

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

MEETING MINUTES

July 19, 2018

Present: Kenneth R. Avery, Alex M. Allman, Nancy Brown, Judge Susan H. Hazlett, Taryn J. Martin, John T. Paramore Student Liaison, Durbin Vido, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Dwayne Adams, William B. Allen, Dominic C. Cottone, 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 6:32 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes To The Agenda.

PRESENTATIONS/RECOGNITIONS

Mr. Allman recognized Silvana Bowker, Director of Local Management Board, Harford County Department of Community Services. Ms. Bowker presented Honorable Susan H. Hazlett with the 2018 Champions for Children Award. This was the 6th annual award that recognizes children and adults in the community that go above and beyond advocating for children. The award itself was a framed work of art painted by a youth from HCPS. Judge Hazlett was also presented with a certificate from County Executive Barry Glassman and a certificate from the Harford County Council, as well as a copy of the Champions for Children event program.

Mr. Allman welcomed the new Student Representative to the Board, John T. Paramore. Mr. Allman encouraged Mr. Paramore to feel free to comment during meetings and to use this position as a way to speak his mind. Mr. Paramore thanked Mr. Allman and noted that Norrisville doesn't appear to have teen programming. Mr. Allman added the topic to New Business on the Agenda to address later in the meeting.

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett, seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the June 14, 2018 Board Meeting.

TREASURER'S REPORT

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

Expenditures through the month ended June 2018 were within the FY18 budget. As of June 30, 2018, encumbrances totaled \$217,000 including:

Contracted Services	\$ 9,000
Supplies/Travel	\$ 16,000
Library Materials	\$ 187,000

Furniture and Equipment	\$ 5,000
	<u>\$ 217,000</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. Martin

The Foundation Board did meet and a brief report was included in the Board packet for review. The Foundation is busy working on the Gala and tickets are sold out! We are also nearly sold out status on sponsor tickets for the first time ever!

Statistics – Daria Parry

In June, circulation was at 324,561 and information reader assistance at 45,627. There were 575 programs with 54,450 attending. There were 152,162 walk-ins and 7,302 drive thru visits. A complete report was included in the Board packet for review.

July 2018 Programming Highlights – Beth LaPenotiere

June started with the Summer Reading Challenge. Abingdon and Fallston were our Sponsor Kickoff branches. It was a wild and wonderful time! Abingdon presented two Family & Friends Story Times; Fallston had Ray Owens, the Song Imagineer. Both branches had Chalk Our Walks. By the end of June, Summer Reading Challenge registrants reached a healthy 11,609! Abingdon's Adult Department designed a quick but fun bi-weekly activity for adults to enjoy this summer. The first activity queried, 'who was your favorite band when you were age sixteen and what was the year?!' Seventy participants took that stroll down Memory Lane. Responses included: Three Dog Night and The Beatles (1966), Foreigner (1979) and Kiss (1976), The Bee Gees (1980) and Bon Jovi (1988), Beastie Boys (1992) and Nirvana (1992), The Backstreet Boys (2001 and 2004), and Boys Like Girls (2011) and One Direction (2018).

The Harford County Cultural Arts Board presented several Artists in the Library programs in several of our branches: Aberdeen hosted Puppet Making, where during four Saturday sessions attendees created dolls using a wide variety of materials. The artist also did a special sock puppet program. At Abingdon, customers had lots of fun making light sculptures, light paintings and hypnotizers. The Felted Mural Program at Edgewood was very successful. Over four session, customers and staff used felting to create a mural reflective of the Edgewood community. The completion of the mural was celebrated with a program where several participants shared both their experience of felting and what their addition to the mural meant for them. Fallston's program

was an unqualified success. The artist worked with the community to design and execute two stunning mosaic pieces that were mounted outside the library. A storyteller presented a special story time at Joppa. She followed up with two wonderful storytelling workshops. At Norrisville, the artist presented the Drawing Zoo program. It featured live animals as drawing models for the audience of toddlers through adults. She provided interesting facts about the animals as she guided the participants through their drawing activities.

