

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

VIRTUAL MEETING MINUTES

July 16, 2020

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Honorable Susan H. Hazlett, Durbin Vido, Carol Wright, Aurora Kahoe Legislative Aide to Councilman Shrodes, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Taryn J. Martin and County Councilman Chad R. Shrodes

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations/recognitions.

APPROVAL OF CONSENT AGENDA

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of June 18, 2020 Board Meeting Minutes
- Treasurer's Report – June 2020
- Statistical Report – March through June 2020
- Personnel Report – June 2020

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting. Some of the items included are noted below:

Treasurer's Report

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal year 2020 were within the FY2020 budget. Revenues are \$20.07 million and expenditures are \$17.2 million. Revenue from operations is under budget as Fines are down 35.5% compared to the budget. A detailed budget was submitted for review.

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

Personnel Report

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

NEW HIRES:

None

PROMOTIONS:

Sydney Buffington, Librarian – Children’s Services, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager, Edgewood Branch, 37.5 hours per week. Effective Date: TBD.

OTHER CHANGES:

None

RETIREMENTS:

Irene Whalen, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: July 1, 2020.

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested leave for self, effective June 5, 2020 and ending June 4, 2021.

OPEN POSITIONS:

- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Senior Assistant Branch Manager – Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (2 Positions). On hold.
- **Procurement Agent**, Administrative Office, 37.5 hours per week. Interviews held. Conducting reference checks.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Senior Assistant Branch Manager – Children’s Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: February 22, 2020. Interviews conducted.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. On hold.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Havre de Grace, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled. Interviews conducted.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Librarian – Children’s Services**, Havre de Grace, 37.5 hours per week. Assessing position.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Associate I/II – Teen Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. Assessing position.
- **Library Associate I/II – Children’s Services**, Joppa Branch, 37.5 hours per week. Posted internally/externally. Closing Date: Open until filled.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. On hold.

- **Note that the Board of Trustees approved the recommendation to eliminate some of the open positions that have been listed for many years at the June meeting. This will be effective July 1, 2021 (FY 2021).**

MOTION: Motion by Judge Hazlett, seconded by Mr. Vido and approved by unanimous vote to accept the Consent Agenda as presented.

COMMITTEE REPORTS

OPEB Trust Committee – Mr. Allman

The OPEB Trust Committee met on July 14, 2020 and discussed a general report on the status of investments.

Budget & Finance Committee - Mr. Vido

The committee did not meet.

Executive Committee - Mr. Allman

The Executive Committee met on July 14, 2020 to interview several applicants for the open Board of Trustees positions. The committee will meet again next week to interview additional candidates and discuss next steps.

Capital Improvements Committee - Mr. Allman

The committee did not meet.

Human Resources Committee – Judge Hazlett

The committee did not meet.

Foundation Committee – Ms. Hastler for Ms. Martin

Ms. Hastler noted that Gala committees have been meeting to discuss the outdoor event, and are also developing alternative plans. The Foundation is keenly aware that the current situation may extend into the fall and beyond requiring the Gala to be rescheduled or postponed. In addition, the Foundation is working on new ideas for alternative fundraising methods and ways to support library initiatives.

Mr. Allman asked when a decision would be made to cancel the Gala, if needed, and if the Library Board would be notified. Ms. Hastler explained that the Foundation Board President and Foundation executive team have been keeping abreast of the situation and although there is no specific date to announce a potential move to the April backup date, Ms. Martin would be included in that conversation as the Board of Trustees representative on the Foundation Board. In addition, notices would be sent out to the public as soon as possible. Additionally, Ms. Hastler noted that Board members would be notified as soon as possible regarding any change in existing Gala plans.

CEO REPORT

Building Projects

Aberdeen Children’s Area Refresh – The Aberdeen Branch renovation continues during the system COVID closure. The Children’s Department refresh includes painting, carpeting, NatureMaker Tree, new furnishings, new shelving and more. Progress has continued during the closure. As of July 7, the final touches to the story garden gates were completed. The final delivery of furniture was on July 8th. The project is now complete and plans will be made for a ribbon cutting prior to reopening the buildings to the public.

