

**HARFORD COUNTY PUBLIC LIBRARY
FY 2018 BOARD OF TRUSTEES**

MEETING MINUTES

June 14, 2018

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

Absent: Trustees 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 6:30 PM in the Bel Air Library.

CHANGES TO THE AGENDA

Ms. Hastler requested that the Formation of the OPEB Trust be added as an Action Item.

MOTION: Motion by Judge Hazlett, seconded by Mr. Vido and approved by unanimous vote to add Formation of the OPEB Trust as an Action Item.

PRESENTATIONS/RECOGNITIONS

Mr. Allman recognized this as Alison Smith's last Board meeting. It was a pleasure having her as this year's Student Representative, and it is hoped that she enjoyed the experience. Ms. Smith was given a card and small gift in thanks for her service this year.

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett, seconded by Mr. Vido and approved by unanimous vote to accept the Minutes of the April 19, 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 May 2018 were within the FY18 budget. As of May 31, 2018, encumbrances totaled \$412,000 including:

Contracted Services	\$ 43,000
Supplies/Travel	\$ 46,000
Library Materials	\$ 228,000
Furniture and Equipment	<u>\$ 95,000</u>
	<u>\$ 412,000</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee met via conference call on Wednesday, June 13, 2018 to review the following:

- OPEB Trust
- The proposed FY 2019 Operating Budget
- The proposed FY 2019 Capital Budget
- 3% Salary Increase for eligible staff

These items were discussed and reviewed by the Committee. As a result of its review, the Committee recommends the Board’s approval of the following:

- OPEB Trust
- The FY 2019 Operating Budget, and
- The FY 2019 Capital Budget
- 3% Salary increase for eligible staff

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Ms. Hastler for Mr. Cottone

The Capital Improvements Committee met via conference call on Wednesday, June 13, 2018 to review the proposed FY2019 Capital Budget and the 5-Year Capital Program. The Capital Budget and the 5-Year Program were discussed and reviewed by the Committee. As a result of its review, the Committee recommends the Board’s approval of the FY2019 Capital Budget.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met via conference call on Wednesday, June 13, 2018 to review the following:

- 3% Salary Increase for eligible staff
- Salary Scale Adjustment

These items were discussed and reviewed by the Committee. As a result of its review, the Committee recommends the Board’s approval of the following:

- 3% Salary Increase for eligible staff
- Salary Scale Adjustment

Foundation – Ms. Martin

The Foundation Board did meet and a brief report was included in the Board packet for review. The Foundation is busy wrapping up this year’s fundraising events and actively planning this year’s Gala. Tickets go on sale 7/13 at 10:30AM.

Statistics – Daria Parry

In May, circulation was at 286,270 and information reader assistance at 37,848. There were 569 programs with 31,377 attending. There were 123,160 walk-ins and 6,541 drive thru visits. Drive thru numbers are down slightly because the driveway at Edgewood Library is currently being worked on and the open/closed sign was not functioning. A complete report was included in the Board packet for review. Board members may notice the new dashboard included in the Board packet using the Tableau platform to aid in visualization efforts.

June 2018 Programming Highlights – Beth LaPenotiere

In April, the branches celebrated National Poetry Month in a variety of ways. Abingdon had Poem in Your Pocket activities for all ages. Darlington’s bulletin board had a “Poet-tree” where customers added leaves with either a pre-printed poem or wrote their own. By the end of the month, the tree trunk could barely be seen through all the leaves. Along the same lines, one of Edgewood’s

programs during National Library Week, also in April, was to put a small display board out with post-it notes, encouraging customers to answer, “The best thing about the library is...” They received many positive comments. Jarrettsville took photos of some staff with their “Come In, We’re Awesome” card for the same week and posted them on their Facebook page. They gathered many “Thumbs Up.”

May brought many students into the branches and many librarians went out to the schools for visits. Whiteford hosted the Dublin Elementary School Art Reception. They had a wonderful turnout from students and families. 242 pieces of student artwork were on display for the event...one piece of artwork for each student. Abingdon was the scene of Booz, Allen, Hamilton’s Imagine It STEM night. Fifty elementary school-aged girls were provided with fun STEM learning experiences, such as making lava lamps, and coding facilitated by Booz Allen staff. To enhance the experience, the library provided two supplemental activities: a 3D printing demonstration and green screen photos for any interested participants.

