

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

MEETING MINUTES

January 10, 2019

Present: William B. Allen, Kenneth R. Avery, Alex M. Allman, Nancy Brown, Honorable Susan H. Hazlett, Taryn J. Martin, Durbin Vido, Lydia Brennan Legislative Aide to County Councilman Curtis Beulah, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Dwayne Adams, Dominic C. Cottone, John T. Paramore Student Liaison and County Councilman Curtis Beulah

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:31 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 Dr. Allen, seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the December 6, 2018 Board Meeting. Judge Hazlett voted aye as the proxy for Mr. Adams and abstained for herself since she was not present at the December meeting.

TREASURER'S REPORT

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

Expenditures through the month ended December 2018 were within the FY19 budget. As of December 31, 2018, encumbrances totaled \$402,000 including:

Contracted Services	\$ 26,000
Supplies/Travel	\$ 25,000
Travel	\$ 1,000
Library Materials	\$ 235,000
Furniture and Equipment	\$ <u>115,000</u>
	\$ <u>402,000</u>

Quarterly MACo Trust Report – November 2018:

Opening Deposit	\$ 3,083,674
Net Investment Income	\$ <u>21,739</u>
Ending Balance - Cost	\$ 3,105,413
Change in Fair Value of Investments	\$ <u>(88,975)</u>
Ending Balance – Market Value	\$ <u>3,016,438</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 not meet. A brief report was included in the Board packet for review.

Statistics – Ms. Parry

In November, circulation was at 270,052 and information reader assistance at 31,948. There were 515 programs with 22,216 attending. There were 110,022 walk-ins and 7,149 drive thru visits. A complete report was included in the Board packet for review. Ms. Hastler noted that due to the anticipated closure of Abingdon Library, there were fewer programs held in November.

Branch Programming Report January 2019 – Ms. Parry on behalf of Ms. LaPenotiere

Open Houses and holiday activities dominated this month.

Edgewood customers embraced the principles of civility during their two-week long Deck the Halls program as they made creative and sometimes intricate ornaments for the residents of Lorien Nursing and Rehabilitation Home. Edgewood families had so much fun getting into the holiday spirit while listening to stories and building gingerbread houses during the Gingerbread Construction Company program. Families remarked on how much they truly enjoy our engineering programs, and they look forward to future programming.

Fallston's holiday open house was a big success. They had musical performances from Youth's Benefit, Forest Lakes, and Red Pump Elementary schools. Guests also enjoyed treats and crafts. The branch looked great and a good time was had by all!

North Bend Elementary School and Jarrettsville Elementary School both gave wonderful musical holiday performances throughout the month in Jarrettsville's festively decorated magazine area. North Harford Middle School Jazz Band performed during their Holiday Open House. In addition to crafts for people of all ages, the button making station was a huge hit!

Rolling Reader had a very snow theme this month. The STREAM based story time was all about snow. A total of 196 children and adults participated in story time throughout December. Their STREAM after school program was making snowflakes out of cotton balls and pom-poms. A trick question this month was, "what color is snow?" many thought snow was white and many knew that snow was actually clear!

One customer who visited Darlington during the two hours the branch was open New Year's Eve told them her New Year's Resolution is to come to the library more often.

Teen Highlights January 2019 – Mr. Paramore

Teens helped with many Holiday Open Houses. At Jarrettsville, one of their TAG members dressed as the Grinch for the Holiday Open House and was a huge hit. Lots of people wanted selfies with him! For Fallston's Open House, their TAG members prepped green screen materials, rearranged furniture, and monitored the craft and snack tables.

Some local schools held holiday book discussions and book parties. The Patterson Mill High School Book Club held their annual December meeting at the Abingdon Library. They enjoyed snacks, a lively book discussion

and played some games. A staff member attended the Patterson Mill Middle School Book Club, which has a large membership. The students and staff had fantastic conversations about their books. And a Jarrettsville staff member went to North Harford Middle School for the eighth grade Book Party. The teachers had the kids bring snacks. Everyone shared recently read books.