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved

for FY 2020 and extended into fiscal year 2021. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Delivery is estimated to take 120 days with a project completion date of November/December 2020.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid-1990 and overdue for a refresh. The library is working with the county on a space assessment and also exploring the possibility of incorporating some of the Administrative functions in the building. Library space is designed with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. A meeting was held in February 202 with the County to begin preliminary planning for future space use. A consultant was interviewed and selected by both the County and Library on May 28th and we will be working with Colimore/HBM to design the space. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM will be leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building.

Havre de Grace – The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and is now moving forward under the County's direction. The Library added new electrical and data lines to relocate the public computers to a more accessible location and enhancing traffic flow at the top of the stairs outside Schooner Cove.

Small Facility Projects:

Abingdon – Renovation Update – Permanent signage for the branch collection is underway along with the selection of additional seating and tables. The additional seating and tables were delivered on July 8th. This project is now complete.

Joppa Library - Facilities solicited bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. The work was completed in May 2020. This project is now complete.

Fallston and Joppa – The County is scheduling with a vendor to resurface the parking lots at both of these branches sometime in August 2020.

PPE Retrofitting – On May 8th, the library was awarded \$24,002 from the Maryland State Library, Institute of Museum and Library Services (IMLS) Coronavirus Aid, Relief, and Economic Security (CAREs) Act fund. These funds have been used to purchase and install PPE for each library location. Items installed include sneeze guards for customer service desks and drive through windows, freestanding hand sanitizer stations, and more. The library is looking into purchasing and install Nano-septic skins for high touch areas such as elevator buttons, doorknobs, keyboards, etc., and have adopted Buckeye Eco chemical dilution system for cleaning. The county confirmed that the HVAC filters used in all the library locations are effective in sanitizing the air in the buildings.

Service Delivery Update – The Library launched Grab and Go service on June 8th. Customers make appointments to pick up their materials at either a drive thru window or front door. It is contactless and all materials are packaged in brown paper bags. In addition, the library brought back live reference service, or as

we call it Retro Chic reference service. Monday through Friday, 10 a.m., to 6 p.m., customers may call any library branch and a live reference person will answer. Our wonderful library staff will browse the shelves for customers, answer reference questions and more. We are exploring the availability of remote printing and contactless pick up of print jobs. We are continuing to expand services offered as we work through the service model.

Ms. Hastler also expressed her appreciation for staff that have participated in the more frequent, weekly administrative meetings (approximately 50-60 supervisors). These meetings offer the opportunity to involve every department in reentry plan and provide a sounding board for brainstorming ideas. Ultimately, this collaborative method of working has allowed the library to remain flexible and adaptable during uncertain times.

Wi-Fi Expansion – The Library completed the expansion of Wi-Fi beyond the borders of our parking lots. This enables a much broader range and strong signal for our customers. The county Department of Parks & Rec provided three picnic tables for each location for the duration of the summer to provide outdoor seating while practicing safe physical distancing.

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enable the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying possible partner sites in the northern part of the county internet deserts.

Mr. Allman asked whether the Islands of Connectivity hardware cost was correct at \$30,000, and how far it would extend Wi-Fi. Ms. Hastler confirmed that the cost was correct and noted that Wi-Fi should extend approximately the length of a football field. Ms. Kahoe shared that Councilman Shrodes is really looking forward to working together with the library to identify locations in the community to install the new technology

OPEB Trust Annual Meeting – The annual meeting was held on July 14th with Alex Allman, Board Chair; Kathy Cogar, CFO; and Mary Hastler, CEO. The total balance as of March 31, 2020, was \$39,979,528 and Harford County Public Library’s portion was \$3,162,821 or 7.9 of the balance. To remain within the guidelines of the investment policy, fixed income assets were sold and the proceeds were reinvested into equities in three stages. This is done to rebalance the portfolio market percentages. Three addition entities jointed the trust which aids in lowering the annual costs administrative fees for participants. The Library deposited \$230,334 in fiscal year 2020. \$50,000 was retained to assist in funding the future PEHP incentive plan in the fall.

Board of Trustee Search Update – The Executive Committee of the Board is interviewing candidates to fill two Trustee openings and a Student Representative. The first set of interviews were held on Tuesday, July 14, 2020, and a second set of interviews scheduled for Thursday, July 23rd.