YA Highlights for June 2018 – Alison Smith

In April and May, teens had a blast competing and collaborating in a variety of games. In Aberdeen, teens tried their hand at a new board game called Wasteland Express. They played as truck drivers in an apocalyptic wasteland and are very excited to come back and play again. Later in May, 42 teens from all around the county joined in a Super Smash Brothers tournament at the Aberdeen branch. Though it was a competitive tournament, they were supportive of each other throughout and left enthusiastic about the next tournament in July!

The Abingdon library hosted 20 teens in a Life Size Clue program, working their way through different rooms to solve the mystery together! In Jarrettsville, teens collaborated to find their way out of a room during the Library Breakout alien themed escape room program. With 30 minutes on the clock, they had to unlock three boxes to discover where aliens would land next in the United States – all done to the soundtrack of the X-Files!

The teens of Harford County also showed their creativity in April and May. For the Design This 2018 contest, teens submitted drawings and 3D renderings of book character fashion ranging from Little Red Riding Hood to Starr Carter from The Hate U Give. Edgewood teens entertained members of the community with a poetry slam from the Edgewood High School Poetry Club. And Fallston Teens dreamed of summer as they painted scenes of a tropical sunset at the teen paint along.

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.

Parking Lot Light Poles – The base of four parking lot poles have rusted and need replacing. One pole snapped and fell during recent high winds and landed on a truck causing minimal damage. This incident led to the inspection of all the parking lot poles. Three additional poles were discovered to have rusted as well. The poles were installed the week of April 30th. This project is completed.

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.

Edgewood Roof Replacement – The Library received official notice on October 12th of an award of a Maryland State Library Capital Grant in the amount of \$94,000 (53% match) for the replacement of the Edgewood Library Roof in FY 2018. The county will fund the rest of the cost of the project. The RFP was posted March 9th, a pre-bid meeting was scheduled for March 15th and the bids were due back by March 29th. The County prepared the documentation to present at the Board of Estimates meeting on April 24th. The project was completed on June 8th with a final walk through on June 12th.

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.

Havre de Grace – First floor drains have backed-up several times since the branch opening. The County’s plumbing contractor ran a camera down the line and found a Y intersection that is causing the flow problem in the drain line. The County is working on a solution to correct this drain issue. The County hired plumbers to trench and replace pipes so that the intersection was offset. Work was completed in early May 2018. This project is complete.

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.

Landscaping - The landscaping around the perimeter of the building was removed prior to the window and roof replacement project. The County agreed to replace the landscaping once the roof/window project was complete. The landscaping was installed at the end of April. The project is complete.

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 is scheduled for that same evening at the Abingdon Branch. The report is scheduled to be completed by the end of September 2018.

New IT Director – Ms. Hastler welcomed and introduced Ryan Rickels, the new IT Director and he gave a brief summary of his background and experience. Mr. Rickels also shared that his kids think he has the most awesome job in the world since he’s working at the library.

Board Member Honored – Alex Allman was recognized by The Daily Record as one of twenty-six 2018 Leadership in Law Honorees. Mr. Allman and Ms. Hastler attended the Leadership in Law awards event on May 17th.

Meetings & Presentations – April 2018

- 4/3 MD Humanities Development Meeting
- 4/5 Harford Chamber Conference Call
- 4/7 After D’Arc Gala
- 4/10 Good Scout Meeting
- 4/10 Harford County Council Meeting > Proclamation
- 4/11 EDAB Meeting
- 4/11 Association of Fundraising Professionals Celebration
- 4/11 YALSA Board Development Conference Call
- 4/11 Jarrettsville Community Association Meeting
- 4/12 Harford Chamber Executive Committee Meeting
- 4/12 Upper Chesapeake Foundation
- 4/13 SIAB Spring Gala
- 4/14 Romancing the Chrome
- 4/14 GBCF Night in Paradise
- 4/16 SARC Meeting
- 4/17 MLA Cost Analysis Conference Call
- 4/17 HCPL Volunteer Celebration
- 4/19 Harford Chamber Board Meeting
- 4/19 MD Humanities Filming
- 4/20 Anna’s House Breakfast
- 4/20 Chesapeake Therapeutic Riding Lunch & Learn
- 4/23 COL Grassroots Conference Call
- 4/23 The Daily Record’s Top 100 Women
- 4/24 Good Scout Meeting
- 4/25 Harford Family House Volunteer Appreciation Breakfast
- 4/25 Shucks Road Sensory Trail Ribbon Cutting
- 4/25 Author Visit with Jeannette Walls
- 4/26 Harford Chamber Legislative Wrap Up
- 4/26 Harford Family House Ahoy! Theme and Cast Reveal
- 4/27 HCAA Bullroast
- 4/30 Harford County Council Budget Session
- 4/30 Choose Civility Steering Committee Meeting

