

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

MEETING MINUTES

March 21, 2019

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Honorable Susan H. Hazlett, Taryn J. Martin, County Councilman Chad R. Shrodes, John T. Paramore Student Liaison, CEO Mary L. Hastler

Absent: Trustees Dominic C. Cottone and Durbin Vido, and Jennifer Button

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:31 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Adams, seconded by Judge Hazlett and approved by unanimous vote to accept the Minutes of the February 21, 2019 Board Meeting.

TREASURER'S REPORT

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

Expenditures through the month ended February 2019 were within the FY19 budget. As of February 28, 2019, encumbrances totaled \$350,000 including:

Contracted Services	\$ 18,000
Supplies/Travel	\$ 20,000
Travel	\$ 0
Library Materials	\$ 248,000
Furniture and Equipment	\$ 64,000
	<u>\$ 350,000</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee did not meet.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met on March 14, 2019 to discuss two personnel matters.

Foundation – Ms. Martin

The Foundation Board did meet, with a focus on the Romancing the Chrome Car Show on April 13, 2019. A brief report was included in the Board packet for review.

Statistics – Ms. Hastler

In February, circulation was at 322,789 and e-products at 49,431 with a total year to date circulation at 2,696,777, up 2.5% from last year. Online databases were 62,210, online classes at 6,805, PC sessions at 18,348, and WiFi usage at 21,700. Information reader assistance at 39,928. There were 498 programs with 23,074 attending. There were 117,427 walk-ins. Overall, annual attendance is up over last year 9.2% or 208,162. Abingdon Library closed March 3 for the window project and interior refresh. The staff have been deployed primarily to Bel Air and Edgewood Libraries and Bel Air has been very busy. A complete report was included in the Board packet for review. Mr. Allman commented that these are GREAT upward statistics!

Branch Programming Report March 2019 – Ms. LaPenotiere

Abingdon celebrated the Lunar New Year-The Year of the Pig, with lots of fun! Families learned how the holiday is celebrated around the world, played games and read stories in both Chinese and English. The program ended with a dragon dance around the library.

The Bel Air Friends sponsored Let's Play Games Day in the Children's Department. They set up a life sized Candyland and two mini golf holes. Other large sized games were set up around the department.

Havre de Grace and Bel Air presented the program: Beyond Class, Race and Religion: Saving the Catholic African American Orphans of Baltimore. It was an intriguing story of how the Catholic Church, wealthy donors, and Baltimore's black community helped orphans prior to and just after the Civil War. Havre de Grace's program had to be rescheduled because of the weather. Amy Rosenkrans researched the topic while working on her PhD in history. Her presentation was excellent and appreciated by the audiences.

It was a "guilty pleasures" kind of month at Fallston. Beer enthusiasts gathered for a program on home brewing, presented by a member of the Libation Association of Northern Maryland. Alecraft donated some samples of the raw ingredients, but no actual brewing took place. On another night, Fallston had a very entertaining, informative, and tasty presentation on chocolate throughout history by food historian Joyce White.

Teen Highlights March 2019 – Mr. Paramore

Whiteford had a Candy Sushi program during which they made sushi using some very sweet ingredients. Teens played the card game "Sushi Go!" and had a pizza taste off.

Jarrettsville hosted a Teen After Hours where the participants printed a 3D rocket, played video games, ate snacks and painted kindness rocks!

Fallston's Teen Time included Wii U, snacks, and a drop in activity that encouraged them to create aluminum foil sculptures.

Edgewood's teens learned about black history and culture as they played a fun game of Jeopardy where the questions were centered on five categories that depicted civil rights, athletes, food, entertainment and culture.

The teens at Bel Air gathered for cake decorating. Then they competed in pairs or working along to recreate a cake from a photograph. The winner was a team of sisters!

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Abingdon Window Replacement Project – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000 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 planning stages for some interior refreshing as well. The project is on target for completion in August 2019.

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.

Aberdeen Children's Area Refresh - The Library is currently reviewing drawings to refresh the Aberdeen Children's area. The refresh would include new shelving, furniture, and carpet. Also under

consideration is upgrading the lighting for the space. The Library team met with the interior designer on September 12th and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture. Facilities is investigating the cost to remove raised HVAC vents. Estimates for the mentioned work are pending.

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.

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.