The Library Book Bike attended its first event. Three staff members accompanied the bike to Shamrock Park for the Bel Air Downtown Alliance movie night. Many kids were excited to see them and they registered some for the Summer Reading Challenge!

YA Highlights for July 2018 – John Paramore

For the teens of Harford County, the month of June was full of Summer Reading prep. Middle and high school students all around the county enjoyed visits at their schools from teen librarians, where they learned about the Summer Reading Challenge and great books they should check out throughout the summer.

Students got into the spirit of the Summer Reading theme, Libraries Rock, at Havre de Grace Middle School.

Teen Librarian, Scott Businsky, showed students the art of rapping a picture book and a select group of participants was able to impress everyone with their rhythm skills by trying it out in front of their class!

At some school visits, students were so excited about summer reading they chose to pre-register for the challenge. At Fallston High School in particular, over 100 students pre-registered for Summer Reading during the library's visit!

Teens in Harford County were excited about summer reading and volunteered to help! Early June saw hundreds of middle through high school teens trained as Summer Reading volunteers to help the library with our busiest time of the year. Not only do the teen volunteers help the library by doing this, they also gain volunteer hours and much needed skills for their college resumes and future job search.

Once Summer Reading officially started, teens enjoyed June's special summer programming at the library. The teens of Abingdon participated in a fun filled evening of juggling on June 25th. With the help of a guest presenter, the teens were able to learn how to juggle a minimum of three balls. A fun time was had by all! At the Fallston library, The Money Smart Teens program featured a guest speaker from APG Federal Credit Union who talked about the importance of good financial planning.

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. Predesign work is underway and the county held

a design meeting on September 12 to review project scope and timeline. It is anticipated that the design drawings will be completed winter 2018; award the contract by June 1, 2018, and demolition/construction/replacement begin early October 2018, immediately following the Gala. The Library will be closed for approximately 8-12 weeks. Depending on the firm start date, we may request to close one week before the Gala to begin moving and storing furniture and equipment. 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. A pre-bid meeting is scheduled for July 26th. Bids will be due back mid/late August and submitted to the Board of Estimates for approval at the September 11th meeting. It is anticipated that the project will take approximately six months from start to finish with the onsite portion of the project estimated for three months. As of mid-July, it is anticipated that the branch will close mid-November for three months.

Jarrettsville – Gutters/Sidewalk Repair – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the sidewalks to ensure proper drainage. The County – Parks and Recreation - has the sidewalk component on their project list and is working with the County’s Capital Projects department to secure a vendor. There are two concrete slabs in the rear of the building that have settled causing low spots where water collects and freezes requiring replacement.

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.

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. The County is preparing an RFP. A pre-bid walk through at the branch is scheduled for June 18th in the morning. Bids are due by July 3rd. Work is anticipated to begin in September.

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.

Facilities Master Plan – The contract was awarded to HBM Architects, LLC, from Cleveland, OH. The consultants toured the branches during the onsite visit on April 4 and 5th. We will review the first draft of the report on June 27th. A Community Discussion was held that same evening at the Abingdon Branch. A meeting to review the second draft of the plan is scheduled for July 26th. The report is scheduled to be completed by the end of September 2018.

Choose Civility Harford – Choose Civility Harford’s kickoff was held on Wednesday, June 27th, at Waters Edge with keynote speaker, Valerie Gross. County Executive Barry Glassman spoke on the importance of Choose Civility Harford and encouraged everyone to be part of the movement. More than 275 community representatives attended and were introduced to the concept of Choose Civility. Each attendee received a welcome package with information on how to register as an Affiliate and more. Feedback has been very positive. The Library has planned several events and activities under the auspices of the Choose Civility movement.