Meetings & Presentations – May 2018

- 5/2-5/4 MLA Conference
- 5/5 Cinco de Mayo Celebration for Amanda Hichkad Celebration Walk
- 5/7 Panel Presentation Committee on Legislation
- 5/7 Reception at Hart Senate
- 5/8 ALA National Library Legislative Day
- 5/9 EDAB Meeting
- 5/8 APGFCU Riverside Ribbon Cutting
- 5/16 MD Humanities 45th Anniversary Luncheon
- 5/16 Good Scout Award
- 5/17 Harford Chamber Military Appreciation Luncheon
- 5/17 The Daily Record Leadership in Law Awards
- 5/22 Greater Bel Air Community Foundation Meeting
- 5/22 24th Citizens Police Academy Graduation
- 5/23 SARC Phelan Safehouse Capital Campaign Reception
- 5/24 Harford Family House Fundraiser
- 5/29 AL Advisory Committee Conference Call
- 5/31 Harford Chamber Young Professionals Mini-Golf Fundraiser

Marketing Report – June 2018

General

- Projects completed by designers: 231
- Social media now up to 5,787 likes!
- Harford County Public Library received a 2018 American Inhouse Design Award from Graphic Design USA for the Come In, We're Awesome! branding. More than 5,000 entries were submitted and the top 15% were recognized as winners.
- Jeannette Walls, the *New York Times* Bestselling author of *The Glass Castle* visited Harford County on April 25. Held at the Water's Edge Event Center in Belcamp, the night included a sold-out/paid VIP Reception, attended by 60 guests, followed by a general admission program that was enjoyed by more than 400 people. Baltimore's Ivy Bookshop sold copies of *The Glass Castle* that evening, along with Ms. Walls' other titles, and donated 10% of the proceeds to the Foundation. The evening ended with a book signing and photos with the author.
- Through a partnership with the Maryland Department of Natural Resources, a new fishing pole collection has been added exclusively to the Joppa Library.
- Administrator - Marketing & Communications Leslie Smith and Marketing Specialist Megan Baker attended the MLA (Maryland Library Association) Conference in Cambridge, May 2-4. The 2-day event was attended by library staff from across the state and included great networking opportunities as well as several workshops.
- The June/July/August *Headlines & Happenings* is now available online and in the branches.
- The new HCPL Book Bike debuted at the Bel Air Bike to Work event on June 1. Purchased with funds from the Bel Air Friends, the bike will be used at various outreach events throughout the county.
- The 2018 Summer Reading Challenge, "Libraries Rock!" will officially kickoff on Monday, June 18, with celebrations taking place 10 am-noon at the Abingdon Library and 1-4 pm at the Fallston Library. Sponsors will be in attendance to hand out additional incentives to participants. Tales Jr. will be at both events, along with the Kona Ice Truck, which will be selling snowballs and will donate a portion of their proceeds to the Foundation.
- Invitations have been sent out for an event at the Water's Edge Event Center on the morning of Wednesday, June 27 where Harford County Executive Barry Glassman and

Mary will unveil Choose Civility Harford County. Attendees will enjoy a free breakfast while learning about this countywide campaign to promote respect, restraint, and responsibility everywhere, including the internet.

- Team HCPL is participating in this year's Kiss a Pig fundraising competition to benefit the Boys & Girls Clubs of Harford and Cecil Counties. Several events are planned for the upcoming months, including Paint Night on June 13, Bingo on June 29, Happy Hour on July 11, the Bacon Stroll 1K Walk on July 15, and an Indoor Cycling Challenge on July 20. More information is available at HCPLonline.org.

