

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

MEETING MINUTES

June 20, 2019

Present: William B. Allen, Alex M. Allman, Kenneth R. Avery, Dominic C. Cottone, Honorable Susan H. Hazlett, Durbin Vido, John T. Paramore Student Liaison, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Dwayne Adams, Nancy Brown and Taryn J. Martin, and County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:34 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

Ms. Hastler thanked John for serving as the FY19 Student Liaison and wished him good luck in his future endeavors. On behalf of the Board members, Mr. Allman thanked John for applying and spending the year as a member of the Board, as well as congratulating John on his recent graduation. Mr. Allman encouraged John to reach out if there is a way Board members can be of assistance in the future, by providing letters of recommendation, etc.

APPROVAL OF CONSENT AGENDA

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

- Approval of March 21, 2019 Board Meeting Minutes
- Treasurer's Report
- CEO's Report
- Statistical Report
- Confidential Personnel Report – April, May, June
- FY20 Schedule of Board meetings
- Schedule of Holidays & Closings Through 2020
- Closure of Abingdon Library for Gala
- Closure of Aberdeen Library Saturday, June 1 and Saturday, June 15 with limited service June 3 through June 14

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 Pamela Wockenfuss, Finance Administrator

Expenditures through the month ended May 2019 were within the FY19 budget. As of May 31, 2019, encumbrances totaled \$906,000 including:

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Contracted Services	\$ 9,000
Supplies	\$ 27,000
Travel	\$ 1,000
Library Materials	\$ 244,000
Furniture and Equipment	\$ 625,000
	<u>\$ 906,000</u>

Expenditures through the month ended April 2019 were within the FY19 budget. As of April 30, 2019, encumbrances totaled \$707,000 including:

Contracted Services	\$ 2,000
Supplies	\$ 27,000
Travel	\$ 5,000
Library Materials	\$ 224,000
Furniture and Equipment	\$ 449,000
	<u>\$ 707,000</u>

Expenditures through the month ended March 2019 were within the FY19 budget. As of March 31, 2019, encumbrances totaled \$360,000 including:

Contracted Services	\$ 18,000
Supplies	\$ 37,000
Travel	\$ 0
Library Materials	\$ 238,000
Furniture and Equipment	\$ 67,000
	<u>\$ 360,000</u>

Chief Executive's Report
Building Projects

Abingdon Window Replacement Project – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000 for a total of \$1,697,500. The County reevaluated projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date was delayed until March 2019. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library. The Library closed to the public on March 3rd. Packing of the materials began on March 4th and was completed by March 6th. The contractors began phase 1 on March 5th by removing the clerestory windows above the circulation staff area. We are in the final stages for the window replacement project. The contractor expects to be completed by June 24. There have been several rain showers/storms during the project with no leaks. The interior refresh is well underway. All of the lighting has been retrofitted to LED. The circulation workroom has been painted and new carpet has been installed. Work on the Librarian workroom is ready to start next week. Most items for the public area have been ordered with the exception of some soft seating. The project is on target for completion late summer/early fall.

Jarrettsville – Gutters/Sidewalk Repair – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the walkway at the main entrance to ensure proper

drainage. The County is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Repairs have been completed to the two concrete slabs in the rear of the building that settled causing low spots where water collects and freezes. The concrete is no longer a tripping hazard. We are waiting on the front entrance to be re-sloped.

Riverside Renovation – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library’s administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project. We are finalizing the floor layout and will start working on mechanical and electrical plans. The project has been placed on hold for the time being. The current drawings indicate the loss of our storage 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. A pre-bid walk through at the branch was held on June 18th in the morning. Bids were due by July 3rd. Work began September 17th and the final top coat of stone should be installed this week, weather permitting. The final portion of the project will be to recaulk and paint the front overhang façade to freshen the exterior. The canopy has been power-washed and a primer coat of paint has been applied. Due to the cold weather, the final two coats of paint will be completed in the spring. Painting was completed in April 2019. Both projects are now 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. The Library team met with the interior designer on September 12th and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture. Aberdeen’s adult area is receiving fresh paint, some new carpet and shelving. The public computers will be relocated along the perimeter wall once new tables are delivered. The Children’s Refresh will begin in the fall after summer reading has concluded.

Various Small Projects:

Bel Air –Estimates to refresh the large meeting room are pending. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling times and ceiling fans, new LED lighting, and new carpet. On hold until the completion of Abingdon and Aberdeen.

Joppa – New LED exterior lighting has been installed. The lighting project included: soffit lights at the entrance, lighting on the sides of the building, and parking lot pole lights. The Library is receiving a \$1,500 rebate from BGE. The exterior is complete. Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. Waiting to schedule work after Abingdon and Aberdeen are closer to completion.

Riverside – We are waiting for the County to repair the storm drain out in front of the building in the corner of the parking lot before the sinkhole swallows a car.