Harford Living Treasures (Oral History Collection) – The following community members were nominated and approved by the Harford County Council as a Living Treasure. The Library’s interviewer has reached out to schedule the interviews. Chas Anderson; Carol Bruce; James Galbreath; Harry & Shirley Graves; Tom & Betsy Galbreath; John Haggerty; Cynthia Laurie; and Jesse Shank. Interviews have been delayed because of COVID-19 but will be scheduled as soon as possible. Other nominations received and are on the list of Living Treasures are Allen Fair; Norma Fickens; and James Pierce.

Programming and Events

Virtual story time programming launched in tandem with summer reading challenge in June with numerous story times of various themes and activities available 24/7. Virtual story times, Live at the Library, are

available through the library website, YouTube, Facebook, Instagram, and more. Feedback from customers has been very positive!

The library continues to expand online book discussion groups and the popular Books on Tap book discussions are now virtual, too. Prior to HCPS officially ending this year, several librarians brought the library virtually to students and educators through virtual book discussions and promoting the summer reading challenge. In addition, we have discovered that virtual knitting programs and genealogy discussions are very popular online!

Social Media postings were another way our branches kept customers engaged. Some of the most popular offerings included book riddles, famous first line, book vs. movie polls, I-Spy, what are you doing questions, favorite reading spots, and craft ideas.

The library craft staff created Take and Make goodie bags. Each bag contains simple instructions and all supplies needed to create a unique craft. It has been a fun way to engage all ages.

Harford County Public Library is a co-presenter of New York Times bestselling author, Ibram X. Kendi, *How to be an Antiracist*, on Monday, July 20, at 7 p.m. More than 200,000 people have registered for this event and we were pleased to join several Maryland libraries in bringing to our communities. Registration is free at [KendiPGC.eventbrite.com](https://kendiPGC.eventbrite.com).

Meetings & Presentations

July 2020

- 7/1 MSL Competitive Grant Discussion
- 7/2 Foundation Gala Meeting
- 7/6 Compass Meeting with State Comptroller Peter Franchot
- 7/7 Weekly Expanded Administrative Council Meeting
- 7/8 Harford County Education Foundation Board
- 7/8 Harford County bi-weekly COVID-19 Conference Call
- 7/10 Healthy Harford Board
- 7/13 Presentation on Choose Civility and the Library – Boys to Men Summer Work Program
- 7/13 Baltimore Sun Interview
- 7/14 HCPL OPEB Trust Annual Meeting
- 7/14 Foundation Gala Sponsorship Meeting
- 7/14 Weekly Expanded Administrative Council Meeting
- 7/14 Trustee Interviews for Board of Trustees
- 7/15 Economic Development Advisory Board
- 7/15 MPT PSA Taping/Interview
- 7/15 United Healthcare Weekly Implementation Conference Call
- 7/16 Southern Rotary Meeting with Councilman Andrea Johnson
- 7/16 Board of Trustees

June 2020

- 6/1 Cultural Arts Board Meeting
- 6/2 WBAL Interview with John Patti
- 6/4 ALA PAG June Conference Call
- 6/8 Fox 45 Interview
- 6/10 Harford County Education Foundation Virtual Meeting
- 6/11 Greater Bel Air Community Foundation Virtual Meeting
- 6/11 Harford Chamber Executive Committee Virtual Meeting
- 6/12 Harford Chamber Education & Scholarship Awards Virtual Presentation
- 6/12 MD Humanities Virtual Meeting
- 6/16 SWN Virtual Meeting
- 6/17 Harford Chamber Legislative Session Wrap-up Virtual Meeting

Board Meeting Minutes – July 16, 2020

- 6/18 Harford Chamber Virtual Annual Meeting & Gavel Exchange
- 6/19 ALA PAG Virtual Meeting
- 6/19 Greater Bel Air Community Foundation Conference Call
- 6/22 Women’s Commission Virtual Meeting
- 6/23 Conference Call with Dr. Austin Hill, HCC
- 6/23 ALA PAG Executive Virtual Meeting
- 6/23 HCPL Foundation & Executive Board Virtual Meetings
- 6/24 Weekly Pandemic Update Conference Call
- 6/24 LATI Virtual Graduation
- 6/25 United Way Virtual 95th Annual Board Meeting
- 6/25 eBook Consortium Oversight Committee Virtual Meeting
- 6/25 Baltimore Sun Interview
- 6/29 MD Humanities Virtual Board Meeting
- 6/30 ALA Executive Board Presentation