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

Choose Civility Harford County – HCPL’s first Human Library was a great success. Held on February 23 at the Abingdon Library, this Choose Civility Harford County program featured close to 10 human “books” that were available for checkout by over 30 participating readers. The day’s schedule filled up quickly and all involved were very pleased with the overall experience. There are two additional upcoming Human Library events scheduled: March 30 at the Fallston Library and Havre de Grace Library on April 6.

The Longest Table Harford County will be held on Saturday, May 4 at Leidos Field at Ripken Stadium and tickets are on sale now. This event welcomes 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. Tickets are \$17 and can be purchased at HCPLonline.org.

ALA Fly-in for Capital Hill Visits, February 25 and 26– The Library CEO attended the American Library Association Fly-in and visited several representatives to discuss national library initiatives and funding.

2nd Annual Women’s Summit – It was a sellout crowd for the 2nd Annual Women’s Summit that took place on March 5 at The Water’s Edge Event Center. More than 100 attendees enjoyed breakfast followed by this year’s keynote speaker Beth Kaplan, former president/chief operating officer and current director of Rent the Runway. The event also included presentations by the following local speakers: The Honorable Diane E. Adkins Tobin, Associate Judge at the Circuit Court of Harford County; Andrea N. Kirk, Financial Planner & Advisor at Ameriprise Financial Services, Inc.; and Ronnie Teitler Davis, Life Coach & Workshop Facilitator.

HLA Harford Has Talent Show – HCPL staff and Harford Leadership Academy Alumni participated in the HLA Harford Has Talent Show on March 13. Reprising their roles as Fairy Tale characters and Super Heroes, they enacted scenes from *Six Little Superheroes & Fairy Tale Characters Bouncing on the Bed*, sure to be a best-seller!

Maryland Library Association Excellence in Marketing Award – We were super excited to be notified this week that HCPL is the first recipient of the Excellence in Marketing Award from the Maryland Library Association for the “Come in, We’re Awesome!” campaign. The award will be presented at the MLA Annual Conference in May. The panel of judges received 32 submissions from various public and academic libraries throughout Maryland. The scoring rubric was based on four major criteria: product originality; measureable results; quality of the campaign and campaign design. Additional points were given for audience appeal; presentation of information in a clear and informative way; attractive appearance; appropriateness of

design/graphics/photos; and uniqueness of format. Congratulations to Leslie Greenly-Smith, Marketing & Communications Administrator and her talented Marketing Team!

Meetings & Presentations – February 2019

- 2/2 Omega Psi Phi Book Donation
- 2/2 Harford County Education Foundation Board Retreat
- 2/4 MagaScene Interview
- 2/4 MAPLA Legislative Conference Call
- 2/4 Cultural Arts Board Meeting
- 2/5 Maryland Library Legislative Day
- 2/5 Gala Theme Reveal Happy Hour
- 2/5 State of the County
- 2/6 Meeting with Mark Ring
- 2/7 Chesapeake Therapeutic Riding Meeting
- 2/7 Good Scout Award Meeting
- 2/8 Meeting with Aaron Piccirilli
- 2/8 Author Visit: Drew Lazor
- 2/9 Red Pump Ball
- 2/13 Harford County Education Foundation Board Meeting
- 2/14 Maryland Arts Day in Annapolis
- 2/14 Harford Chamber Executive Committee Meeting
- 2/15 RUMP
- 2/15 ALA COL Conference Call
- 2/21 OCLC Webinar
- 2/23 Human Library
- 2/24-26 ALA COL Fly-in
- 2/27 CRI Meeting
- 2/28 Meeting with Cynthia Hergenbahn and Terry Troy

Marketing March 2019

General

- Projects completed by designers: 142
- Our Facebook page is now up to 6,092 likes!
- Winter Reading 2019 “Eat, Drink, Read...the 2nd Course” concluded March 2 with a total of 4,871 registrations and 3,024 completions. Many thanks to this year’s sponsors: Klein’s Shoprite; Shaffer, McLaughlin & Stove, LLC Attorneys at Law; Harford County Public Library Foundation; and the Friends of HCPL.
- As of March 3, the Abingdon Library is now closed for construction and is expected to reopen in August.
- The 2019 Film This! Book Trailers Contest culminated on March 8 with an after-hours red carpet premiere at the Jarrettsville Library that featured the top 15 entries, followed by the announcement of this year’s winners: First place – The Haunting of Heliotrope Lane (Daisy Mears); Second Place – The Book of Totally Useless Information (Angelica Jones); Third Place – The Cay (Evan Maddox); People’s Choice – A Letter to Mrs. Roosevelt (Julia Dietz). More than 100 people attended this Friday night event.
- The 2019 Summer Reading Challenge is all about space, in honor of this year’s 50th anniversary of the first lunar landing. “A Universe of Stories” will officially kickoff on Monday, June 17, with events at the Bel Air and Aberdeen Libraries.