Strategic Plan – On March 27, Ms. Hastler hosted a small gathering of community leaders for dinner and lively conversation about the future direction of the Library system in the community. Then, on May 9 library staff reconvened to develop and implementation and action plan for the revised strategic plan. Following several meetings and input from the community, the Strategic Plan is being presented this evening for Board review and approval.

The Daily Record’s Most Influential Marylanders – Congratulations to Mary Hastler on being honored by The Daily Record as an Influential Marylander in the category of Civic Leadership. Mary was recognized at an awards ceremony on March 28, along with a host of other honorees including Archbishop William Lori, Stan Stovall, and Cal Ripken, Jr!

FY 2019 Audit – The Maryland State Library acknowledged our notification and approved our selection of the certified public accounting firm of CohnReznick, LLP to perform the Fiscal Year 2019 audit of the Harford County Public Library in accordance with the standards of COMAR 13A.05.04.07. The audit is underway and will be completed in September.

Programming and Events

Genealogy Conference – The 6th Annual Genealogy Conference was held on March 30 and featured several local experts as well as vendor resource tables at Bel Air Armory. Registration for this event filled quickly, as it does every year, with nearly 200 attendees.

National Library Week – National Library Week was celebrated the week of April 7-13 and this year’s theme was Libraries = Strong Communities. National Library Workers Day was celebrated on April 9 and HCPL staff received new long-sleeve polo shirts as a thank you. Also on April 9, we hosted the Annual Volunteer Celebration, which was our opportunity to recognize and thank our many dedicated volunteers. A total of 1,177 volunteers gave over 33,237 hours of time working for the Library, representing more than 17 full time equivalent staff members equating to \$372,586. And, over the past year, our Friends groups donated over \$58,000 to support programming. HCPL was also honored at the County Council meeting on April 9, presented with a proclamation by Board Representative Councilman Chad Shrodes and read aloud by Councilman Joe Woods. Due to inclement weather, the 8th Annual Romancing the Chrome Car Show was cancelled.

Author Events – As part of the Library’s Charm City Series, New York Times best-selling author Kevin Cowherd visited Jarrettsville Library on April 24 to discuss his new book *When the Crowd Didn’t Roar: How Baseball’s Strangest Game Ever Gave a Broken City Hope* with over 55 attendees. Cowherd’s book chronicled the only Major League Baseball game ever played without fans. During the next installment of the Series on May 14, author Shelley Howell also visited Jarrettsville Library to share her new book *Dining Down Memory Lane: A Collection of Classic Baltimore Restaurants and their Recipes*. Howell’s book shares recipes from classic Baltimore restaurants, and over 100 people attended.

Choose Civility Harford County – The first Longest Table Harford County was held on Saturday, May 4 at Leidos Field at Ripken Stadium. This event welcomed residents to sit down and ‘break bread’ with people they may not know, to foster conversations, strengthen and build connections, and to share ideas about Harford County. Over 130 attended and sponsorships included:

“Be Kind” Sponsors: Harford County Government; Aberdeen Ironbirds

“Be Inclusive” Sponsor: Visit Harford; Havre de Grace City Council Member Carolyn Zinner

“Be Respectful” Sponsors: Aimee O’Neill & Co., Inc.; Harford Community College; Harford County Chamber of Commerce; Harford Day School; Healthy Harford/Healthy Cecil; In Motion Video; University of Maryland Upper Chesapeake Health; Welcome One Emergency Shelter

APG Discovery Fest – Library staff welcomed attendees to learn more about Aibo, and other technology at the APG Discovery Fest, also on May 4. This event was free and open to the public, allowing the community to discover more about APG and its importance to Harford County.

Talent Development

Maryland Library Association – Staff attended the annual Maryland Library Association Conference held in Cambridge, Maryland. This professional development opportunity allows library staff to attend breakout sessions, author events, and expand their professional network. Many thanks to the Maryland State Library for providing staff development grant funds to enable HCPL to send a team.

Harford Leadership Academy – Congratulations to Charles Ross and Jennifer Button who graduated on June 6 from the Class of 2019 Harford Leadership Academy.