Marketing Campaigns

- New Fishing Pole Collection
- Opening the Gift
- Summer Reading Challenge – Volunteers Needed
- Artists in the Library (Cultural Arts Board Initiative)
- Summer *H&H* Now Available
- PBS's *The Great American Read*
- Kiss a Pig Paint Night
- Kiss a Pig Bingo
- Kiss a Pig Happy Hour
- Kiss a Pig Cycling Challenge
- 2018 Literary Spelling Bee at the Harford County Farm Fair

Outreach

- Several branches have requested marketing materials for outreach events happening in their communities. Branches include Bel Air, Edgewood, Havre de Grace, Joppa, Whiteford, and the Rolling Reader.
- Tales Jr. attended the Romancing the Chrome Car Show on April 14. The Rolling Reader and Silver Reader were also there. Jarrettsville staff offered story times and face painting throughout the day. HCPL sunglasses and information about upcoming events were distributed to the more 3,500 people in attendance.
- Silent Auction Baskets were donated to the MLA Conference, along with the Havre de Grace and Bel Air Bike to Work Day events.
- Library staff from Riverside, as well as the Havre de Grace and Bel Air branches, attended Bike to Work events on May 15 and June 1 in their respective communities.
- HCPL sponsored three teams in the May 30 Harford County Chamber of Commerce Annual Mini-Golf Tournament. Each team dressed up as a different music group, in honor of this year's Summer Reading Challenge. Two of the library teams earned Best Costume awards for their renditions of The Bangles and The Beatles/Fab Four.
- Upcoming – Tales Jr. will be appearing at the Summer Reading Challenge Kickoff Celebrations on Monday, June 18, at the Abingdon and Fallston Libraries.
- Upcoming – The library has been invited to a birthday party for Aberdeen IronBirds' mascot Ferrous that will take place as part of the Sunday, June 24, game. Tales Jr. will be there to participate in the festivities.
- Upcoming – The Library float will be appearing in this year's Havre de Grace (July 1, 2 pm), Edgewood/Joppatowne (July 1 – held in Joppatowne this year, 6 pm), and Bel Air (July 4, 6 pm) Independence Day Parades. Children and adults are invited to march with us. Permission slips are available at all locations.
- Upcoming – Tales Jr. will be appearing at the Aberdeen IronBirds Summer Reading voucher games on July 16, 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 members have been invited to join the panel of judges for the event. **Please let Jennifer Button know if you'd like to participate.**

Advertising

Print

- Come in We're Awesome; *Harford County Resource Guide 2018-2019*
- Come in, We're Awesome; *Life Matters –Suicide Prevention Conference*
- Come in, We're Awesome; *The Great American Read* on MPT/PBS

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:
 - 4/20 – Julie Mancine, Hays-Heighe House, Harford Community College
 - 4/27 – Derek Hopkins and Myra Derbyshire, Char Hope Foundation
 - 5/11 – Robin Tomechko and Heather Lynch, Harford Family House
 - 5/18 – Kriste S. Garman, Anita C. Leight Estuary Center, and Sharyn Spray, Otter Point Creek Alliance, Friends of ACLEC
 - 6/1 – Matt Slatius, Aberdeen IronBirds, and Bill Ripken, Ripken Baseball
 - 6/8 – Bryce Jacobson, Eden Mill Nature Center

Press Releases Distributed

- "Romancing the Chrome Breaks Attendance, Registration, Fundraising Records," April 16
- "Harford County Public Library Foundation Elects Three New Board Members," April 27
- "Library Honors Volunteers at 19th Annual Celebration," April 30
- "2018 Women of Tomorrow Awards Celebrate Harford County Young Women Dedicated to Community Service, Academic Achievement," May 2
- "Harford County Public Library's Mary Hastler Receives Maryland Library Association Outstanding Member Award," May 7
- "Libraries Rock for Summer Reading," June 1

