

**HARFORD COUNTY PUBLIC LIBRARY
FY 2017 BOARD OF TRUSTEES**

MEETING MINUTES

May 18, 2017

Present: William B. Allen, Alex M. Allman, Kenneth R. Avery, Judge Susan H. Hazlett, Alex Louderback Student Liaison, Taryn J. Martin, Durbin Vido, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Dwayne Adams, Dominic C. Cottone, Nancy Brown, and County Councilman Curtis Beulah

CALL TO ORDER

A Public Hearing was scheduled at the Bel Air Branch from 6:10-6:30 PM to allow citizen comment regarding the Harford County Public Library Branch Hours of Operation: All branches except Darlington to open at 10:00AM Monday-Saturday effective July 1, 2017.

Mr. Allman called the public hearing to order at 6:10 PM.

No interested parties from the community were present to address the Board and Mr. Allman closed the Public Hearing at 6:30 PM.

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

There was one correction to the agenda. Daria Parry will present the Statistical Report, not Mary Hastler as noted.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the March 16, 2017 Board Meeting.

TREASURER'S REPORT

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

Expenditures through the month ended April 2017 were within the FY17 budget. As of April 30, 2017, encumbrances totaled \$381,000 including:

Contracted Services	\$ 5,000
Supplies/Travel	\$ 74,000
Library Materials	\$ 273,000
Furniture and Equipment	\$ 29,000
	<u>\$ 381,000</u>

Expenditures through the month ended March 2017 were within the FY17 budget. As of March 31, 2017, encumbrances totaled \$350,000 including:

Contracted Services	\$ 5,000
Supplies/Travel	\$ 44,000
Library Materials	\$ 260,000
Furniture and Equipment	\$ 41,000
	<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 did meet to discuss the change in benefits for eligible employees. This topic is included for discussion further in the agenda.

Foundation – Ms. Martin

The Foundation Committee did not meet. A brief report was included in the Board packet for review.

Statistics – Daria Parry

In March, circulation was at 470,081 and information reader assistance at 42,303. There were 539 programs with 19,064 attending. There were 138,240 walk-ins and 8,447 drive thru visits. The rest of the statistics are as presented.

In April, circulation was at 397,743 and information reader assistance at 36,352. There were 540 programs with 17,490 attending. There were 120,782 walk-ins and 7,285 drive thru visits. The rest of the statistics are as presented.

Mr. Allman questioned the significant difference in circulation from this time last year. Ms. Parry explained that the 52% difference in circulation between 2017 and 2016 was due to increased reporting requirements for electronic circulation data and e-circulation is robust. Mr. Allman stated his opinion that the change in reporting seems to give a more accurate picture of what's coming and going.

March/April 2017 Programming Highlights

Women's History Month was celebrated in several of our branches. Over 50 audience members viewed a screening of Leann Erickson's *Top Secret Rosies* at the Aberdeen Branch. This engaging film was followed up by a Q&A session with the filmmaker. Ms. Erickson mentioned that it was especially meaningful to speak with people who knew or were involved with the project.

Ellouise Schoettler mounted a one-woman show titled "Ready to Serve." Over 40 people attended the performance that was based on the experiences of Maryland nurses from Johns Hopkins serving in France during WWI.

At Jarrettsville, the author Elizabeth Foxwell engaged 50 enthralled customers as she discussed her book "In Their Own Words: American Women in World War I." The feedback for the program was excellent.

Havre de Grace staff member and historian Mary Rasa presented "The Skirt and Stocking Clad Soldier: Women Join the Military in World War II." The 32 very enthusiastic audience members appreciated the presentation.

Ten robotic "companion pets" have been added to the Silver Reader collection. One of the cats was the first to visit Silver Reader customers. Cats were a topic of discussion at the Hart Heritage Assisted Living location in Street. The residents in this particular group have significant cognitive and communication challenges. Their response to the cat was extremely positive. All reached out to pet the animal or hold it in their lap. Residents interacted verbally with the animal and with staff and even suggested names. There were smiles all 'round! Additional opportunities will be available as these pets are integrated into appropriate visits to seniors, particularly those with social, verbal and cognitive impairment.

Abingdon's Family Peeps Diorama Contest was a great success! This was a fun contest held during the month of April. The families seemed to enjoy making the dioramas together and customers enjoyed admiring the dioramas on display! Staff had a difficult time picking a winner.