Meetings & Presentations – May 2019

- 5/1-5/3 MLA Annual Conference
- 5/3 Humane Society
- 5/4 Choose Civility Harford County: The Longest Table
- 5/4 APG Discovery Fest
- 5/4 Cinco de Mayo Fundraiser
- 5/7 Breakfast for Prospective Gala Sponsors
- 5/7 HCPL Retiree Luncheon
- 5/8 HCEF Board Meeting
- 5/8 Chamber of Commerce Meeting
- 5/8 SARC Meeting
- 5/8 Good Scout Award
- 5/9 Strategic Planning Meeting
- 5/11 Center for the Arts Gala
- 5/14 Havre de Grace Bike to Work Day
- 5/14 Author Event: Shelley Howell
- 5/15 Stop the Bleed Training Meeting
- 5/17 Bel Air Bike to Work Day
- 5/17 ALA Conference Call – Committee on Legislation
- 5/17 Quarters One Dinner with Major General Randy Taylor and Lucas Taylor
- 5/19 Gold Star Spouses and Family Afternoon Tea
- 5/20 Boys & Girls Club Youth of the Year Judging
- 5/20 Women’s Commission Meeting
- 5/21 Maryland Humanities Development & Governance Meeting
- 5/21 Cyber Readiness Institute Conference Call
- 5/23 ALA COL Grassroots Advocacy Subcommittee Conference Call
- 5/25 Fair Hill Races
- 5/28 GBCF Meeting
- 5/28 Crisis Center Ribbon Cutting
- 5/30 Harford Family House Ahoy! Cocktails by the Bay
- 5/31 Women Community Leaders Tour of Ashley Treatment Center

Meetings & Presentations – April 2019

- 4/1 WMAR Interview
- 4/2 Greater Bel Air Community Foundation Meeting
- 4/4 Meeting with County Councilman Rob Wagner
- 4/4 Greater Baltimore Cultural Alliance meeting
- 4/5 Quarters One Dinner with Major General Randy Taylor
- 4/6 Human Library

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- 4/6 After d'arc Gala
- 4/8 Good Scout Meeting
- 4/8 APG Discovery Fest Video Taping
- 4/8 CRI Conference Call
- 4/9 HCPL Volunteer Celebration
- 4/9 National Library Week Proclamation at County Council Meeting
- 4/11 Harford Chamber Executive Committee
- 4/12 Anna's House Breakfast
- 4/12 SIAB Spring Gala
- 4/13 Fox 45 Interview for Romancing the Chrome
- 4/13 GBCF Night in Paradise
- 4/15 Harford County Budget Meeting
- 4/15 CRI Conference Call
- 4/15 The Daily Record Top 100 Women
- 4/16 American Libraries Advisory Conference Call
- 4/18 Harford County Chamber Board Meeting
- 4/23 Meeting with Jayne Klein
- 4/24 MagaScene Interview for Choose Civility
- 4/24 Meeting with County Councilman Tony Giangiardano
- 4/24 Author Event: Kevin Cowherd
- 4/25 Prospective Gala Anniversary Sponsorship Meeting
- 4/26 Harford Community Action Agency Bull & Oyster Roast
- 4/29 Fox 45 interview
- 4/29 County Council Budget Work Session
- 4/29 Human Sex Trafficking presentation
- 4/30 Good Scout Meeting
- 4/30 Video Taping for MD Center for the Arts Fundraiser

Marketing April/May/June 2019

General

- Projects completed by designers: 303
- Our Facebook page is now up to 6,115 likes!
- The 2019 Human Library concluded with two final events: March 30 at the Havre de Grace Library and Fallston Library on April 6. While some unseasonably warm spring weather led to a smaller group of readers for the (7) books and (12) participants in Havre de Grace, we had our largest number of participants (22) and books (12) for the last session in Fallston. Feedback from both books and readers was amazing... everyone who participated said that Harford County really needed this event and needs more events like this.
- APG's media team visited the Bel Air Library on April 18 to shoot a video of Mary and HCPL's augmented reality dog, Aibo. They filmed a series of spots for APG's upcoming Discovery Fest and posted/shared on social media.
- On April 24 Harford Cable Network taped a MagaScene segment at Jarrettsville Library that featured Choose Civility Harford County. County Executive Glassman, Mary, Dr. Daniel Buccino, (who oversees the Johns Hopkins Choose Civility Initiative), and other involved community members were interviewed in regards to their efforts in the Choose Civility initiative.
- On April 24 County Executive Glassman and Mary taped a "Longest Table" video at Jarrettsville Library that was used to promote the upcoming event on social media, HCPL's website and the County's website.
- Harford County Public Library's marketing team received the first Excellence in Marketing Award from the Maryland Library Association at its annual conference May 3 in Cambridge, MD. The award was for the library's "Come In, We're Awesome" campaign and was selected for top honors among 32 entries submitted by public and academic libraries from across Maryland.

- HCPL was a featured vendor at APG’s Discover Fest on May 4 from 9 am- 4 pm. Over 855 attendees stopped by our booth to interact with Aibo and our robot, Meccanoid. They also picked up information about Summer Reading, how to sign up for a Library card and Library promotional items.
- The Summer Headlines & Happenings was sent to branches in mid-May. This edition, which includes all programming for June, July, and August, has a large focus on HCPL’s Summer Reading Challenge.
- We’re less than a week from the official kickoff of the 2019 Summer Reading Challenge, “A Universe of Stories,” which is happening on Monday, June 17, at the Bel Air and Havre de Grace Libraries. On-line pre-registration has been open since May 1.