Recent Articles and Mentions Received

- "The Daily Record Women's Leadership Summit," *The Daily Record*, March 30
- "HCC 60th Anniversary," *The Daily Record*, April 4
- "Romancing the Chrome," *Baltimore Style*, April; *Car Show & Cruise Guide, Harford's Heart*, April/May; *The Aegis*, April 11; *The Weekender*, April 12; *WKND, The Baltimore Sun, The Bargaineer, The Aegis*, April 13; *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, April 16; *Harford County Living*, April 17; *The Aegis*, April 18; *The Bargaineer*, April 20; *Car Show & Cruise Guide*, June/July
- "Jeannette Walls," *The Aegis*, April 11; *The Bargaineer*, April 13; *The Aegis*, April 18; *The Baltimore Sun* (online), *The Aegis* (online), April 26; *The Aegis*, April 27
- "FY19 Harford County Budget," *The Aegis*, April 18; *The Bargaineer, The Record*, April 20; *The Baltimore Sun* (online), *The Aegis* (online), May 4; *The Baltimore Sun* (online), *The Aegis* (online), May 15; *The Baltimore Sun* (online), *The Aegis* (online), May 16
- "Climate Change," *The Aegis*, April 20
- "Foundation Elects New Board Members," *Bel Air News & Views, Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, April 23; *The Daily Record*, April 24; *The Bargaineer*, April 27; *The Dagger*, April 29; *The Bargaineer* (online), May 3; *The Baltimore Sun* (online), *The Aegis* (online), May 14; *The Aegis*, May 18
- "Schucks Park Sensory Trail," *The Baltimore Sun* (online), *The Aegis* (online), April 25
- "HCPL Honors Volunteers," *Citybizlist*, April 27; *The Record*, May 4; *The Aegis*, May 23
- "Zoning Code – Friends of Harford," *The Baltimore Sun* (online), *The Aegis* (online), May 2
- "Women of Tomorrow," *Harford County Living*, May 2

- “2018 Gala Theme Announced,” *The Aegis*, May 2
- “Open Mic Night for Teens,” *The Record*, May 4
- “Havre de Grace Friends of the Library Book Sale,” *The Record*, May 4
- “Mary Hastler MLA Award,” *Bel Air News & Views*, *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, May 7; *The Daily Record*, May 8; *The Bargaineer* (online), May 9; *The Bargaineer*, May 11; *Baltimore Business Journal*, May 18-24
- “Aegis Staff Awards,” *The Baltimore Sun* (online), *The Aegis* (online), May 15
- “2018 Leadership in Law Awards,” *The Daily Record*, May 25
- “HCC 60th Graduation,” *The Baltimore Sun* (online), *The Aegis* (online), May 25; *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, May 26
- “Future Link Program,” *The Baltimore Sun* (online), *The Aegis* (online), June 1
- “Summer Reading Challenge, Libraries Rock,” *Harford County Living*, June 1; *Bel Air News & Views*, June 5

Cultural Arts Board – June 2018

- On April 4th, the Cultural Arts Board hosted the Annual Arts Gathering at the Liriodendron in Bel Air. The networking event was well-attended by many – independent artists and local and state-level arts organizations were represented.
- Attached to the Arts Gathering was a new program – a pre-session presented in partnership with Arts Education in Maryland Schools Alliance (AEMS), Arts Educators Listening Session. The intention was for arts administrators and teaching artists to be able to hear from the local (HCPS, HCC, and private schools) teachers about the ways in which the greater arts community can be of support. Great turnout from the community at large and HCC, but no K-12 teachers were in attendance.
- A beautiful mosaic created by students at Fallston High School and artist Sue Stockman was unveiled at Fallston High School on April 17th. The project was made possible by an Artists in Education grant from the Cultural Arts Board. Please see our Facebook post from 5/21 for photos.
- On May 1, the May June 2018 episode of Kaleidoscope, the Cultural Arts Board’s bimonthly television program produced in partnership with Harford Cable Network, was filmed, featuring in-studio interviews with:
 - James Watkins, President, and Katie Gordon, Artistic Director, from Rogue Swan Theatre Company
 - Jessica Cleaver, Coordinator of Harford County Cultural Arts Board, announcing Artists in the Library
 - Kathy Kelly, from Just Having Fun Singers
 - Out & About featuring Benny Russell’s Man of Peace: A Concert of Remembrance
- Committee has been working with the coordinator to update FY19 grant guidelines and applications towards efficiency, equity, and compatibility with new online management platform
- Final arrangements and all marketing materials completed for Artists in the Library – over 30 programs at eight HCPL branches presented by high quality teaching artists – see attached
- Plans have begun for Hurting, Feeling programming and exhibitions to be presented June 25-30, 2018 with New Day Campaign.