During Joppa's half day Peep Science, children made slime and playdough out of Peeps. The kids especially liked to see the peeps grow in size when heated in the microwave!

To end on an effervescent note, Jarrettsville has a new bubble machine for story times. It is fun. Children and adults both love it. The staff have been asked multiple times if they would rent it out.

YA Highlights for April

Mr. Louderback reported that March marked Teen Tech Week in Harford County and in libraries around the country. Throughout Harford County, teens participated in library programs where they got to show off their tech skills. In Fallston teens created a green screen station using green bulletin board paper and an app on the branch iPad. They plan to use it in the future for social media posts. The same teens jumped off the screen and experimented with engineering technology by creating tabletop catapults out of office materials.

At the end of Teen Tech Week we celebrated with the very successful Film This! premiere. More than 60 book trailers were submitted by county teens. At the premiere, over 200 people attended the

screening of the top 28. Book trailers for Black Ice, The Diary of Anne Frank, and The King's Fifth won 1st, 2nd, and 3rd place, while a trailer for The Lorax won people's choice.

Shifting gears from technology in April, teens celebrated National Poetry Month. Aberdeen teens wrote poetry about themselves, accompanied by art, and displayed it in the teen area. In Havre de Grace, teens used book spines to create their poetry by stacking books in a particular order so the book titles read like a poem. While in Bel Air, teens used pages from withdrawn books to create blackout poetry by coloring over every word except the ones for the poems. The teens' creativity was showcased on branch and system Facebook pages throughout both months, capturing views and comments from many!

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Havre de Grace Library Construction Project – The branch reopened to the public after the Ribbon Cutting on June 15, 2016. Punch list items for the branch are being worked on by the contractor. The island to the left of the steps when entering the main library has been removed, improving the flow. The replacement railing for the Ranger's Station and the additional slats for the crow's nest are complete. The final details for re-keying the locks should be completed this week so work can begin in the next week or so. Pella Windows will be out mid-summer to replace the large stairwell window that has defective seals between the outer and inner glass panels. Lafayette's Landing is scheduled to have the hub replaced on June 6th. We will request the county to schedule a final walk through before the one year warranty is up in September.

Abingdon Library Leaks – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. The County is committed to completing the necessary repairs to correct the deficiencies noted in the consultant's report. A purchaser order was issued to Colimore Thoemke Architects. Predesign work is underway and the county is scheduling a meeting in the next few weeks to discuss the plans. The design architects are preparing the specs to send out for bid. The Library is submitting a Library Capital Grant application FY 2019 for matching funds. The project is tentatively scheduled to start in mid- to late October 2018 immediately following the 2018 Gala, scheduled for Saturday, October 6, 2018. It is anticipated that the branch will be closed during some portion of the construction project.

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. There are two concrete slabs in the rear of the building that have settled causing low spots where water collects and freezes. These will also have to be replaced; no scheduled date at this time.

Aberdeen Roof and Window Replacement- The County has included \$388,000 in the County Capital Fund for a new Aberdeen roof and replacement windows. To offset part of the cost, the Library has applied for and received a State Library Capital

Grant for \$194,000 or 50 percent of the total cost of the roof and windows. The County awarded the contract to Flynn Mid-Atlantic LP. The project began on November 15th. The roof was substantially complete on December 22. A final walk through took place January 10th. A design meeting was held on January 18th with the Architects who are developing the window specs for the bid which went to the board of estimates March 17. A pre-bid meeting was held May 15th. Three contractors attended. Once the contract is awarded work should begin in mid-July. The county delayed the project and, as a result, the library requested an extension on the State Library Capital Grant until June 2018.

Aberdeen Egress/Entrance - The city of Aberdeen requested to have additional parking near the branch. As part of this request, the city also requested to have a drive up book drop added to the back parking lot. The book drop has been purchased and is being stored at the Administrative Office waiting to be installed. The County and Library facilities staff are to meet with the contractor to layout the location of the concrete pad once the weather permits. The curb and gutter along the rear of the staff parking lot has been replaced and the parking lot is in the process of being resurfaced this week.