Marketing Campaigns

- The Longest Table
- Charm City Series Presents “New York Times Best-Selling Author” Kevin Cowherd
- 2019 Annual Volunteer Celebration
- Foundation Day of Giving – Tuesday, April 9
- Romancing the Chrome Rescheduled to April 20
- Charm City Series Presents Shelley Howell
- Summer Reading Challenge Volunteers Needed
- Pre-register for the 2019 Summer Reading Challenge
- Aberdeen Library Refresh
- Summer Reading Challenge

Outreach

- HCPL participated in The Daily Record’s 3rd Annual Women’s Leadership Summit held at Coppin State on March 20. Aibo, our AI dog was introduced to attendees and was the star of the show and gave HCPL the opportunity to introduce AI to the public. Over 150 attendees were at this event.
- HCPL was a sponsor of the Harford County Youth & Family Resource Fair, held on April 13 at Harford Community College. Our outreach table handed out HCPL sunglasses and promoted Choose Civility, along with other library programs and events. Over 214 people of all ages stopped by our outreach table.
- HCPL participated in Harford Transit’s Bike2Work days in Havre de Grace and in Bel Air with an outreach table and a visit from our Book Bike. At both events, riders and spectators perused the books on the Book Bike and even checked some out via HCPL’s app. On May 14 in Havre de Grace there were over 40 participants and in Bel Air there were over 165 participants.
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

Advertising

Television

- “HCPL Ad - April Sponsor,” *MPT 50th Anniversary Flashback*, April

Online

- “Meet Meccanoid at APG Discovery Fest,” *Facebook*, April 2019
- “APG Discovery Fest - Adventures of Aibo, Part 1,” *Facebook*, April 2019

Print

- “Congratulations Mary Hastler,” *The Daily Record Influential Marylander Program*
- “Come In We’re Awesome,” *Anna’s House Annual Breakfast Program*

Radio

- Harford’s Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
 - 3/22 – Christine McPherson and Phillip Rhudy, Bel Air Downtown Alliance

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- 3/29 – Silvana Bowker and Rachel Harbin, Harford County Youth & Family Resource Festival
- 4/5 – Jenny Dombeck and Joe Ligo, Romancing the Chrome Car Show
- 4/12 – replay of 3/29 show
- 4/19 – replay of 4/5 show
- 4/26 – Bill Reightler & Kent Murray, Maryland Horse Breeders Association
- 5/3 – replay of 4/26 show
- 5/10 – Robin Tomechko & Heather Lynch, Harford Family House
- 5/17 – Terry Troy & Amy Riley, Harford County Education Foundation
- 5/24 – replay of 5/17 show
- 5/31 – Show canceled – no electric at the studio
- 6/7 – Matt Slatius, Aberdeen Ironbirds
- 6/14 – Major General Randy S. Taylor

Press Releases Distributed

- “Romancing the Chrome Car Show,” March 15
- “Charm City Series Kevin Cowherd,” March 20
- “The Daily Record 2019 Influential Marylanders – Mary Hastler,” April 4
- “Charm City Series Shelley Howell,” April 15
- “Excellence in Marketing Award,” May 20
- “Aberdeen Library Renovation,” May 24
- “Summer Reading Challenge- A Universe of Stories,” June

Recent Articles and Mentions Received

- “Eighth Annual Romancing the Chrome Car Show,” *Harford Magazine*, Best of Spring 2019; *The Bargaineer*, March 29; *The Bargaineer* (online), *Bel Air News & Views*, April 1; *The Aegis*, April 5; *Weekender*, April 11; *The Aegis* (online), *The Baltimore Sun* (online), *The Aegis*, *WKND The Baltimore Sun*, April 12; *The Bargaineer*, *The Aegis*, April 19
- “Women’s Summit,” *The Bargaineer*, March 1
- “Abingdon Library Closed,” *The Dagger*, March 5; *The Bargaineer*, March 8
- “Sixth Annual Genealogy Conference,” *The Bargaineer*, March 8; *The Aegis*, March 15; *Weekender*, March 21; *Weekender*, March 29; *The Aegis*, April 19
- “Women of Tomorrow 2019,” *The Aegis*, March 27; *The Bargaineer*, *The Record*, *The Bargaineer* (online), March 29
- “Build a Bird Feeder at Whiteford Library,” *The Star*, March 28
- “The Daily Record 2019 Women’s Leadership Summit,” *The Daily Record* (online), April 1, *The Daily Record’s Path to Excellence*, May
- “The Daily Record 2019 Influential Marylanders – Mary Hastler,” *Baltimore Snap* (eNews), *The Daily Record* (online), April 2; *Bel Air News & Views*, April 4; *The Daily Record*, April 5; *The Aegis*, April 10; *The Bargaineer*, April 12
- “The Human Library,” *The Baltimore Sun* (online), *The Aegis* (online), April 2; *The Aegis*, April 3; *The Bargaineer* (online), *The Record*, April 5; *The Aegis*, April 10
- “Charm City Series Presents Kevin Cowherd,” *The Bargaineer* (online), April 1; *The Aegis*, *The Bargaineer*, April 5
- “The Longest Table,” *The Bargaineer*, April 5; *The Star*, April 25; *The Aegis*, April 26; *The Aegis* (online), *The Baltimore Sun* (online), *The Aegis*, May 8; *The Record*, May 10
- “Charm City Series Kevin Cowherd,” *The Bargaineer*, April 19
- “Charm City Series Shelley Howell,” *The Bargaineer*, *The Aegis*, May 3
- “Bike to Work 2019,” *The Bargaineer*, May 3
- “Hearing Urged for Sober Home,” *The Aegis*, May 10
- “Harford County Race for Recovery,” *The Aberdeen Patch*, June 3
- “MLA Excellence in Marketing Award,” *The Patch – Aberdeen*, *Bel Air*, *Fallston & Havre de Grace*, *Bel Air News & Views*, May 20 *The Bargaineer*, May 24