Foundation Report – June 2018

The next meeting of the HCPL Foundation Board of Directors will be June 26, 2018.

Meet the Author: Jeannette Walls

The Foundation sponsored the Jeannette Walls program on Wednesday, April 25. The event was hosted at the Waters Edge Event Center to accommodate a larger crowd. The

evening started with a VIP meet-and-great reception from 5:30 to 6:15 p.m. Guests had the opportunity to meet Walls, have their pictures taken and receive a signed hardback copy of her book. Guests enjoyed hors d'oeuvres, beer, wine and soda at the VIP reception and received preferred seating during the 7 p.m. presentation. At 7pm, Walls spoke to a larger audience in the Grand Ballroom. Both the VIP reception and the author presentation were sold out! The Foundation is interested in hosting another author presentation in Spring 2019.

Summer Reading Challenge

The theme for the 2018 Summer Reading Challenge is Libraries Rock! The kick-off will take place Monday, June 18 at the Abingdon and Fallston branches. Kona Ice will join us at both locations and donate 20% of the sales to the Foundation. We have currently raised \$37,000 in sponsorships. Committed sponsors include Wegmans, Aberdeen Iron Birds, Maryland 529, HarCo Federal Credit Union, APGFCU, Rosedale Federal, M&T Bank, Harford Day School, Bel Air Friends, Darlington Friends, Harford Community College, Aberdeen Rotary, Advanced Eye Care and Berardino Family Trust. We have once again partnered with the Aberdeen Ironbirds for completion prizes. They will be offering 4 games to participants based on when they turn in their reading logs. The first game offered will take place on Monday July 16 at 11am. HCPL will be kicking off the game with a story time lead by an Ironbirds player at 10am followed by a parade around the field and first pitch being thrown by HCPL’s CEO, Mary Hastler.

14th Annual HCPL Gala

Planning is underway for the 14th Annual Library Gala scheduled for October 13 at the Abingdon Branch. We have had several committee and sub-committee meetings to date. A new floorplan has been designed to enhance our guests’ experience including a VIP area, Bourbon and Bubbles bar, coffee and dessert bar, larger dancefloor and virtual experiences. This year’s gala is themed after the Pink Panther and the disappearance of the pink diamond. Our stunning Pink Diamond Ring was generously donated by Saxon’s Diamond Centers and is valued at \$7,950. Tickets are 1 for \$10 and 3 for \$25 and can be purchased at all Library branches or online. Our last Gala Happy Hour is scheduled for Thursday, September 13 at Horizon Cinemas. We will be showcasing our new Live Auction packages, sponsors and viewing the Pink Panther classic, “A Shot in the Dark”. We have currently raised \$38,900 in sponsorships. Tickets for the Annual Gala will go on sale on Friday, July 13 at 10:13am!

Statement of Financial Position as of April 30, 2018

Assets:	
Checking/Savings	\$ 465,878.47
Accounts Receivable	24,000.00
Other Current Assets	30,627.89
Total Current Assets:	\$ <u>520,506.36</u>
Liabilities & Equity:	
Accounts Payable	\$ 1,350.00
Other Liabilities	29,285.20
Total Current Liabilities:	<u>30,635.20</u>
Equity:	
Temporarily Restricted Net Assets	216,265.85
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	76,441.23

Net Income	<u>177,578.79</u>
Total Equity:	<u>489,871.16</u>
Total Liabilities & Equity	\$ <u>520,506.36</u>

ACTION ITEMS

Personnel Changes – June 2018

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

NEW HIRES:

None

PROMOTIONS:

Dasha Casciero, 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: May 20, 2018.

Nicole Herbert, Library Associate I, Aberdeen Branch, 15 hours per week was promoted to Library Associate II, Aberdeen Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: May 20, 2018.

Deborah Jenkins, Library Associate I, Fallston Branch, 15 hours per week was promoted to Library Associate II, Fallston Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: May 20, 2018.

Steven McClaine, Library Assistant I – Circulation, Aberdeen Branch, 16 hours per week has been promoted to the position of Library Assistant II – Circulation, Aberdeen Branch, 37.5 hours per week. Effective Date: June 3, 2018.

Elizabeth Brucksch, Page and Reference Substitute, Whiteford Branch, variable hours per week has been promoted to the position of Library Associate II, Adult Services, Bel Air Branch, 15 hours per week. Effective Date: June 17, 2018.

