, music, reception at the Artists’ Emporium in downtown Havre de Grace
- May 4th - Maryland Nonprofits Standards For Excellence: Embracing Best Practices workshop at Abingdon Library
  - Open to all
  - Cultural Arts Board will offer grant to reimburse registration fee for executive directors and board officers if they represent organizations and (1) are eligible for CAB grants, (2) apply for FY21 funding, and (3) attend and pay for this workshop

On January 22<sup>nd</sup>, [Kaleidoscope](#), produced in partnership with Harford Cable Network, was filmed, featuring the following guests:

- Dr. Ben Fisler, Associate Professor of Theatre and Arts Coordinator Arts and Humanities Department at Harford Community College, discussing the HCC Actors Guild
- Jessica Cleaver, Coordinator Harford County Cultural Arts Board, discussing programs, grants, and news
- we Shine a Light on Lise Lorentson, rosemaking artist

**ACTION ITEMS**

**FY2021 Operating Budget as Revised**

Mr. Vido noted that a motion would be needed in order to approve the FY2021 Operating Budget as revised to include \$528,000 to address the compression issue, contingent upon County funding. Ms. Cogar noted one additional change; a minor adjustment to revenue, to more accurately reflect our projections as of the end of January.

**MOTION: Motion by Mr. Vido, seconded by Mr. Avery and carried by unanimous vote to approve the FY2021 Operating Budget as Revised, as presented.**

**Personnel Changes – February 2020**

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

**NEW HIRES:**

**None**

**PROMOTIONS:**

**None**

**OTHER CHANGES:**

**None**

**RETIREMENTS:**

**None**

**RESIGNATIONS/TERMINATIONS:**

**None**

**DISCIPLINARY ACTIONS:**

**None**

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA for a family member from January 27, 2020 to July 31, 2020.

An employee has requested FMLA for a family member from January 6, 2020 to January 5, 2020.

**OPEN POSITIONS:**

- **Assistant Branch Manager II – Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Scheduling in-person interviews.
- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Scheduling in-person interviews.
- **Assistant Branch Manager II – Children’s Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: February 22, 2020.
- **Assistant Branch Manager**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Reposted. Closing Date: February 22, 2020.
- **Assistant Branch Manager**, Joppa Branch, 37.5 hours per week. Posted. Closing Date: February 22, 2020.
- **F&O Assistant**, Abingdon Branch, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Reposted. Closing Date: February 22, 2020.
- **F&O Assistant**, Administrative Offices, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Reposted. Closing Date: February 22, 2020.
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Reposted. Closing Date: February 22, 2020.
- **Human Resources Generalist**, Human Resources Department, Administrative Office, 37.5 hours per week. Posted internally/externally. In-person interviews conducted. Completing reference requests prior to making offer.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week. To be posted.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week. Assessing position.

- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. Assessing position.
- **Library Associate I/II – Teen Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Note – this position was previously designated as a Librarian, Senior Staff approved to change to Library Associate to expand applicant pool. Coordinating interview date.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week.
- **Library Associate I/II**, Havre de Grace, 15 hours per week (2 Positions). Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions). Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Bel Air Branch, 19 hours per week.
- **Library Assistant I – Circulation**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Purchasing Manager**, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: November 15, 2019. In-person interviews scheduled February 11 and 20, 2020.
- **Library Associate II – Materials**, Materials Management Department, Administrative Office, 37.5 hours per week. Assessing position.
- **Library Assistant II – Technical Services**, Technical Services Department, Administrative Office, 30 hours per week. Assessing position.
- **Page II**, Bel Air Branch, 18 hours per week. Assessing position.
- **Special Collections Processor, Administrative Office, 37.5 hours per week**. Receiving & Processing Manager, Administrative Office, 37.5 hours per week. Position abolished and reclassified as Special Collections Processor. Job description under review prior to posting.
- **Children & Teen Services Coordinator**, Administrative Office, 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 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.