Meetings & Presentations – June 2018

- 6/1 Harford Family House Fundraiser at Broom’s Bloom – Celebrity Scooper
- 6/6 Klein’s Shoprite Meeting
- 6/7 Interview with Our Community Now Maryland
- 6/7 Harford Family House Fundraiser at LaBanque
- 6/13 Boys & Girls Club Kiss A Pig Paint Night
- 6/14 Good Scout Meeting
- 6/15 MD Humanities Board Meeting
- 6/15 Ironbirds Opening Day – Community Leaders Recognition
- 6/18 Summer Reading Challenge Kickoff Events
- 6/20 Greater Bel Air Community Foundation Meeting
- 6/20 HCAA Community Outreach Meeting
- 6/21 Chamber Annual Meeting & Gavel Exchange
- 6/21-26 ALA Annual Conference
- 6/26 Foundation Board Annual Meeting & Picnic
- 6/27 Choose Civility Kickoff
- 6/27 Harford County Growth Report Launch
- 6/27 HBM Community Meeting RE: Facilities Master Plan

Marketing Report – July 2018

General

- Projects completed by designers: 73
- Social media now up to 5,842 likes!
- Kiss A Pig Paint Night was held on June 13 at Uncle’s Hawaiian Grindz in Fallston. Led by an instructor from Sip While You Paint, attendees created their own sunflower masterpieces while enjoying food and drinks. More than \$400 was raised towards Team HCPL’s efforts in the Kiss A Pig Fundraising Competition, benefitting the Boys & Girls Clubs of Harford and Cecil Counties.
- The 2018 Summer Reading Challenge, “Libraries Rock!” officially began on June 18 with kickoff celebrations at the Abingdon and Fallston Libraries. Sponsors were in attendance to hand out additional incentives to participants, along with the HCPL mascots. Kona Ice Truck sold snowballs at both events and a portion of their proceeds were donated to the Foundation.
- Mary and County Executive Barry Glassman unveiled Choose Civility Harford County at the Water’s Edge Event Center on June 27. Attendees enjoyed a free breakfast while learning about this countywide campaign to promote respect, restraint, and responsibility everywhere, including the internet.
- Kiss A Pig Bingo was held on June 29 and more than 75 attendees enjoyed an evening of both regular and special bingo games. Food and drinks were sold by the American

Legion Hall and a variety of door prizes were handed out. The proceeds from this event will go towards Team HCPL's Kiss A Pig efforts.

- Liberatore's in Bel Air was the location for this year's Kiss A Pig Happy Hour. Guests enjoyed an evening of drinks and food, along with raffles and door prizes. More than \$340 was raised for Team HCPL.
- The Catch A Pig 5K and 1K Bacon Stroll took place on July 15. Team HCPL, led by our very own Bacon mascot, was on-hand to cheer on the runners and walkers.
- Team HCPL's next Kiss A Pig event is an Indoor Cycling Challenge & Happy Hour on the evening of Friday, July 20. A Slate Paint Night is also being planned. More information is available at HCPLonline.org.

Marketing Campaigns

- Facilities Master Plan for HCPL
- Choose Civility Harford County
- 2018 Gala Tickets On Sale
- Cisco Networking Academy
- Kiss A Pig July Events
- The Daniel Bennett Group

Outreach

- The Library float participated in this year's Havre de Grace and Edgewood/Joppatowne Parades on July 1 as well as the July 4 Bel Air Parade. Riverside and branch staff from the hosting areas were joined by children and adult volunteers to bring the 2018 "Libraries Rock!" float to life. Thanks to everyone's efforts, HCPL's float won 2nd place in Havre de Grace and 1st in Edgewood/Joppatowne.
- Tales Jr attended a birthday party for IronBirds mascot Ferrous during the June 24 Ironbirds game. He was one of 7 guest mascots that participated in the event.
- The first Aberdeen Ironbirds Summer Reading voucher game took place on July 16. The library had an outreach table on the main concourse and children who completed the Summer Reading Challenge were invited to parade on the field prior to the start of the game. Tales Jr was there to lead the group and Mary threw out one of the first pitches of the game.
- Upcoming – Tales Jr. will be appearing at the Aberdeen IronBirds Summer Reading voucher games on July 29, August 16, and 30. An HCPL outreach table and library staff will be on the main concourse to promote a variety of summer programs and events. Prior to the start of the game, Tales Jr. will lead an on-field parade of Summer Reading completers.
- Upcoming – The 2018 Literary Spelling Bee will take place on Thursday, July 26, as part of the annual Harford County Farm Fair. This event is open to children entering pre-k-grade 12 and adults. Board of Trustee and Foundation Board members have been invited to join the panel of judges for the event.