OTHER CHANGES:

Zoe DiGiorgio, Library Associate I, Abingdon Branch, 15 hours per week, was awarded the Library Associate I – Teen Services position at the Joppa Branch, 37.5 hours per week. Effective Date: May 20, 2018.

Bethany Vangrin, Assistant Branch Manager, Joppa Branch, 37.5 hours per week has accepted the position of Library Associate II – Sharing the Gift, Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: May 20, 2018.

Emily Carlson-Moy, Library Associate I – Special Needs, Children’s Services, Bel Air Branch, 37.5 hours per week has accepted the position of Library Associate I – Children’s Services, Bel Air Branch, 20 hours per week. Effective Date: May 20, 2018.

Bill Amos, Assistant Branch Manager, Edgewood Branch, 37.5 hours per week has transferred to Assistant Branch Manager, Joppa Branch. Effective Date: May 20, 2018.

Elizabeth Bowker, Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week has transferred to Assistant Branch Manager, Edgewood Branch. Effective Date: May 20, 2018.

Jackie Cassidy, Librarian – Children’s Services, Havre de Grace Branch, 37.5 hours per week has accepted a temporary assignment to the position of Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: May 20, 2018.

Katherine Ellis, Library Associate I, Norrisville Branch, 15 hours per week has accepted a temporary assignment and will be working an additional 15 hours per week at the Joppa Branch in support of staffing needs to end September 8, 2018. Effective Date: June 3, 2018.

Rebecca Addington, Library Associate II, Adult Services, Bel Air Branch, 15 hours per week has been awarded the position of Library Associate II, Children’s Services, Bel Air Branch, 30 hours per week. Effective Date: June 17, 2018.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Denice Barkey, Library Associate II, Joppa Branch, 15 hours per week. Effective Date: May 19, 2018.

Linda Reynolds-Burkins, Library Associate I, Adult Services, Bel Air Branch, 15 hours per week. Effective Date: June 27, 2018.

Vernice Pounds, Library Associate II – Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: June 12, 2018.

DISCIPLINARY ACTIONS:

An employee at the Bel Air Branch, 37.5 hours per week. One (1) day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

An employee has requested intermittent medical leave under FMLA for self. May 23, 2018 for a one year period.

An employee has requested intermittent medical leave under FMLA for self for about 1 year beginning 5/6/2018

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.*
- **Assistant Branch Manager I**, Jarrettsville Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018.*
- **Assistant Branch Manager I**, Whiteford Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018.*
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *To be re-posted internally/externally.*
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *To be re-posted internally/externally.*

- **Library Associate I/II – Special Needs**, Children’s Services, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week.
- **Library Associate I/II**, Bel Air Branch, 15 hours per week.
- **Library Associate I/II**, Joppa Branch, 15, hours per week.
- **Library Assistant I**, Aberdeen Branch, 16 hour 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 June 2018 as presented.

Approve Implementation of FY19 3% Salary Increase for Eligible Employees

Ms. Hastler requested the Board to approve the FY19 3% salary increase for eligible employees. The proposed FY19 budget includes funds for a 3% salary increase. The salary increase would be effective the first pay in fiscal year 2019. Ms. Hastler further requested that the Board grant flexibility for HCPL for those employees currently on a plan for disciplinary action; once the plan for disciplinary action has concluded, the employee’s eligibility would be determined. In response to Ms. Smith’s question, Ms. Hastler clarified that employees recently hired or promoted and under probation, would receive the 3% salary increase when successfully completing probation. Ms. Hastler also noted that she worked closely with Ms. Cogar to determine whether HCPL could align with the County’s funding plan structure but it is not feasible for HCPL at this time.

MOTION: Motion by Mr. Avery seconded by Judge Hazlett and approved by unanimous vote to approve the Implementation of FY19 3% Salary Increase for Eligible Employees as presented and defined.

Approve Salary Scale Adjustment

Ms. Hastler referred to the proposed Salary Scale Adjustment in the Board packet showing an adjustment to increase both minimum and maximum salary ranges by 3% and a new minimum wage for grade 1 in FY19. Ms. Hastler explained that the adjustment helps with hiring.

MOTION: Motion by Judge Hazlett seconded by Mr. Vido and approved by unanimous vote to approve the Salary Scale Adjustment as presented.