- “Aberdeen Library Renovations,” *The Bargaineer*, May 31, *The Aegis*, May 31, *The Record*, May 31, *The Record*, editorial cartoon, June 7

Foundation June 2019

The next meeting of the HCPL Foundation Board of Directors will be June 25, 2019.

Romancing the Chrome

This year’s car show was canceled due to inclement weather on both of the scheduled dates.

Summer Reading Challenge

The Summer Reading Challenge kick off was held on Monday, June 17 at the Bel Air Branch in the morning and at the Havre de Grace Branch in the afternoon. We are thankful for our sponsors and community partnerships that make this program possible: Bel Air Friends of HCPL, APG Federal Credit Union, Klein’s ShopRite, HAR-CO Credit Union, Aberdeen Rotary Club, Rosedale Federal Savings & Loan, The John Carroll School, Huether-McClelland Foundation, Darlington Friends of HCPL, Berardino Family Trust, Aberdeen Ironbirds, Maryland 529, Wegmans, M&T Bank and the Harford Day School. This year’s participants will have the incentive of attending one of four Ironbirds’ games at Ripken Stadium for completing the Summer Reading Challenge and participate in a pre-game parade on the field. The Foundation is looking forward to supporting another great Summer Reading Challenge!

15th Annual HCPL Gala

This year’s Gala will be hosted on Saturday, November 2 from 7pm – 11pm at the Abingdon Branch. Water’s Edge Event Center will be catering the event along with Matsuri Japanese Restaurant who will be providing two sushi bars and The Local Oyster who will provide the oyster bar. The Mood Swings will return as the entertainment for the evening. We will also be hosting an After Party at Pairings Bistro from 11pm – 2pm. Tickets for the After Party are \$25 and will include entertainment, food, soft drinks and a night cap. Sponsorships are still available and can be viewed here, <http://eveninginthestacks.org/sponsorship-opportunities/>. An Anniversary Sponsorship at the \$15,000 level was added this year to commemorate the 15th Anniversary of the Gala. Sponsors at this level will be recognized on a plaque that will be displayed at the newly refreshed Abingdon Branch. This year our sponsors will be receiving a limited edition pair of “Zilla” socks with their acknowledgement letters. It is just another way for us to thank the local businesses, organizations and individuals that sponsor and support our annual fundraiser. Our current sponsors to date are: Platinum Sponsor – Klein’s ShopRite, Anniversary Sponsor – Saxon’s Diamond Centers, Richardson’s Flowers & Gifts, Presenting Sponsor – Water’s Edge Catering, The Kelly Group, Headlining Sponsor – WebIXI, Rainbow International, Huether-McClelland Foundation, Premier Sponsor – Frank Hajek & Associates P.A., Chesapeake Bank of MD, Freedom Federal Credit Union, Point Breeze Credit Union, PNC Bank, APG Federal Credit Union, WXCY 103.7FM, Supporting Sponsor – Peabody Press, Jeff and Jean Foulk, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Coffee, McDonnell Consulting Group, Contributing Sponsor – The Local Oyster, MidAtlantic Photographic, Forest Hill Health and Rehab, MediaWise, Harford Bank, Armstrong, Sanctuary Title, Acer Exhibits & Events, Law Offices of Anthony J. DiPaula P.A., Dave and Colleen Patzer, Steve and Terry Troy, Howard Bank, Harford County Chamber of Commerce. Gala Raffle tickets are available! The raffle items are a gorgeous 18 karat white gold open end baguette and round diamond bangle bracelet accompanied by an 18 karat white gold baguette and round diamond halo by pass ring. Total weight is over 2 karats of diamonds! Gala tickets will go on sale Friday, August 2 at 11:02 a.m. Tickets are \$175 per person and are expected to sell out quickly.