**MOTION: Motion by Mr. Vido, seconded by Mr. Avery and carried by unanimous vote to approve the personnel changes for February 2020 as presented.**

**Board Meeting Date Change**

Ms. Hastler noted a conflict with the Board Meeting scheduled for Thursday, March 19, 2020 and recommended rescheduling the Board Meeting for either Wednesday, March 18 or Thursday, March 26. Ms. Hastler clarified that she is the Chair for the Harford County Women’s Commission, and hosts the organization’s Women of Tomorrow Awards scheduled for March 19. After some discussion, it was recommended that the March Board meeting be rescheduled for Thursday, March 26, 2020.

**MOTION: Motion by Ms. Wright, seconded by Mr. Adams and carried by unanimous vote to approve rescheduling the March 19 Board Meeting for Thursday, March 26, 2020 as presented.**

**Aberdeen Library Closure on February 24**

Judge Hazlett noted the need to close Aberdeen Library for one day, on Monday, February 24, 2020 to begin work on the Children’s Department renovation. The Adult Area of the library would be reopened on Tuesday, February 25, 2020. The Children’s Department would remain closed for the duration of the renovation, until work is complete.

**MOTION: Motion by Mr. Adams, seconded by Mr. Vido and carried by unanimous vote to approve closing Aberdeen Library on Monday, February 24, 2020 and reopening the Adult Area only on Tuesday, February 25, 2020 as presented.**

**Aberdeen Library Closure on April 8 and April 9**

Judge Hazlett noted the need to close Aberdeen Library for two days, on Wednesday, April 8, 2020 and Thursday, April 9, 2020 to paint the ceiling in the entire branch. The Library is already scheduled to be closed for a holiday on Friday, April 10, 2020 and would reopen to the public on Saturday, April 11, 2020.

**MOTION: Motion by Mr. Adams, seconded by Mr. Vido and carried by unanimous vote to approve closing Aberdeen Library on Wednesday, April 8 and Thursday, April 9, and reopen on Saturday, April 11, 2020 as presented.**

**Abingdon Library Delayed Opening on March 3**

Judge Hazlett noted the need to open Abingdon Library at 12:30PM on Tuesday, March 3, 2020 due to the scheduled Women’s Summit on that date. The drive thru would be open for regular hours for drive thru service.

**MOTION: Motion by Mr. Adams, seconded by Mr. Vido and carried by unanimous vote to approve opening Abingdon Library at 12:30PM on Tuesday, March 3, 2020 as presented.**

**Abingdon Library Early Closure on April 20**

Judge Hazlett noted the need to close Abingdon Library at 4:30PM on Monday, April 20, 2020 due to the scheduled Volunteer Celebration on that date. The drive thru would be open for regular hours for drive thru service.

**MOTION: Motion by Mr. Adams, seconded by Mr. Avery and carried by unanimous vote to approve closing Abingdon Library at 4:30PM on Monday, April 20, 2020 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE CHAIRPERSON**

None

**BUSINESS FROM BOARD MEMBERS**

Ms. Hastler noted two letters of appreciation included in this month’s Board packet. The first letter was sent to the County Executive by a Library customer, expressing his appreciation for the staff and resources available at each of the 11 Library branches he and his clients have visited over the past few months. Photos of those visits were included with the letter, and really show how the Library touches lives. The second letter was a note of appreciation from The United Way for the Library’s support of Project Homeless Connect. This is an event annually supported by the Library, its staff, and its customers. We sent a team to provide outreach at the event, as well as coordinating a toiletry drive this year. Also of note in this month’s packet is the result of a Gallup Poll, which noted, “In US, library visits outpaced trips to movies in 2019.”

Mr. Oguh provided an update on his educational journey. He recently attended Aberdeen High School’s Honor Roll Breakfast. He has a 4.7 weighted GPA. Congratulations were extended by all Board members on this outstanding achievement!

**COMMENTS FROM THE PUBLIC**

None

**ADJOURNMENT OF PUBLIC MEETING**

Judge Hazlett requested the Board retire to an Executive Session to review the FY2020 CEO Work Plan.

Judge Hazlett 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;

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

There being no further comments or questions, the public meeting adjourned at 7:12 PM.