Formation of the OPEB Trust

Ms. Hastler shared that, based on the recommendation of the auditors, HCPL has been looking into the creation of a trust into which the library could invest the \$3+ million that has accrued over recent years. HCPL has requested to be a part of Harford County’s trust but has been denied several times, and is now hoping to apply to participate in the MACo trust, established a few years

ago to accommodate those that have no other option for a trust. The MACo Pooled OPEB Investment Trust Fund is a vehicle designed to help local governments invest current funds toward future obligations for retiree health insurance, a.k.a. “other post-employment benefits.”

Mr. Vido stated that he viewed the MACo Trust option very positively, and noted it is good to have a level of separation with financing. Mr. Allman asked Ms. Cogar to confirm that the process would be for HCPL to form a Library Trust, then join the MACo OPEB Trust, then transfer the \$3+ million into the OPEB Trust. Ms. Cogar confirmed that would be the process, although HCPL would first need to submit an application that would be reviewed by the MACo Trust and the library would need to be approved for acceptance into the trust. The MACo Trust is meeting within the next few days to review HCPL’s application for approval. At tonight’s Board meeting, a resolution must be proposed and approved to authorize the adoption and establishment of a non-pension post-employment benefits trust. Mr. Avery asked who would sign the resolution as a trustee. Mr. Allman responded that the Board Chair, CEO, and CFO will be the trustees, and Ms. Hastler clarified that the CEO and CFO would have a vote at the table for the MACo Trust. Mr. Allman also noted that the Adoption Agreement should be corrected to note that, under item #9, the CEO and CFO should be appointed to serve as the Library’s Authorized Member Representative.

MOTION: Motion by Mr. Vido seconded by Judge Hazlett and approved by unanimous vote for a Resolution to Authorize the Adoption and Establishment of a Non-Pension Post-Employment Benefits Trust as presented (see independent document attached to these minutes).

Approve FY19 Operating Budget

Ms. Hastler referred to the proposed FY19 Operating Budget in the Board packet, adjusted after County review to include the 3% salary increase for eligible employees. Ms. Hastler explained that the Library would receive a slight increase in County appropriations and State aid this year, with Library revenue remaining at approximately 4%. The total increase over FY18 is 2.23%, including 2.49% for salaries and benefits, and 5.48% for contracted services.

Ms. Hastler also shared that HCPL did not receive additional funds to cover the rising costs of benefits, and that an analysis will need to be conducted to determine the amount of additional funding HCPL should request moving forward. It is imperative that the analysis identify the real, concrete costs of benefits so that the CEO and Board can make informed decisions. As part of the analysis, HCPL will need to identify the cost of their expenses separate from the Consortium. HCPL’s new benefits broker, AON, will complete this analysis since they have the appropriate experience and they have been very responsive to this new request. Mr. Allman requested that this item be a high priority for FY19. Ms. Hastler also shared that the County is planning a review of the health benefits in terms of cost. Mr. Vido suggested that HCPL may be able to make incremental changes now and the library team is working on recommendations to be presented to the Board for consideration.

Mr. Vido noted that the budget appears to be in line with expectations. When asked for clarification by Board members, Ms. Hastler shared that “realia” are the early learning materials (puzzles, interactives, LEAP kits, etc.) and “special processing” are RFID tags, etc.

MOTION: Motion by Judge Hazlett seconded by Mr. Vido and approved by unanimous vote to approve the FY19 Operating Budget as presented.

Approve FY19 Capital Budget

Ms. Hastler referred to the proposed FY19 Capital Budget in the Board packet. Ms. Hastler explained that the Library is receiving \$200,000 for technology. Other capital funding for some library projects are included in the County's Capital Budget.

MOTION: Motion by Mr. Vido seconded by Judge Hazlett and approved by unanimous vote to approve the FY19 Capital Budget as presented.

OLD BUSINESS

None

NEW BUSINESS

None

BUSINESS FROM THE CHAIRPERSON

Mr. Allman thanked Ms. Smith again for her year of service and wished her good luck in her future endeavors! Mr. Allman also expressed his thanks on behalf of the Board members for the end of year gift of chocolates.

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 FY18.

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 Judge Hazlett, seconded by Mr. Avery 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 7:17 PM.