DRAFT Statement of Financial Position as of May 31, 2019

Assets:

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Checking/Savings	\$	723,810.58
Accounts Receivable		40,150.00
Other Current Assets		10,106.84
Total Current Assets:	\$	<u>774,067.42</u>

Liabilities & Equity:	
Accounts Payable	\$ 4050.00
Other Current Liabilities	21,927.10
Total Current Liabilities:	<u>25,977.10</u>
Equity:	
Temporarily Restricted Net Assets	\$ 254,232.45
Board Designated Net Assets	27,980.57
Unrestricted Net Assets	201,482.61
Net Income	264,394.69
Total Equity:	<u>748,090.32</u>
Total Liabilities & Equity	\$ 774,067.42

Personnel Changes

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

NEW HIRES:

Emily Yanky, Summer Assistant – Children, Rolling Reader, Temporary June – August 2019, 37.5 hours per week. Effective Date: June 10, 2019.

PROMOTIONS:

Emily Carlson-Moy, Library Associate I, Bel Air Branch, 20 hours per week was promoted to Library Associate II, Bel Air Branch, 20 hours per week based on the successful completion of the Maryland Library Associate Training Institute. Effective Date: April 21, 2019.

Kathleen Flannery, Library Associate I, Edgewood Branch, 15 hours per week was promoted to Library Associate II, Edgewood Branch, 15 hours per week based on the successful completion of the Maryland Library Associate Training Institute. Effective Date: April 21, 2019.

Meghan Haines, Library Associate I, Abingdon Branch, 15 hours per week was promoted to Library Associate II, Abingdon Branch, 15 hours per week based on the successful completion of the Maryland Library Associate Training Institute. Effective Date: May 19, 2019.

Rachel Lamantia, Library Associate III – Rolling Reader, Edgewood Branch, 37.5 hours per week was promoted to Assistant Manager I, Joppa Branch, 37.5 hours per week. Effective Date: June 2, 2019.

OTHER CHANGES:

Jennifer Perdomo, Library Associate II – Materials Management, Riverside, 37.5 hours per week. Effective Date: April 7, 2019.

Melissa Hepler, Interim Branch Manager I, Havre de Grace Branch, 37.5 hours per week. Effective Date: June 2, 2019 – July 28, 2019.

Jamie Reilly, Interim Branch Manager II, Edgewood Branch, 37.5 hours per week. Effective Date: June 2, 2019 – July 28, 2019.

Elizabeth Bowker, Interim Branch Manager II, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 1, 2019 – July 28, 2019.

Julie McCashland, Library Associate II, 37.5 hours per week, Temporary Reassignment to Edgewood Branch. Effective June 2, 2019 – July 28, 2019.

RETIREMENTS:

Oliver Corkran, Library Assistant I, Bel Air, 15 hours per week, 9 Years of service. Effective Date: August 2019

Diana Wilson, Library Assistant II, Bel Air Branch, 37.5 hours per week, 18 years of service. Effective Date: June 1, 2019

RESIGNATIONS/TERMINATIONS:

Kathy Foland, Library Assistant II – Circulation, Havre de Grace Branch, 37.5 hours per week. Effective Date: March 27, 2019.

Clay Schaeffer, F&O Assistant, Riverside, 19 hours per week. Effective Date: April 12, 2019.

Howard Amos, Library Associate II – Materials Management, Riverside, 37.5 hours per week. Effective Date: April 26, 2019.

Dawn Kilmon, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: May 3, 2019.

Diane Appel, Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: May 4, 2019.

Vernice Pounds, Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: May 5, 2019.

Stephanie Murphy, Branch Manager I, Havre de Grace Branch, 37.5 hours per week. Effective Date: May 30, 2019.

Kristina Stemple, Branch Manager II, Edgewood Branch, 37.5 hours per week. Effective Date: June 2, 2019.

Sarah Szatmary, Library Associate II, Joppa Branch, 15 hours per week. Effective Date: June 15, 2019.

Allison Dietz, Library Assistant I – Circulation, 15 hours per week. Effective Date: June 15, 2019.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 hours per week has requested intermittent medical leave under FMLA for self, from May 23, 2019 for 1 year.

An employee, 37.5 hours per week has requested intermittent leave to care for a family member from June 11, 2019 to July 30, 2019.

An employee, 37.5 hours per week has requested intermittent leave to care for a family member from June 1, 2019 to June 1, 2020.