Administrative Office Fire Alarm Panel - Facilities is coordinating with the County to have the fire alarm panel replaced. Replacement parts are no longer available for the existing panel. The contractor (Harford Alarm) has toured the building and found additional deficiencies. The scope of the project has increased resulting in additional costs for the County. The project was completed on April 18th.

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 looking to possibly relocate 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 County will select several vendors from the approved list to present ideas to the group. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project.

Darlington – The Friends of Darlington have purchased three new park benches for around the garden area. The old benches were removed and the new ones were installed on April 18th.

Joppa – The HVAC dehumidification project needs additional zone sensors installed in the building to better control the humidity levels. County Capital Projects recently gave the contractor the approval to move forward to add these sensors. We are waiting for an install date.

Abingdon Storm Water Management Pond and new Rain Garden – The County contracted with Ecotone to begin work to upgrade the storm water management pond located just beyond the far end of the parking lot beginning on May 1th. In addition,

they will be constructing a second rain garden between the building and the fountain pond close to the entry drive. This project is anticipated to be completed by June 5th.

Jarrettsville Library – On May 15th, the County contracted with Barlow Contracting to repair a component of the well and chlorinating the water at Manorwood Center, the location of the Library, Sheriff's Office, Mama Marias and the backup EOC. Bottled water and appropriate signage has been brought in and we anticipate the water to be safe to consume within 24/48 hours after the work is complete.

Auditors – In early April, a Request for Proposal (RFP) was prepared in search of a certified public accounting firm to prepare the library's financial audit for FY 17 with the option to audit the subsequent four years. The RFP was advertised in the Baltimore Sun, The Aegis and through the HCPL website. In addition, four firms were contacted directly and made aware of the library's request. These firms were CliftonLarsonAllen, CohnReznick, Ellin & Tucker and MaherDuessel.

Each firm was responsive, asking questions about the process and available documentation. Each question was answered and posted as an addendum to the website with all participants notified. Ellin & Tucker and MaherDuessel advised the library that they would not participate at this time but would like to be kept informed of future opportunities.

The RFP generated two complete responses, CliftonLarsonAllen and CohnReznick. Vendor proposals were sent in two separate pieces, a Technical Portion and Financial Portion. The Technical portion makes up 80% of the RFP with the Financial portion filling out the remaining 20%. Any firm scoring 80% or higher would then have the Financial portion opened and scored. The lowest price equaling the full 20 points with the other vendors prorated.

The award has been made to CohnReznick and all participants have been notified. The State of Maryland has also been notified following Maryland Public Library Laws.

Maryland Open Meetings Act – Jennifer Button, SHRM-CP, Executive Assistant to the CEO, successfully completed the virtual training for the Maryland Open Meetings Act. She is an official designee of the Harford County Public Library Board of Trustees and her name has been submitted to the Open Meetings Compliance Board and the Harford County Government Law Department.

Meetings & Presentations – April 2017

- 4/1 MD History Day Judging Orientation
- 4/1 After d'Arc Gala
- 4/3 Chamber Legislative Committee
- 4/3 Meeting Caroline Adolph, United Way
- 4/3 Meeting with Barbara Canavan, HCPS
- 4/3 Cultural Arts Board Meeting
- 4/4 Retiree Luncheon
- 4/5 Interview: iHeart Radio
- 4/5 Comcast Newsmakers Interview

- 4/5 Cultural Arts Gathering
- 4/6 GBCF Meeting
- 4/6 UPCH Annual Leadership Reception
- 4/7 Anna’s House Early Head Start Breakfast
- 4/7 MD Humanities Governance Committee
- 4/7 Hosanna School Museum Sesquicentennial Celebration
- 4/10 Harford Community Action Agency
- 4/10 A&C Sine Die
- 4/11 HCPS Meeting
- 4/11 National Library Proclamation at County Council
- 4/12 EDAB Meeting
- 4/12 Y of Central Maryland Meeting
- 4/13 Chamber Executive Committee Meeting
- 4/17 Budget Meeting with County Executive
- 4/17 Dr. Dianna Phillips, HCC
- 4/18 Fox45 Hometown Hotspot – Romancing the Chrome
- 4/18 Annapolis Library Bill Signing with Governor
- 4/18 Volunteer Celebration
- 4/19 MLA Executive Committee
- 4/19 MLA Executive Board/Steering Committee
- 4/20 Chamber Board Meeting
- 4/21 Kiss a Pig Breakfast Kickoff
- 4/21 Society of Italian American Businessmen Spring Gala
- 4/22 GBCF Setup for Night in Paradise
- 4/22 Community Services Youth and Family Services Festival
- 4/22 Spartan Grand Opening
- 4/22 GBCF Night in Paradise
- 4/23 Silent Witnesses Play
- 4/24 The Daily Record’s 2017 MD Top 100 Women
- 4/26 SARC Capital Campaign Meeting
- 4/26 MD Humanities Governance Committee Conference Call
- 4/26 The Baltimore Sun Newsmaker Forum – Federal Poverty Level & ALICE
- 4/27 Harford Chamber Legislative Session Wrap-Up
- 4/27 Tour It’s PayDay facility
- 4/27 Check Presentation – Mike Collins, Waste Industries
- 4/29 MD History Day at UMBC
- 4/29 MPT Volunteer Appreciation Lunch (Jennifer)
- 4/29 Romancing the Chrome