May 2020

- 5/4 MLS Staff Development Meeting
- 5/4 COVID-19 Economic Update with Economist Aniban Basu
- 5/4 Cultural Arts Board
- 5/5 COVID-19 Health Disparities Webinar
- 5/8 MLA Annual Board Meeting
- 5/8 MD Humanities Virtual Meeting
- 5/12 MD Humanities D&G Committee Virtual Meeting
- 5/13 ALA Philanthropy Advisory Group Virtual Meeting
- 5/14 Harford Chamber Executive Committee Virtual Meeting
- 5/14 County Council Budget Virtual Public Hearing
- 5/15 Healthy Harford/Healthy Cecil Board Virtual Meeting
- 5/15 ALA Resolutions Committee Virtual Meeting
- 5/15 RUMP Directors Conference Call
- 5/18 FCC COVID-19 Telehealth Program Conference Call
- 5/18 Women’s Commission Virtual Meeting
- 5/18 Benefits Consortium Medicare Retirees Final Meeting
- 5/26 HCPL Foundation Board and Foundation Executive Board Meeting
- 5/27 Harford County Weekly Pandemic Conference Call
- 5/28 Local Management Board Virtual Meeting

April 2020

- 4/7 HCPL Foundation Executive Committee
- 4/9 Chamber Executive Committee Virtual Meeting
- 4/9 Facetime Interview Public Affairs with Jeff St. Pierre
- 4/13 Harford Chamber Government Affairs Virtual Meeting
- 4/13 MD Humanities Virtual Board Meeting
- 4/15 Benefits Consortium Medicare Retirees Scoring
- 4/16 Harford Chamber Virtual Board Meeting
- 4/17 Harford County Education Foundation Virtual Meeting
- 4/20 and 4/21 Benefits Consortium Retiree Medicare Presentations
- 4/21 County Council – National Library Week Proclamation
- 4/22 MD Stats Committee Virtual Meeting
- 4/23 Harford Chamber Virtual Economic Outlook
- 4/23 HCPS Teacher of the Year Virtual Awards
- 4/24 RUMP Virtual Meeting
- 4/27 Operation IronBirds meeting
- 4/27 County Council Budget Virtual Work Session
- 4/27 MAPLA Ad Hoc Legislative Conference Call

Board Meeting Minutes – July 16, 2020

- 4/27 Women's Commission Virtual Meeting
- 4/28 MD State Library Virtual Director's Forum – Reopening Plans
- 4/28 HCPL Foundation Board and Foundation Executive Board Meetings
- 4/29 Taping PSA with HCN on Covid-19

March 2020

- 3/1 MD Humanities Retirement of Phoebe Stein
- 3/2 Women's Commission Meeting
- 3/2 Harford Chabhad 10th Anniversary Planning Meeting
- 3/3 Women's Summit
- 3/4 ACR CPR Award Ceremony
- 3/5 Harford County COVID-19 Virtual Meeting
- 3/6 Athena Awards
- 3/7 Rodeo Band Preview
- 3/9 Harford County COVID-19 Press Conference
- 3/9 MAPLA Weekly Conference Call
- 3/10 County Council – Women's Commission
- 3/11 Harford County Education Foundation Board Meeting
- 3/12 Harford Chamber Executive Committee Meeting
- 3/12 Harford Chabhad Big Bang Gala
- 3/12 MD Libraries COVID-19 Conference Call
- 3/13 MD Humanities Board Meeting
- 3/16 Upper Chesapeake Conference Call & Branch Visits
- 3/19 Harford Chamber Board Meeting
- 3/19 CTR Conference Call
- 3/23 Harford Chamber Government Affairs Virtual Meeting
- 3/24 HCPL Foundation and Foundation Executive Board Meetings
- 3/26 COVID-19 Emergency Child Care