OPEN POSITIONS:

- **Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: June 23, 2019.*
- **Branch Manager II**, Edgewood Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: June 23, 2019.*

- **Librarian – Children’s Services**, Abingdon Branch, 37.5 hours per week.
- **Library Associate III – Rolling Reader**, Edgewood Branch, 37.5 hours per week. Phone interviews conducted May 31, 2019. *Scheduling in-person interviews for week of June 17, 2019.*
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II**, Havre de Grace, 15 hours per week.
- **Library Associate I/II**, Joppa Branch, 15 hours per week.
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions).
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions).
- **Business Analyst**, Administrative Office, 37.5 hours per week. *Search Extended. Posted internally/externally. Closing date: May 31, 2019.*
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week.
- **Library Associate II – Materials**, Materials Management Department, Administrative Offices, 37.5 hours per week.
- **F&O Assistant**, Abingdon Branch, 19 hours per week. *Assessing position.*
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. *Assessing position.*
- **F&O Assistant**, Administrative Offices, 19 hours per week. *Assessing position.*
- **Page II**, Bel Air Branch, 18 hours per week. *Assessing position.*
- **Receiving & Processing Manager**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing Position.*
- **Specialist III – Web Services**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*

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

COMMITTEE REPORTS

OPEB Trust Committee – Mr. Allman

The OPEB Trust Meeting was held on June 11, 2019, with the following in attendance: Alex Allman, Mary Hastler, and Kathy Cogar.

OPEB Trust – OPEB Trust balance as of March 31, 2019 was \$40,767,808. HCPL portion was \$3,149,720 or 7.7% of the balance. The investments have been performing well. The advisors provide quarterly reports to the OPEB Trust Board and review the investments. The return (5.6%) is slightly less than the benchmark (5.9%). The library deposit for FY 19 was \$280,334.

OPEB Funding Policy – Outlines the parameters the Library will follow to provide funding to the trust. The Library Board of Trustees will be reviewing and approving the Policy this evening.

The Board of Trustees will also be reviewing and approving the implementation of a PEHP Plan for all new hires effective July 1, 2019. Current employees will be grandfathered in and will have a one-time opportunity to move to the PEHP with a financial incentive. Employees may at any time choose to join the PEHP but the financial incentive will only be offered one time. The PEHP plan mirrors what Harford County implemented with its employees a few years ago and will reduce and eventually eliminate the OPEB unfunded liability.

The OPEB Trustees recommend the Board’s approval of the OPEB Funding Policy.

Ms. Hastler noted that current funding received from the County does not cover the unfunded OPEB Trust liability. Implementation of the PEHP plan in July 2019 is intended to reduce and eventually eliminate the unfunded OPEB liability. Dr. Allen asked whether HCPL participates in any larger liability with the County and Mr. Allman responded that HCPL does not. Mr. Allman also noted that the financial incentive to be offered to employees has not yet been determined, but that it would be a lump sum payment made to the employee’s PEHP plan. PEHP is an employer-funded plan, based on a formula determined by the County model. It’s portable, and employees can take it with them, clarified Ms. Hastler. Once employees join PEHP they cannot move back to OPEB.

MOTION: Motion by Judge Hazlett, seconded by Mr. Cottone and carried by unanimous vote to approve the OPEB Funding Policy as presented.

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee met on Tuesday, June 11, 2019 to review the following:

- The proposed FY 2020 Operating Budget – Proposed increase of 2.03%. County increased funding by 1.9%. The increase is primarily going toward a 2% increase for staff and the remainder is going to fund the increase for healthcare.
- The proposed FY 2020 Capital Budget, and
- the 5-year Capital Program – Discussed more a little later

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 – Funding Policy
- FY 2020 Operating Budget, and
- FY 2020 Capital Budget

Mr. Allman recommended the Board take a few minutes to review the included budget documents.

MOTION: Motion by Mr. Vido, seconded by Judge Hazlett and carried by unanimous vote to approve the OPEB Trust – Funding Policy, FY20 Proposed Operating Budget, and the FY20 Proposed Capital Budget as presented.

Executive Committee – Mr. Allman

The Executive Committee did meet and spent considerable time conducting interviews for replacements for the irreplaceable John Paramore and Dom Cottone.

Capital Improvements Committee –Mr. Cottone

The Capital Improvements Committee met on Tuesday, June 11, 2019 to review the proposed FY2020 Capital Budget and the 5-year Capital Program. The Committee also reviewed an update on current projects and FY 2020 building projects. The County is providing \$250,000 for Technology in FY 2020. All other requested projects – Darlington, Aberdeen, Silver & Rolling Readers – have been deferred until at least 2026.

As a result of its review, the Committee recommends the Board’s approval of the FY 2020 Capital Budget.

MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett and carried by unanimous vote to approve the FY20 Proposed Capital Budget as presented.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met on Wednesday, June 12, 2019 to review the following:

- 2% Salary Increase for eligible staff
- Annual Review of Benefits
 - Note that effective July 1, 2019, all new employees will be eligible for health and dental benefits at 30 hours per week. This is a change from the current 20 hour per week. Employees hired before July 1, 2019, will be grandfathered in as long as they remain in a 20-hour or more work week and do not have a break in service.
- Implementation of a PEHP Plan (Post Employment Health Plan)
 - Note that effective July 1, 2019, all new benefit eligible employees will be enrolled in the PEHP Plan and will not be eligible for the current 50% of the medical premiums for retiree medical plans. Employees must also complete a minimum of 10 years qualified service and meet the requirements for retirement under the appropriate Maryland State Retirement Pension System Plan to be eligible for the 50% payment.