Advertising

Print

- 2018 Literary Spelling Bee; *The Aegis, Harford County Farm Fair Spotlight*, July 11
- The Daniel Bennett Group; *The Daily Record, Path to Excellence*, July 17

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.
- Recent guests have included:

- 6/15 – Julie Ruhnke, Pirate Fest Guru
- 6/22 – Lauren Savard, THE EPICENTER at Edgewood
- 6/29 – Replay of previous show
- 7/6 – Mary Hastler & Alan Doran, Harford Transit, talk about Choose Civility
- 7/13 – Aimee O’Neill and Amy McClaskey, Harford County Farm Fair

Press Releases Distributed

- “Libraries Rock’ with Animals During Summer Reading,” June 11
- “Libraries Rock’ in the Summer with STREAM Activities,” June 26
- “Direct from New York: The Daniel Bennett Group,” July 2

Recent Articles and Mentions Received

- “Summer Reading Challenge, Libraries Rock,” *The Bargaineer* (online), *The Bargaineer*, June 8; *The Dagger*, June 8; *The Aegis*, June 15; *The Baltimore Sun* (online), *The Aegis* (online), June 18; *The Baltimore Sun* (online), *The Aegis* (online), June 20; *Weekender*, June 21, *The Record*, June 22
- “District C Council Seat,” *The Baltimore Sun* (online), *The Aegis* (online), June 8
- “HCPS Summer Food Service,” *The Dagger*, June 14; *Harford County Living*, June 15; *The Aegis*, June 20; *The Record*, *The Bargaineer*, June 22
- “Maryland Library Association Award,” *The Baltimore Sun* (online), *The Aegis* (online), June 11; *The Aegis*, June 13
- “Early Voting,” *The Aegis*, June 13; *The Baltimore Sun* (online), *The Aegis* (online), June 14; *The Aegis*, June 15
- “Arts Center Site,” *The Aegis*, June 15
- “Sandra Capezio Obituary,” *The Aegis*, June 20
- “DAR Scholarship,” *The Aegis*, June 22
- “Aberdeen Chamber Taste of Cheer,” *The Aegis*, June 22
- “Choose Civility,” *The Record*, *The Aegis*, *The Bargaineer*, June 22; *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, June 25; *The Aegis*, June 27; *The Record*, *The Aegis*, *The Baltimore Sun* (online), *The Aegis* (online), June 29; *The Baltimore Sun* (online), *The Aegis* (online), July 9; *Bel Air News & Views*, July 10; *The Aegis*, July 11; *Harford County Living*, July 12; *The Bargaineer* (online), *The Record*, July 13
- “Summer Reading Animal Programs,” *The Bargaineer*, *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, June 22; *The Aegis*, July 11
- “Hurting, Healing, Feeling’ Exhibit,” *The Baltimore Sun* (online), *The Aegis* (online), June 27
- “The Daniel Bennett Group,” *Bel Air News & Views*, *Harford County Living*, July 2; *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, July 3; *The Bargaineer* (online), July 9; *Bel Air News & Views*, July 11
- “Searing Heat,” *The Baltimore Sun* (online), *The Aegis* (online), July 2; *The Aegis*, July 4
- “Fishing Poles,” *The Baltimore Sun* (online), *The Aegis* (online), July 3; *The Aegis*, July 4
- “Chautauqua,” *The Aegis*, July 4
- “Summer Reading STREAM Activities,” *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, July 5; *The Bargaineer*, *Harford County Living*, *Bel Air News & Views*, July 6; *The Bargaineer* (online), July 10

Cultural Arts Board – July 2018

Artists in the Library was a series of free high-quality community-based arts experiences led by Maryland-based professional teaching artists throughout June 2018 at eight locations of Harford County Public Library. These community projects invited all generations to work side-by-side and ignite their creativity together in all corners of Harford County.