Other events included: Aberdeen's Smash Ultimate pop-up program on the video game's release date. And Teens became gingerbread house architects at Abingdon's gingerbread making program.

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 has been delayed until March 2019 and is still on schedule to be completed before the end of the fiscal year. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library.

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.

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 18th in the morning. Bids were due by July 3rd. Work began September 17th 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 12th 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.

Various Small Projects:

Abingdon – A new exterior digital sign has been installed.

Bel Air – Estimates to refresh the large meeting room are due this week. 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.

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.

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.

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 fall. In addition, the Human Library collection kicks off in February and the application is online. Save the date of May 4 at Leidos Field at Ripken Stadium for our first Longest Table in Harford County. Ms. Hastler attended the Clergy and Community Leaders Networking Summit on January 8th presenting Choose Civility Harford.

New Board Liaison – On behalf of the Library Board, many thanks to Council Liaison Curtis Beulah who has served on our board for the past four years. We have been notified that Chad Shrodes will be our Harford County Council Liaison to the Board. Our most sincere thanks go to Councilman Curtis Beulah for his many years of service to the Board and we wish him well in his new role as Liaison with the Harford County School Board!

3D Coins for Congress – The HCPL team created 600 3D coins with the universal library symbol for the American Library Association Washington Office. The coins will be distributed to the 116th Congressional representatives this month. Production of the coins took place over a two week period in mid-December at several library branches and Riverside. It took approximately 30 minutes to print each coin on the Lulzbot 3D printers. ALA was very appreciative!

The Daily Record Icon Honors – Mary Hastler was honored as a recipient of The Daily Record's Icon Honors on December 17, 2018. Several staff, a Board member, and other guests attended the awards reception in recognition and support of Mary's award.

Author Visit – New York Times best-selling author Laura Lippman visited Abingdon Library on December 18. The event included a reading of her debut children's book, *Liza Jane & the Dragon*, a craft activity for children, a book discussion and Q&A session for adults, and a book signing and autograph session. More than 150 children and adults attended the event and photos can be viewed on the HCPL Facebook page.

3rd Annual Fairy Tale & Superhero Festival is scheduled for Friday, January 18th, and more than 1,300 people have indicated an interest in attending. The library has expanded the event to encompass the entire Bel

Air Branch and the list of celebrity readers is quite impressive. The day is filled with story times, dance parties, virtual reality, crafts, and more.

MACo Winter Conference – The Maryland Association of Counties Winter Conference was held January 2 – January 4, 2019. The County Executive was inaugurated as the new President of MACo and a riveting session was held on the Kirwan Commission’s Report.

State Legislative Session – The Maryland State Legislative Session began on January 9th and will continue through April.

Meetings & Presentations – December 2018

12/3 Harford County Inauguration
12/3 The Daily Record Leading Women
12/4 Norrisville Library Open House
12/5 GBCF Holiday Party
12/6 RAMP Legislative Breakfast
12/9 Wegman’s Tree Lighting Ceremony
12/10 Phone Interview for Harford Magazine
12/10 Taping for MagaScene
12/10 MAPLA Legislative Conference Call
12/12 Harford County Education Foundation Meeting
12/13 Harford Chamber Executive Committee Meeting
12/13 Greater Harford Holiday Party
12/14 Maryland Humanities Board Meeting
12/17 Cybersecurity Press Conference
12/17 MAPLA Legislative Conference Call
12/17 The Daily Record Icon Honors Awards
12/18 Laura Lippman Author Event