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:

- 2% Salary Increase for eligible staff
- Annual Review of Benefits
- Implementation of a PEHP Plan

Mr. Allman asked and Mr. Ross confirmed that the minimum of 10-years of qualified service is a new requirement.

MOTION: Motion by Mr. Vido, seconded by Judge Hazlett and carried by unanimous vote to approve the 2% Salary Increase for eligible staff, Annual Review of Benefits, and Implementation of a PEHP Plan as presented.

ACTION ITEMS

Approve Officer Nominations and Committee Members for FY2020

There being no new nominations for FY2020, Mr. Allman proposed that all officers and committees remain the same for FY2020. Mr. Cottone will continue in his role as Chair of the Capital Improvements Committee until his replacement is named.

MOTION: Motion by Dr. Allen seconded by Mr. Cottone and carried by unanimous vote to approve the Officer Nominations and Committee Members for FY2020 as presented.

Approve Strategic Plan

Mr. Allman welcomed Paul Meyer, Tecker International, LLC and thanked him for his time. Mr. Meyer thanked the Board, stating that it was a privilege to work with HCPL again. Mr. Meyer works as a consultant for libraries and other organizations. One of the first steps in the process was to meet with a representative group of staff to evaluate the current strategic plan goals. Realizing that HCPL has come very close to completing the existing plan, a conversation was then had to identify the environmental factors that have changed, requiring a change to the existing plan. Mr. Meyer noted that the new strategic plan prioritizes identifying and reaching populations that may not be regular users of library services and to strategize how to meet them where they are as well as encouraging them to come to the library. The previous plan focused on improving customer service, while the new plan focuses on improving the actual customer experience. One of the most important elements noted in the new plan is the idea of engagement – a focus on increasing engagement without losing sight of our power users

that make up our customer base. Importance will be placed not only on a love of reading but also a love of learning.

Ms. Hastler noted that the idea of expanding customer service to include the whole customer experience really resonated with staff. While we have reviewed our assumptions every year based on economics, education, culture, etc. in order to identify priorities, the idea is to raise the bar on our own expectations.

Mr. Meyer also noted that talent development is an area of focus for the new strategic plan, with the goal of ensuring HCPL has a great, flexible staff committed to community needs. The idea is that HCPL should have a talent pool that can adapt to changing needs.

Mr. Allman noted that he appreciated the written report and the way it is organized. He suggested that Board members bring it to meetings and reference the revised document when making plans. It demonstrates a timeless core ideology. Mr. Allman also suggested that we all remind ourselves of this several times a year and especially when making decisions.

Dr. Allen asked whether the strategic plan is more than the summary shared with the Board. Ms. Hastler clarified that the summary provides an overview, e.g., executive summary, of the strategic plan. A full implementation plan has been created and updates to the Board are provided in the CEO Work Plan. The new strategic plan will also be shared with all staff and teams, and will be published both in hard copy and online. Dr. Allen also asked whether the plan will include metrics, and Ms. Hastler noted those metrics will be reflected in the goals section of the implementation plan. Mr. Meyer clarified that the summary plan is being presented to the Board so they could approve the overall plan before sharing the implementation plan with staff. Dr. Allen asked whether there would be a work product, and Ms. Hastler noted that that information would also be found in the CEO Work Plan. Mr. Allman noted that the working product would also be reflected in the budget as a direct link back to the strategic plan. Ms. Hastler also noted that the strategic plan would also be embedded in staff evaluations. Mr. Cottone asked whether the new plan includes engagement and advocacy since those were included in previous strategic plans. Ms. Hastler shared that those areas of focus were included in previous plans and have now become operational. Mr. Cottone would like to ensure that HCPL measures the effectiveness of turning engagement into advocacy.

MOTION: Motion by Judge Hazlett seconded by Mr. Avery and carried by unanimous vote to approve the Strategic Plan dated June 20, 2019 as presented.

OLD BUSINESS

None

NEW BUSINESS

None

BUSINESS FROM THE CHAIRPERSON

Mr. Allman noted that he is happy to serve as Chair of the Board of Trustees again this year. Mr. Allman also felt that much was accomplished during this meeting, and commended Senior Staff members for all their hard work.

BUSINESS FROM BOARD MEMBERS

Dr. Allen asked whether it was usual to have a lot of personnel turnover at the branch managerial level. Ms. Hastler shared that this is normal, especially at the end of the fiscal year when pertaining to expected retirements.

COMMENTS FROM THE PUBLIC

Ms. Hastler presented Board members with several gifts to thank them for their dedication and service this year, including: cookies, Summer Reading Challenge t-shirts, and polo shirts that were also gifted to staff this year in honor of National Library Week in recognition of their hard work.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the meeting adjourned at 7:22 PM.