Marketing Report – April/May 2017

General

- Projects completed by designers: 137
- Integration of the new STEM logo continues. HCPL business cards and name badges have been redesigned and are currently in production.
- National Library Week 2017 was celebrated April 9-15. Several branches participated in themed spirit days throughout the week. Staff received HCPL beach

towels as a thank you from the Administration. The County Council presented the Library with a Proclamation at their April 11th meeting.

- A Facebook Photo Caption Contest was held to giveaway tickets to National Geographic Live: Dangerous Encounters with Brady Barr. Seven family 4-packs were distributed to participants.
- Early registration for this year's Summer Reading Challenge, "Build a Better World," began on May 1. Branch staff will be visiting local schools over the next several weeks to encourage student participation and to share book recommendations for the various age groups. Summer Reading t-shirts arrived at the branches and staff sales began this week. Program officially begins on June 19 with kick-off events in Bel Air and Edgewood.
- The Summer 2017 Headlines & Happenings is at the printer and will be arriving in the branches by June 1. A pdf version is now available on the library website along with a digital calendar of all programs for June, July, and August.
- Due to a change in the Harford County Farm Fair's schedule, the 2017 Literary Spelling Bee will have a new day and time this year. Contestants of all ages (pre-k to adult) are invited to join the competition on Thursday, July 27. Registration begins at 3 pm and the first round will start at 4 pm. Invitations to potential judges will be going out soon to Board of Trustees, Foundation Board, and local government officials.
- As part of Harford County's efforts to build awareness of the heroin epidemic, plans are in process for a November visit by Kate Messner, author of "The Seventh Wish," along with multiple book discussions throughout the county in the fall. These programs are the result of a partnership between the Library, HCPL Foundation, Healthy Harford/Cecil, and the Harford County: Office of Drug Control Policy. Branch staff will be sharing information about these programs during visits to local 5th grade classes and middle schools.

Marketing Campaigns

- New American Girl Dolls
- National Library Week 2017
- Summer Reading 2017: Volunteers Needed
- National Geographic Live: Dangerous Encounters with Brady Barr
- Pop-up Author: Ed Norris (approximately 200 people attended)
- NextReads
- Celebration of Cultures
- Perry Point VA Donation Drive
- Summer Reading 2017: Early Registration
- Glaze & Graze @ the Abingdon Library (Friends Event)
- Master Gardeners
- PAWS and Read!
- Children's Book Week 2017
- Gala 2017 Happy Hour

Outreach

- Several silent auction baskets have been donated/sponsored by the Library during this busy, spring event season. Values range from \$100-\$250 and typically include signed books as well as HCPL/Foundation merchandise and other various items. Recently supported organizations: Maryland Library Association (MLA), Aberdeen

Rotary, Greater Excellence in Education Foundation (GEEF), Aberdeen Chamber of Commerce, Senator Bob Hooper House Hospice Regatta, Bel Air Elementary School PTA.

- The Library was a proud sponsor of the Youth and Family Expo that was held at Harford Community College on Saturday, April 22. Staff demonstrated 3D Printing as well as green screen photography.
- Tales and Tales Jr attended the Romancing the Chrome Car Show on April 29. They enjoyed taking pictures with families, giving out HCPL sunglasses along with Summer Reading information, and even got to meet some fellow “dogs.” Jarrettsville and Rolling Reader staff provided story times and information about Summer Reading. The library area also had a face painter that was very popular.