Marketing

General

- 165 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
 - HCPL Main Facebook – 7,125 followers
 - Branch Facebook combined – 13,081 followers
 - HCPL Main Instagram – 915 followers
 - Branch Instagram combined – 3,316 followers
 - HCPL Main Twitter – 1,790 followers
 - HCPL Main LinkedIn – 414 followers
- We currently have 38,816 eNews subscribers. In response in the COVID-19 related closing of the library we increased from 10 issues of eNews in March, to 13 issues in April, 14 issues in May and then back to 10 issues in June, once we began offering Grab N' Go by Appointment. We saw open rates of about 10% in January and February. In March, April, May, and June we saw an increase in open rates with our highest being 29.9% which was seen for our March 12 issue "An Important Update from our CEO".
- Virtual Story Times were introduced to customers via eNews on June 23 for a soft launch. The series was then officially launched in eNews "Virtual Story Time Corner" on July 2. To date there have been over 1,500 views of Virtual Story Times on HCPL's YouTube channel.

Outreach & Events

- March 3 – 3rd Annual Women's Summit with Author and Designer Sandra Magsamen at Abingdon Library. Sold out at 125 attendees. "Living Artfully: Create the Life You Imagine" was the theme and included a key note presentation by the author, an interactive workshop for all attendees, pop-up shop, hot breakfast, a copy

of the author's *Living Artfully* workbook and children's book written by Magsamen, *YOU!* Ms. Magsamen donated 30% of her profits from the pop-up shop (\$284) to the Library Foundation.

Press Releases Distributed

- *Harford County Public Library Welcomes Back Customers* June 9, 2020
- *Harford County Public Library Launches Summer Reading Virtual Adventure* June 8, 2020
- *Harford County Public Library Reopens With Modified Services* May 22, 2020
- *Harford County Public Library Receives Nearly \$24,000 Grant to Expand Wi-Fi Beyond Library Buildings* May 7, 2020
- *Harford County Public Library Makes, Donates Ear Clips for Masks at UM Upper Chesapeake Health* May 4, 2020
- *Harford County Public Library Offers Numerous Free Online Resources for the Entire Family* April 21, 2020
- *Harford County Public Library Remains Closed Indefinitely in Response to COVID-19* March 26, 2020
- *Harford County Public Library Closes March 15-31* March 13, 2020
- *Harford County Public Library Suspends Public Programs Through March 12*, 2020
- *Harford County Public Library Provides Online Information Resources about Coronavirus, COVID-19* March 6, 2020

Recent Media Hits and Press Mentions

Television, Radio and Awards:

- Mary Hastler, discusses HCPL's reopening and safety measures that have been put in place. June 8, 2020 – *Fox 45 News*
- Mary Hastler spoke with John Patti at WBAL Radio to discuss HCPL reopening with modified services. June 5, 2020 - *WBAL 1090/FM 101.5*
- Mary Hastler spoke with WPOC-FM's Jeff St. Pierre about how Harford County Public Library continues to serve customers of all ages through the COVID-19 crisis. April 12, 2020 - *93.1 WPOC*
- HCPL 2020 Women's Summit Author Sandra Magsamen on WYPR. March 2, 2020 - *88.1FM WYPR*
- Harford County Public Library's "Harford Edge" voted favorite local podcast/internet show by the readers of Harford County Living. February 2020 - *Harford County Living*

Print:

- Harford County Public Library Welcomes Back Customers... *The Aegis*-June 10, *The Record*-June 12.
- Harford County Public Library Launches Summer Reading Virtual Adventure... *The Record*-June 26, *The Aegis*-June 26, *The Weekender*-July 2.
- Harford County Public Library Reopens With Modified Services... *The Baltimore Sun* (online)-May 22, *WBAL NewsRadio* (online)-May 22, *WMAR Channel 2* (online)-May 22, *Aberdeen Patch*-May 22, *Bel Air Patch*-May 22, *Fallston Patch*-May 22, *Harford County Living*-May 22, *I95 Business*-May, *Bel Air News & Views*-May 22, *The Aegis*-May 27, *The Record*-May 29.
- Harford County Public Library Receives Nearly \$24,000 Grant to Expand Wi-Fi Beyond Library Buildings... *The Daily Record*-April 8, *The Daily Record* (online)-May 7, *WJZ Channel 13* (online)-May 7, *I95 Business* (online)-May 7, *The Aegis* (online)-May 7, *Aberdeen Patch*-May 7, *Bel Air Patch*-May 7, *Fallston Patch*-May 7, *Havre de Grace Patch*-May 7, *The Record*-June 5, *Bel Air News & Views*-May 8, *Library Journal*-May, 21.
- Harford County Public Library Offers Numerous Free Online Resources for the Entire Family... *I95 Business* (online)-April 21, *Bel Air News & Views*-April 21, *Aberdeen Patch*-April 21, *Bel Air Patch*-April 21, *Fallston Patch*-April 21, *Harford County Living*-April 21, *The Bargaineer* April 24.
- Harford County Public Library Makes, Donates Ear Clips for Masks at UM Upper Chesapeake Health... *I95 Business* (Online)-May 4, *Aberdeen Patch*-May 4, *Bel Air Patch*-May 4, *Fallston Patch*-May 4, *Havre de Grace Patch*-May 4, *The Daily Record* (Online) & *Afternoon Insider*-May 5, *The Daily Record*-May 5, *Harford County Living*-May 5, *Bel Air News & Views*-May 5, *The Daily Record*-May 6, *The Aegis* (Online)-May 18, *Center Maryland Enewsletter*-May 19, *The Aegis*-May 22
- Harford County Public Library Remains Closed Indefinitely in Response to COVID-19... *The Aegis*-March 27, *Harford County Living*-March 27.

- Harford County Public Library Closes March 15-31... *Harford County Living*-March 13, *The Bargaineer*-March 20.
- Harford County Public Library Suspends Public Programs Through March... *Harford County Living*-March 13.
- Harford County Public Library Provides Online Information Resources about Coronavirus, COVID-19... *The Bargaineer*-March 13, *The Record*-March 13.
- Harford County Public Library Hosts 7th Annual Genealogy Conference... *The Aegis*-March 13.
- Artist, Author and Columnist Sandra Magsamen Headlines Harford County Public Library's Third Women's Summit... *The Aegis*-March 4, *The Baltimore Sun/The Aegis* (online)-March 5, *The Record*-March 6, *The Historical Society of Harford County, Inc. Society News*-March/April.
- Harford County Expands Public Wi-Fi... *The Aegis*-May 29.
- Leadership in Times of Crisis... *The Daily Record-Women Who Lead: A Woman's Guide to Business*-April 28.
- By The Book - What Maryland is Reading While Sheltering in Place... *The Baltimore Sun* (online)-April 16, *The Baltimore Sun*-April 24.
- Harford County Closings and other COVID-19 Topics... *The Baltimore Sun* (online)-March 6, *The Aegis*-March 13.
- Zilla-An Evening in the Stacks... *Harford Magazine*-Spring 2020.
- Empty Stocking Fund... *The Aegis*-March 11.

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. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since March 6.

Foundation

The next meeting of the HCPL Foundation Board of Directors will be September 22, 2020.

Summer Reading Challenge

The Summer Reading Challenge virtually kicked off on Monday, June 1. 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 and M&T Bank. While the previous parameters for completion have been altered to accommodate everyone's evolving boundaries, we will still be offering incentives to keep participants engaged. Our pre-school and elementary completers will receive a movie pass to Horizon Cinemas and a ticket to an Ironbirds game of their choice. Redemption dates for Ironbirds games and movie tickets will be dependent upon the implementation of the Governor's proposed phases for reopening.

16th 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 6:00 PM – 11 PM with a backup date of Saturday, April 10, 2021. The VIP reception will begin at 5 PM and conclude at 6 PM. This year's proceeds will support the new Darlington Library and STREAM (STEM plus Reading and Art!) programs and initiatives. Guests will enjoy delicious food and drink from Water's Edge Events Catering, Matsuri Japanese Restaurant and the Local Oyster. Musical entertainment will be provided by the Mood Swings beginning with a Latin ensemble followed by the full 23-piece band. This year's gala will be hosted outdoors under the stars in the Abingdon Library parking lot. Tickets will go on sale Friday, August 7 at 11:07 AM and are non-refundable. If the event were to be postponed to the backup date of April 10, 2021 because of local and state mandates, tickets would transfer to this date. Private cabanas will be available for purchase this year for \$500. Cabanas will accommodate up to 10 guests and have bottle service available for purchase via bidder number. The Foundation is taking the necessary precautions to keep our staff, vendors,