Marketing Campaigns

- 15th Annual Gala - Zilla: An Evening in the Stacks
- 2019 National Library Week
- 8th Annual Romancing the Chrome Car Show
- The Longest Table Harford County
- 6th Annual Genealogy Conference

- 2019 Gala Raffle
- Student Representative for Library Board of Trustees

Outreach

- HCPL Staff attended the Volunteer Expo at Harford Community College on March 13. Geared towards college students and young adults, HCPL volunteer opportunities along with STEM technologies were promoted.
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

Advertising

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
 - 2/22 – Karen Blandford, Habitat for Humanity Susquehanna
 - 3/1 – replay of 2/22 show
 - 3/8 – Erika Quesenbery Sturgill, City of Havre de Grace
 - 3/15 – Boys & Girls Club

Press Releases Distributed

- "6th Annual Genealogy Conference," February 26
- "Abingdon Library Closes for Window and Roof Replacement Project," March 1

Recent Articles and Mentions Received

- "Valen-tinis with Drew Lazor," *Weekender*, February 7; *WKND*, *The Baltimore Sun*, February 8
- "Neighborhood Residents Opposed to Bel Air Sober Living Community," *The Baltimore Sun* (online), *The Aegis* (online), February 14
- "Women's Summit," *The Bargaineer*, February 15; *The Aegis*, February 27; *The Aegis*, March 1
- "Best of Harford County – Rainy Day Activity: Honorable Mention, Bel Air Library," *The Baltimore Sun* (online), *The Aegis* (online), February 21
- "Why You Need to Know...Mary Hastler," *The Baltimore Sun* (online), *The Aegis* (online), February 21; *Harford Magazine*, Spring
- "Community Input Meeting Set for Maryland Center for the Arts," *The Dagger*, February 25
- "Hula Hot List: 35 Free Ways to Make Memories in March," *hulafrog*, February 26
- "8th Annual Romancing the Chrome Car Show," *AAA World*, March/April
- "Harford Chamber of Commerce Annual Dinner," *The Daily Record*, March 1
- "Abingdon Library Closes," *The Aegis*, March 1; *The Aegis*, March 6
- "Obituary – Pam Farrell," *The Aegis*, March 6

Cultural Arts Board March 2019

The Cultural Arts Board received fifteen applications from nine Harford County schools and other community-based settings for grants supporting Arts in Education (AiE) programming for pre-K through 12 grade audiences. AiE programs requesting funding this season include a visit to National Museum of African American History and Culture; school assemblies featuring dance, spoken word, and storytelling; and artist residencies where students work side by side with professional teaching artists.

The February Meeting included a visit Maryland State Arts Council (MSAC). Ken Skrzysz, Executive Director and Steven Skerritt-Davis, Program Director talked with the Arts Advisory Board about new initiatives from MSAC and the significant role of County Arts Councils.

Maryland Arts Day was held on February 14th in Annapolis and the Cultural Arts Board was well represented along with more than 585 Arts advocates gathered for networking, inspiration, and to support Governor's Hogan's proposed budget including \$24.4 million for MSAC.

Foundation March 2019

The next meeting of the HCPL Foundation Board of Directors will be March 26, 2019.

Romancing the Chrome

This year’s car show is scheduled for Saturday, April 13 from 10 a.m. – 4 p.m. The rain date is Saturday, April 20. Keene Dodge will be returning as our Headlining Sponsor. Jarrettsville Federal, Klein’s Shoprite and Waste Industries have joined us as Premiere Sponsors. Armstrong, BE Miller and Carl’s Door Service have joined as Supporting Sponsors. Jarrettsville Creamery, American Design and Build, Baltimore Crab Cake Company, Bushmill Tavern and Pondview Farm and Pit Crew are Contributing Sponsors. Joe Ligo, from the television show Motorweek, will return as our celebrity judge and Sheriff Gahler will return as our judge for the “Hero’s Choice Award”. We have partnered with WMAR Channel 2 news for media coverage and Kristy Breslin featured the Library and the Car Show on Harford Cable Network’s, Harford MagaScene. Pre-registration ends April 8 and day of registration begins at 7am on the day of the event. Participants have the option of registering for the Judged Show where they have the opportunity to win cash prizes and trophies or the People Choice Show where one trophy will be awarded.