Marketing January 2019

General

- Projects completed by designers: 138
- We surpassed 6,000 likes in December!! Facebook now up to 6,025 likes!
- Winter Reading 2019 “Eat, Drink, Read...the 2nd Course” is now underway! Adults, as well as High School students, are invited to sign up to read a 5 or 3 books, respectively. Those who complete, between now and March 2, may visit their local branch to pick up 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 2,352 individuals registered and already 256 completions!
- Our annual Fairy Tale Festival has been expanded to now include Superheroes! On Friday, January 18, the Bel Air Children’s Department will host the 3rd Annual Fairy Tale & Superhero Festival. This full-day event will feature celebrity story times every 30 minutes, as well as games, crafts, and other activities. Children (and adults!) are invited to come dressed as their favorite prince, princess, or superhero. Additional information, including the event schedule, is available at HCPLonline.org.
- Ticket sales continue for An Evening with Chef and Author John Shields, happening at the Abingdon Library on Thursday, January 31. The cost is \$25 and attendees will receive a copy of his new cookbook, “The New Chesapeake Kitchen,” and a Winter Reading canvas market bag. Tickets may be purchased through Eventbrite by visiting our website. To date, 98 tickets have been sold.
- Registration for the 2nd Annual Women’s Summit begins next week. Beth Kaplan, former president/chief operating officer of Rent the Runway is this year’s keynote speaker. This year’s event is happening at Water’s Edge Events Center on the morning of Tuesday, March 5. Starting Monday, January 14, tickets may be purchased by visiting the Library website.
- Our first Human Library is happening on Saturday, February 23, and applications for people to participate as human “books” are still being accepted. With two additional events scheduled for March and April, these programs invite “readers” to borrow “books” to learn about different individuals and their unique backgrounds, to promote understanding between all those who make up our community. The “book” application and additional information is available at HCPLonline.org.

- The spring H&H is currently in layout and will be sent to the printer the beginning of February. 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. Additional information will be provided soon!

Marketing Campaigns

- 3rd Annual Fairy Tale & Superhero Festival
- A Night Out at the Library: Valent-inis with Drew Lazor
- 8th Annual Romancing the Chrome Car Show
- Human Library
- Black History Month
- 6th Annual Genealogy Conference
- 2nd Annual Women’s Summit

Outreach

- HCPL branches once again served as collection sites for The Aegis Empty Stocking Fund. Holiday gifts were donated by customers and staff, to benefit local families.
- The annual Knit & Crochet Project, where staff and customers are asked to donate handmade/store-bought hats, gloves, and scarves, culminated in late December. More than 800 items were collected and forwarded to the Welcome One Emergency Shelter in Belcamp.
- Several branches also organized independent holiday drives, such as mitten trees, food drives, and adopted families.
- Upcoming – Harford County Night in Annapolis, January 17
- Upcoming – Project Homeless Connect Harford County, January 24-25
- 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 9-10AM on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
 - 12/7 – Alicia Hamilton & Evelyn McSorely, Found in Faith & Jarrettsville United Methodist Church
 - 12/14 – Sharon Lipford & Michael Clancy, Healthy Harford & Harford County Crisis Response Services
 - 12/21 – Jenny Dombeck and Carolyn Lambdin, HCPL Foundation
 - 12/28 – rebroadcast of 12/21 show
 - 1/4 – Lauren Savard, The EPICENTER at Edgewood

Press Releases Distributed

- “Winter Reading: Eat, Drink, Read: The Second Course,” December 3
- “8th Annual Romancing the Chrome Returns to Jarrettsville April 13,” December 10
- “HCPL Looks for Human Library Book Volunteers,” December 19
- “Fairy Tale Festival Expands, Adds Superheroes,” January 2
- “HCPL Seeking Candidate for Board Membership,” January 2

Recent Articles and Mentions Received

- “Come in We’re Awesome,” *Harford County Community Resource Guide*, 2018
- “Choose Civility,” *GDUSA Graphic Design USA – American Graphic Design Awards: Creative Use of Stock*, 2018; *Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, December 5; *The Baltimore Sun*, December 10
- “Bel Air Police Station,” *Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, November 29
- “Laura Lippman,” *The Aegis*, December 7; *WKND, The Baltimore Sun*, December 14
- “Winter Reading 2019,” *The Aegis*, December 14; *Bel Air News & Views, Harford County Living*, December 17; *Bel Air News & Views*, December 19; *The Bargaineer* (online), December 21
- “Cyber Readiness Program,” *Business Wire*, December 17