volunteers and guests safe during the event. A Corona Courtesies: Health and Disinfectant Plan will be implemented to ensure guests of our expectations and the precautions our staff, volunteers and vendors will be taking to keep everyone safe while still providing an enjoyable experience. Some safety measures will include: thermal temperature scans upon arrival at the parking lots, contactless check-in, a wellness and travel questionnaire, continual sanitizing of all hard surfaces throughout the evening, handwashing and hand sanitizing stations, contactless food and beverage service throughout the evening. To view the entire plan, please visit <http://eveninginthestacks.org/corona-courtesies/>. Sponsorships are still available and several organizations have already committed to sponsoring. Thank you to our current sponsors: Presenting Sponsor – Saxon’s Diamond Centers, The Kelly Group, Richardson’s Florists, Headlining Sponsors-WebIXI, Rainbow International, Freedom Federal Credit Union, Premier Sponsors-Coffee Coffee, Chesapeake Bank of Maryland, Harford Mutual Insurance, Keene Dodge, Mary & Mark Hastler, Supporting Sponsor-Jeff and Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige & Bill Cox, Bel Air Friends of HCPL, Lou & Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Contributing Sponsors-Harford County Chamber of Commerce, MediaWise, Mid-Atlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark & Pam DiBerardino, Al & Gail Jackson, Sharon & Brian Lipford, Dave & Colleen Patzer, Steve & Terry Troy. The next Gala Committee meeting will be held on Thursday, August 6 at 9:30 AM via Zoom.

Once Upon a Rodeo

The 1st Annual Once Upon a Rodeo was postponed until June 19, 2021 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 will go on sale in April 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April 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, and VIP seating for the concert. Sponsorships and vendor spaces are available.

Statement of Financial Position as of May 31, 2020

Assets:	
.....	
Checking/Savings	\$ 662,907.47
Accounts Receivable	26,756.36
Other Current Assets	15,418.72
Total Current Assets:	<u>\$ 705,082.55</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	149,414.79
Total Current Liabilities:	<u>150,764.79</u>
Long Term Liabilities	<u>200,000.00</u>
Total Liabilities	<u>\$ 350,764.79</u>
Equity:	
.....	
Temporarily Restricted Net Assets	293,746.16
Board Designated Net Assets	2,258.99

Unrestricted Net Assets	278,869.49
Net Income	<u>(220,556.88)</u>
Total Equity:	<u>354,317.76</u>
Total Liabilities & Equity	\$ <u>705,082.55</u>

Cultural Arts Board

The March 2nd meeting of Harford County Cultural Arts Board featured a special presentation on Maryland Traditions, the folklife program of Maryland. Community members were invited to join the board to for a discussion with Dr. Chad Buterbaugh, the state folklorist and Maryland Traditions director, to learn about its mission to identify, document, support, and present folklife, community-based living cultural traditions handed down by example or word of mouth; and the associated grant programs, festivals, awards, networks, and initiatives.

Harford County Cultural Arts Board began accepting grant applications and a press release announced over \$100,000 available to support local arts programs and operations in Fiscal Year 2021 (July 1, 2020 – June 30, 2021). Free Grants 101 Workshops at Harford County Public Library locations were also planned and promoted

In early March 2020, amid concerns about the coronavirus, Harford County Cultural Arts Board cancelled or postponed all scheduled events, including:

- Grants 101 workshop (one of two)
- Maryland Poet Laureate Grace Cavalieri Poetry Writing Workshop for Teens at the Havre de Grace Library on the afternoon of April 4, followed by
- April 4th Arts Gathering – evening reception open to the public in honor of Maryland Poet Laureate Grace Cavalieri featuring poetry reading, music, refreshments, and open mic at the Artists Emporium, a popular gallery in downtown Havre de Grace.
- Quarterly meeting of County Arts Agencies of Maryland (CAAM) at the Havre de Grace Library
- “Embracing Best Practices: Strengthening Your Nonprofit with the Standards for Excellence,” presented by Maryland Nonprofits - staff and board officers of Cultural Arts Board grantees were encouraged to attend, with registration costs covered by the CAB