The series kicked off with a Unified Jazz Ensemble performance at the Cultural Center at the Opera House in Havre de Grace. The group returned for three hands-on improvisation workshops at the HdG branch. Other programs included the following:

- mixed-media hand-sewn puppets
- Community Light Lab Days presented by FutureMakers –combining light with 2D and 3D art projects – e.g. light sculptures, building and painting with a light paintbrush, and hypnotizers (spinning glowing machines).
- Edgewood, Fallston, and Jarrettsville Libraries each hosted a collaborative visual art project that will become a permanent fixture at each location.
 - o Edgewood community worked with fiber artist, Katherine Dilworth, to create a felted mural
 - o Fallston community worked with Sue Stockman and Sequoia Chupek to create mosaics
 - o Jarrettsville community wove Peace Wheel, while learning songs and stories of peace from around the world, and children were invited to build jug band instruments out of recycled objects, then play and sing along with the Sunnyland Band.
- Joppa has an actress/storyteller for an interactive performance by the artist, and then returned to teach workshops on the traditional African art of storytelling
- Norrisville had the Drawing Zoo, who brought live animal models for drawing class models

Harford County Cultural Arts Board also presented a series of art exhibitions and free events June 25 – 30 focusing on removing the stigma of substance use disorders and other mental illnesses - **Hurting, Healing, Feeling, a New Day Campaign project**. This series of events brought together disparate community stakeholders and artists to partner with us including Office of Drug Control Policy, Ashely Addiction, Aberdeen Proving Ground, Maryland Coalition of Families, regional partners Vet Arts Connect and Institute for Integrative health, local businesses Love Evolution Studios and Julie Elyn Designs. More than 800 people of all ages attended the June programs and events.

Foundation Report – July 2018

The next meeting of the HCPL Foundation Board of Directors will be September 25, 2018.

Summer Reading Challenge

The Summer Reading Challenge kicked off on Monday, June 18 at the Abingdon Branch in the morning and the Fallston Branch in the afternoon. Over 2,200 children and teens registered on the first day of the Summer Reading Challenge. Kona Ice joined us at both

locations for a fun refreshing treat and will be donating a percentage of their sales back to the Library Foundation. On Monday, July 16 we celebrated Summer Reading with the Aberdeen Ironbirds at Ripken Stadium for our first Aberdeen Ironbirds game voucher day. Shamus Curran, first baseman for the Ironbirds, led a story time in the dugout and signed the children’s baseball hats prior to the game. Our very own CEO, Mary Hastler threw out the first pitch!

14th Annual HCPL Gala

Tickets went on sale on Friday, July 13th and sold out in under one hour! Sponsorships are still available and include tickets. We are excited to have partnered with Klein’s Shoprite as a Platinum Sponsor at the \$15,000 level and BGE as a Presenting Sponsor at the \$10,000 level. Currently, we are at \$102,400 to a goal of \$111,500 in sponsorship dollars. Our last happy hour before the Gala will be held on Thursday, September 13 at Horizon Cinemas starting at 5pm. We will showcase our Live Auction items, which include: All Decked Out! (12x16 Trex deck with patio furniture and grill), Rock Hall Duck Hunting trip for 4 (includes lodging, personal chef, adult beverages, cigars, and a traditional day of duck hunting – everything you need included), Harford County Beer Tour (4 breweries, limousine service and food for 5 hours), The Road to Fame (name “Your Street” alongside the Bel Air Branch), A TREE-mendous Birthday Party in the Children’s Department in the Bel Air Branch, O’s Opening Day, A Year of Celebrations, Farm to Table Dinner. We will also be raffling off our stunning pink diamond ring, compliments of Saxon’s Diamond Centers, prior to the Live Auction and revealing next year’s Gala theme following the conclusion of the Auction. We are excited to share this evening with our loyal supporters and Harford County community!