National Library Week

We will be hosting a virtual “Day of Giving” on Tuesday, April 9 in honor of National Library Week. Funds raised will go towards Library programs and initiatives.

Summer Reading Challenge

The Summer Reading Challenge will kick off on Monday, June 17 at the Bel Air Branch in the morning and at the Aberdeen Branch in the afternoon. This year’s theme is “Space Chase: An Out-of-this-World Adventure.” The theme was inspired by the 50th Anniversary of the first moon landing and was selected by the Reading Agency and Libraries. We want to thank our Sponsors: Bel Air Friends of HCPL, APG Federal Credit Union, Klein’s ShopRite, HAR-CO Federal 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. 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.

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 will include entertainment, food, soft drinks and a night cap. Sponsorships are 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. 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 February 28, 2019

Assets:

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Checking/Savings	\$	706,318.26
Accounts Receivable		64,150.00
Total Current Assets:	\$	<u>773,895.70</u>

Liabilities & Equity:

Accounts Payable	\$	0.00
Other Liabilities		<u>511.34</u>
Total Current Liabilities:		<u>511.34</u>
Equity:		
Temporarily Restricted Net Assets		279,246.34
Board Designated Net Assets		27,980.57
Unrestricted Net Assets		176,468.72
Net Income		<u>289,688.73</u>
Total Equity:		<u>773,384.36</u>
Total Liabilities & Equity	\$	<u>773,895.70</u>

ACTION ITEMS

Personnel Changes – March 2019

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

NEW HIRES:

None

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

Donna Hanke, Library Assistant II, Whiteford Branch, 17 years of service, March 1, 2019 retirement date.

Cathy Moniz, Library Assistant II, Norrisville Branch, 31 years of service, March 1, 2019 retirement date.

Cathy Burns, Material Management, Technical Services, Riverside 27 years of service, July 1, 2019 retirement date.

Kathe Blake, Branch Manager, Jarrettsville, 18 years of service, July 1, 2019 retirement date.

RESIGNATIONS/TERMINATIONS:

Jessica Fears, F&O Assistant, Bel Air, 37.5 hours per week. Effective Date: March 19, 2019.

Mary Rasa, Library Associate II, Havre de Grace Branch, 15 hours per week. Effective Date: March 22, 2019.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested leave for own serious health condition effective 3/6/2019.

An employee has requested intermittent leave to care for a family member to run thru January 2020.

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Offer to be extended.*
- **Assistant Branch Manager I**, Joppa Branch, 37.5 hours per week. *Offer to be extended*
- **Librarian – Children’s Services**, Aberdeen Branch, 37.5 hours per week. *Scheduling in-person interviews for March 18, 2019.*

- **Librarian – Children’s Services**, Abingdon Branch, 37.5 hours per week. *Scheduling in-person interviews for March 18, 2019.*
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Associate II – Materials**, Administrative Offices, 37.5 hours per week. *Offer to be extended.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Business Analyst**, Administrative Office, 37.5 hours per week. *Scheduling phone interviews for week of March 25, 2019.*
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. *Scheduling phone interviews for week of March 18, 2019.*
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week.
- **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.*
- **F&O Assistant**, Abingdon Branch, 19 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing Position.*
- **Specialist III – Web Services**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*

MOTION: Motion by Judge Hazlett seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for February 2019 as presented.

OLD BUSINESS

None

NEW BUSINESS

There was a recent article in *The Aegis* which mentioned the expansion of Harford Community College and utilization of classrooms at the Edgewood Library. Ms. Hastler clarified that those classrooms are not part of Edgewood Library, they simply adjoin the Library in the building.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman welcomed Councilman Chad Shrodes to the meeting.

Mr. Allman noted that last week’s funeral for Andrew Klein was a very emotional day. It’s a sad loss for the County. Mr. Klein supported the community in many ways.

BUSINESS FROM BOARD MEMBERS

None

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

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

Mr. Allman cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

MOTION: Motion by Mr. Adams, seconded by Judge Hazlett and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed session.

There being no further comments or questions, the public meeting adjourned at 6:50 PM.