It was necessary to cancel the scheduled taping for the March-April episode of Kaleidoscope, the bimonthly television show produced in partnership with Harford Cable Network. However, the “Shine a Light” segment was produced and released. Please view “The Poet”, aka [Shine a Light on Grace Cavalieri, Maryland’s tenth Poet Laureate](#). It is available to view at both:

- Harford County Cultural Arts Board’s newly revived [YouTube channel](#), and
- the newly created [Kaleidoscope Facebook](#) page

On April 6, 2020, Harford County Cultural Arts Board met virtually to discuss the state of the arts sector in Harford County, Maryland, as affected by the COVID-19 crisis. The full board decided unanimously to:

- relax requirements for current grants,
- extend deadlines, and waive the need for current general operating grantees to apply for the next fiscal year, 2021 funding period (July 1, 2020 - June 30, 2021), and
- create a Harford County Emergency Relief Grant Fund for individual artists living in Harford County who demonstrate a financial need due to COVID-19.

Following the lead of Maryland State Arts Council, Harford County Cultural Arts Board relaxed requirements for all FY20 (July 1, 2019 - June 30, 2020) grants:

- The matching requirement for FY20 grants was eliminated and, if needed,
- Grant funds may be used for arts-related purposes other than originally planned.

- Organizations can also receive a deadline extension to use funds after the end of the fiscal year, and submit final reports within an extended deadline

Harford County Cultural Arts Board also waived the application requirement for all eight Harford County-based nonprofit arts organizations receiving general operating funds for fiscal year 2020 (July 1, 2019 - June 30, 2020). Those organizations automatically receiving the same grant amount in fiscal year 2021 are the following:

- Deer Creek Chorale
- Harford Artists' Association
- Ballet Chesapeake
- Harford Choral Society
- Bay Country Gentlemen
- Havre de Grace Arts Collective
- Theatreworks Live
- Upper Chesapeake Chorus of Sweet Adelines Int'l

Independent Artist COVID-19 Emergency Relief Grant Fund:

- WizeHive, the software company contracted for the Cultural Arts Board's other grants, provided a free website for this grant program
- Artists were able to complete simple grant application beginning in mid-April
- To date, 28 independent artists have received grants of \$1000.
- Applications continually accepted while funds remain

The Arts Advisor newsletter, social media, and regular communications with the arts community included regular updates about the state of Maryland and federal government relief programs.

In addition, Harford County Cultural Arts Board has maintained a list of Covid-19 Resources on CulturalArtsBoard.org including local, regional, and national resources for independent artists, nonprofit arts organizations and businesses.

ACTION ITEMS

Conflict of Interest Policy Signatures

Mr. Allman noted that all Board members have been emailed the HCPL Conflict of Interest Policy and the annual form to sign and return.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman requested that Board members indicate their interest in serving on sub-committees for FY21. Board sub-committee assignments were noted as follows:

OPEB Trust:

1. Alex Allman, Board of Trustees
2. Mary Hastler, CEO
3. Kathy Cogar, CFO

Budget & Finance:

1. Durbin Vido, Chair
2. Open
3. Open

Capital Improvements:

1. Dwayne Adams, Chair

2. Alex Allman
3. Open

Executive:

1. Alex Allman, Chair
2. William Allen, Vice-Chair
3. Durbin Vido, Treasurer

Human Resources:

1. Open (Chair)
2. Carol Wright
3. William Allen

Foundation:

1. Taryn Martin
2. Open
3. Open

BUSINESS FROM BOARD MEMBERS

There was no business from Board members

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the FY2020 and FY2021 CEO Work Plans.

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 Dr. Allen, 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 7:10 PM.

EXECUTIVE SESSION

Mr. Allman called the virtual Executive Session of the July 16, 2020 Board meeting to order at 7:11 PM.

MOTION: Motion by Mr. Vido, seconded by Judge Hazlett and approved by unanimous vote to approve the closing of the Executive Session and go into an open meeting.

There were no further comments or questions and Mr. Allman adjourned the Executive Session of the HCPL Board Meeting at 7:40 PM.

ADJOURNMENT OF PUBLIC MEETING

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 7:40 PM.

MOTION: Motion by Mr. Vido, seconded by Judge Hazlett and approved by unanimous vote to approve the adjournment of the meeting at 7:41 PM.

There being no further comments or questions, the public meeting adjourned at 7:41 PM.