- “Human Library,” *Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, December 19; *The Bargaineer* (online), December 31
- “The Daily Record 2018 Icon Honors – Mary Hastler,” *The Daily Record*, December 21
- “Gala 2018,” *Baltimore Business Journal*, December 28
- “Fairy Tale & Superhero Festival,” *Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace, Bel Air News & Views, Harford County Living*, January 2

Cultural Arts Board January 2019

.....At the December meeting, the Cultural Arts Board approved a policy for Post Award review, formed a programming committee, changed the term of officers from fiscal to calendar year, and made grants available to cover registration fees for the first annual state-wide Maryland Arts Summit planned for June 2019 in Baltimore County.

As the Advisory Board terms are coterminous with the County Executive, we are now seeking volunteers for citizens to serve as Harford arts ambassadors & advisors. Go to CulturalArtsBoard.org or Contact Jessica Cleaver to find out more.

Foundation January 2019

The next meeting of the HCPL Foundation Board of Directors will be January 22, 2019.

Annual Giving

This year’s annual giving campaign broadly promoted all the services and programs the library offers. We had 124 donors and raised \$14,545.00 – over \$2,200 more than 2017.

Winter Reading

On Friday, February 8, the Foundation will host “A Night Out with the Author, Valentinis with Drew Lazor” at the Abingdon Branch from 6pm – 8:30pm. Tickets are \$25 per person and include Drew’s *Session Cocktails* book, a Winter Reading market bag, beer, wine, a signature cocktail from the book, small plates and Log Cabin chocolates.

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 and Klein’s Shoprite have joined us as Premiere Sponsors. The first committee meeting took place on Thursday, January 3 at 6:30 p.m. at the Jarrettsville Branch. The next meeting will be held on Thursday, February 7. The event is currently being promoted in all HCPL branches, Winter H&H, the December/January issue of the Car and Cruise Guide, on social media and on the HCPL website. We have also partnered with WMAR Channel 2 news for media coverage. Joe Ligo, from the television show Motorweek, will return as our celebrity judge.

15th Annual HCPL Gala

Planning is already underway for the 15th Annual HCPL Gala, Zilla: An Evening in the Stacks “King of the Galas”. The first committee meeting will be on Thursday, February 7 at 8:15 a.m. at the Bel Air Branch. The RFP for the caterer was released on Monday, November 26. We will be hosting a Gala Happy Hour on Tuesday, February 5 at Saxon’s Diamond Centers in Aberdeen from 5 p.m. – 7 p.m. Pairings Bistro will be providing lite refreshments with a cash bar and we will have entertainment, Nico Sarbanes Jazz Trio. Saxon’s Diamond Centers will donate a percentage of the sales that evening back to the Library. Next year’s Gala is scheduled for Saturday, November 2, 2019 and tickets go on sale Friday, August 2 at 11:02 a.m. Sponsorships are available.

DRAFT Statement of Financial Position as of November 30, 2018

Assets:

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Checking/Savings	\$	589,137.24
Accounts Receivable		23,650.00
Total Current Assets:	\$	<u>612,787.24</u>

Liabilities & Equity:

Accounts Payable	\$	2,700.00
Other Liabilities		7,017.76
Total Current Liabilities:		<u>9,717.76</u>

Equity:

Temporarily Restricted Net Assets		240,550.98
Board Designated Net Assets		10,749.07
Unrestricted Net Assets		232,395.58
Net Income		119,373.85
Total Equity:		<u>603,069.48</u>

Total Liabilities & Equity	\$	<u>612,787.24</u>
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ACTION ITEMS

Personnel Changes – December 2018

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

NEW HIRES:

Melissa Bonaccorsi, Library Assistant I – Circulation, Norrisville Branch, 15 hours per week. Effective Date: January 7, 2019.