Statement of Financial Position as of June 30, 2018

Assets:	
.....	
Checking/Savings	\$ 487,737.57
Accounts Receivable	29,650.00
Other Current Assets	33,561.49
Total Current Assets:	\$ <u>550,949.06</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 3,112.26
Other Liabilities	60,017.41
Total Current Liabilities:	<u>63,328.43</u>
Equity:	
.....	
Temporarily Restricted Net Assets	231,025.98
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	70,517.32
Net Income	175,328.26
Total Equity:	<u>487,620.63</u>
Total Liabilities & Equity	\$ <u>550,949.06</u>

ACTION ITEMS

Personnel Changes – July 2018

Mr. Ross submitted for review and confirmation the following human resources changes for July:

NEW HIRES:

None

PROMOTIONS:

Gwen Welch, Library Assistant I – Circulation, Havre de Grace, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: July 29, 2018.

Harford Leadership Academy

Leslie Greenly Smith, Administrator Marketing & Communications, successfully completed Harford Leadership Academy.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Gayle Fears, Library Assistant II – Circulation, Fallston Branch, 37.5 hours per week – resignation.

DISCIPLINARY ACTIONS:

An employee received a three (3) day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

An employee has requested intermittent leave for a parent.

An employee has been placed on an unpaid, long-term leave of absence.

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 12, 2018.* Interviews conducted June 8 & 15, 2018.
- **Assistant Branch Manager II – Children’s Services**, Abingdon Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: May 15, 2018.* Interviews conducted July 13 & 16, 2018.
- **Assistant Branch Manager I**, Jarrettsville Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018. Interviews to be scheduled.*
- **Assistant Branch Manager I**, Whiteford Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018. Interviews to be scheduled.*
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: July 31, 2018.*
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: July 31, 2018.*

- **Library Associate I/II – Special Needs**, Children’s Services, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Interviews being scheduled for July 25 & 30, 2018.
- **Circulation Manager**, Jarrettsville Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: August 3, 2018.*
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. *Posted internally/externally. Closing Date: August 3, 2018.*
- **Library Associate I/II**, Bel Air Branch, 15 hours per week. *Posted internally/externally. Closing Date: August 3, 2018.*
- **Library Associate I/II**, Joppa Branch, 15, hours per week. *Posted internally/externally. Closing Date: August 3, 2018.*
- **Library Assistant I**, Aberdeen Branch, 15 hours per week. *Posted internally/externally. Closing Date: July 20, 2018.*
- **Library Assistant I**, Havre de Grace, 15 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, 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. Vido, and carried by unanimous vote to approve the personnel changes for July 2018 as presented.

Approve Closure of Abingdon Library for Gala on Friday, October 12, Saturday, October 13, Sunday October 14

Mr. Allman proposed the Closure of Abingdon Library for the Gala on Friday, October 12, Saturday, October 13, and Sunday, October 14, 2018. Ms. Hastler added that the drive thru will remain open on Friday (regular hours for drive thru service) and on Saturday (8AM-12PM) to allow customer service to continue while Gala setup occurs.

MOTION: Motion by Judge Hazlett seconded by Mr. Vido and approved by unanimous vote to approve the Closure of Abingdon Library for Gala on Friday, October 12, Saturday, October 13, Sunday October 14 as presented.

Conflict of Interest Policy

Mr. Allman read the following statement:

The Conflict of Interest Policy is to be acknowledged and signed on an annual basis by each Board Trustee and certain key library employees including the CEO, CFO, Finance Administrator, and

Foundation Director of HCPL to document their reaffirmation of their understanding of the policy and have complied with its provisions. All Board members present signed the annual policy.

OLD BUSINESS

None

NEW BUSINESS

Mr. Allman requested that Board members send him an email with their nominations for Board Committees. Assignments will be presented at the September Board meeting.

Mr. Paramore shared that he didn't see programming for teens at Norrisville Library. Ms. LaPenotiere explained that Norrisville Library has been working with Jarrettsville Library to offer programming specifically for teens.

BUSINESS FROM THE CHAIRPERSON

The confidential FY2019 Board Directory was reviewed by Board members and those in attendance verified that the correct contact information was on file.

BUSINESS FROM BOARD MEMBERS

There was no Business From Board Members.

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the CEO Work Plan for FY19.

Mr. Allman 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. Avery, seconded by Judge Hazlett 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 6:59 PM.