Sara Brocato, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: January 14, 2019.

Erin Piscitelli, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: January 29, 2019.

PROMOTIONS:

Laura Dudzinski, Library Associate I, Bel Air Branch, 15 hours per week was promoted to Library Associate II, Bel Air Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 30, 2018.

Katherine Ellis, Library Associate I, Norrisville Branch, 15 hours per week was promoted to Library Associate II, Norrisville Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 30, 2018.

Nancy Jones, Library Associate I, Bel Air Branch, 15 hours per week was promoted to Library Associate II, Bel Air Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 30, 2018.

Judith Lacey, Library Associate I, Havre de Grace Branch, 15 hours per week was promoted to Library Associate II, Havre de Grace Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 30, 2018.

Jessica Tompkins, Library Associate I, Jarrettsville Branch, 15 hours per week was promoted to Library Associate II, Jarrettsville Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 30, 2018.

Zoe DiGiorgio, Library Associate I – Teen Services, Havre de Grace Branch, 37.5 hours per week was promoted to Library Associate II – Teen Services, Havre de Grace Branch, 37.5 hours per week based upon successful completion of 9 hours of formal academic course work in library science from an ALA accredited institution as outlined in the requirements by the Maryland State Department of Education. Effective Date: December 30, 2018.

OTHER CHANGES:

None

RETIREMENTS:

Ann Winkler: Librarian, Whiteford Branch, 37.50 hours per week, Effective Date: January 1, 2019.

Mary Pat Grams: Library Assistant 1, Whiteford Branch, 16 hours per week, Effective Date January 1, 2019

Sara Ridgaway: Materials Management- Receiving and Processing Manager, Riverside Administration, 37.50 hours per week. Effective Date: March 1, 2019

Karen Hagerman: Library Associate 1, Riverside Administration, 37.50 hours per week. Effective Date April 1, 2019

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

An employee, 2-day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

An employee has requested an unpaid LOA for self effective November 26, 2018.

An employee has requested a LOA for self effective December 10, 2018.

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: January 3, 2019.* Reviewing applications.
- **Assistant Branch Manager I**, Joppa Branch, 37.5 hours per week. Posted internally/externally. *Closing Date: January 6, 2019.*
- **Librarian – Children’s Services**, Aberdeen Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: January 6, 2019.* Reviewing applications.
- **Librarian – Children’s Services**, Abingdon Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 6, 2019.* Reviewing applications.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. *Posted internally/externally. Closing Date: January 18, 2019.*
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 18, 2019.*
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 31, 2019.*
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 31, 2019.*
- **Library Associate II – Materials**, Administrative Offices, 37.5 hours per week. *Posted internally/externally. Closing Date: January 25, 2019.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *Posted internally/externally. Closing Date: January 6, 2019.* Reviewing applications.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Posted internally/externally. Closing Date: January 24, 2019.* Reviewing applications.
- **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 Dr. Allen and carried by unanimous vote to approve the personnel changes for December 2018 as presented.

OLD BUSINESS

None

NEW BUSINESS

Approve Revisions to Holidays and Closings Schedule Through 2019

Mr. Allman referred to the Holidays and Closings Schedule Through 2019 included in the Board packet. Following Board approval in December of the Holiday and Closings revised schedule, we were notified that the Havre de Grace 4th of July parade will be on Saturday in 2019 requiring the closing of the Havre de Grace on that Saturday.

MOTION: Motion by Judge Hazlett seconded by Mr. Vido and approved by unanimous vote to approve the revised FY19 Holidays and Closings Schedule Through 2019 as presented.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman shared that it's great to see everyone in the new year and it sounds like there are lots of exciting new things happening at the library!

BUSINESS FROM BOARD MEMBERS

Dr. Allen shared that his grandkids all received Ozobots for Christmas, and Ms. Hastler noted that the library has them as well and a good gift for the grandkids.

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 7:00 PM.