Advertising

- Summer Reading 2017 – Spring 2017; *Inspire Magazine*
- Build a Better World – April 2017; *Youth Family Resource Festival*
- Congratulations to our CEO Mary Hastler – April 24, 2017; *The Daily Record: Maryland’s Top 100 Women*
- Car Show 2017 – April 14 & 19; *The Aegis*

Publicity

Media Coverage

- Harford’s Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor. During the show the Library will have guests; opening and closing billboards; two sixty second commercials. Also included is a link to our website on WAMD’s webpage; 20 show promos per week and bonus interviews whenever requested.

Press Releases Distributed

- “Romancing the Chrome,” March 22
- “Harford County Public Library Participates in Celebration of Cultures May 6,” April 12
- “Exploring the United States’ Involvement in World War I,” April 17
- “Romancing the Chrome Draws More Than 2,000,” May 2
- “Pop-up Discussion, Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” May 5

Recent Articles and Mentions Received

- “Leslie Greenly Smith Harford County Public Library,” *The Daily Record (online)*, February 24
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Citybizlist*, February 24
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Harford County Living*, February 24
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Bel Air News & Views*, February 24
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Bel Air Patch*, February 25
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Aberdeen Patch*, February 25
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Fallston Patch*, February 25

- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Havre de Grace Patch*, February 25
- “More People News – Leslie Greenly Smith,” *Citybizlist*, February 25
- “Harford County Public Library Appoints Leslie Greenly Smith Marketing and Communications Administrator,” *Baltimoresunonline.com/People on the Move*, February 27
- “Women’s Roles in World War II,” *Harford County Living*, February 28
- “Women’s Roles During World War I and II,” *Bel Air Patch*, February 28
- “Women’s Roles During World War I and II,” *Aberdeen Patch*, February 28
- “Women’s Roles During World War I and II,” *Fallston Patch*, February 28
- “Women’s Roles During World War I and II,” *Havre de Grace Patch*, February 28
- “Save the Date – Romancing the Chrome,” *Harford Magazine*, March 2017
- “Leslie Greenly Smith, Marketing and Communications Administrator,” *The Morning Press*, March 1
- “Harford County Public Library Recognizes Women’s History Month with Events Featuring Their Roles in WWI and WWII,” *Bel Air News & Views*, March 6
- “Leslie Greenly Smith,” *The Daily Record*, March 7
- “Women’s History Month,” *The Aegis*, March 8
- “Mata Hari Rescheduled,” *The Bargaineer*, March 17
- “Things to Do Around Bel Air This Weekend: March 23-26,” *Bel Air News & Views*, March 22
- “Leslie Greenly Smith,” *The Aegis*, March 22
- “Romancing the Chrome,” *Bel Air Patch*, March 22
- “Romancing the Chrome,” *Fallston Patch*, March 22
- “Romancing the Chrome,” *Aberdeen Patch*, March 22
- “Romancing the Chrome,” *Havre de Grace Patch*, March 22
- “Romancing the Chrome,” *Harford County Living*, March 23
- “Romancing the Chrome Car Show Comes to Jarrett’s Field,” *Bel Air News & Views*, March 23
- “Author Discusses Women in World War I at Jarrettsville Library, March 26,” *Weekender*, March 23
- “Romancing the Chrome,” *Chesapeake 360*
- “Things to Do Around Bel Air This Weekend: March 30-April 2,” *Bel Air News & Views*, March 29
- “Romancing the Chrome,” *The Bargaineer*, March 31
- “Leslie Greenly Smith,” *I95 Business*, April 2017
- “Things to Do Around Bel Air This Weekend: April 6-9,” *Bel Air News & Views*, April 5
- “Reptile Expert, TV Host to Lecture at HCC April 21,” *The Aegis*, April 5
- “People on the Move: Leslie Greenly Smith,” *The Baltimore Sun*, April 12
- “Harford County Public Library Participates in Celebration of Cultures May 6,” *Harford Living*, April 12
- “Harford County Public Library Participates in Celebration of Cultures May 6,” *Aberdeen Patch*, April 12
- “Harford County Public Library Participates in Celebration of Cultures May 6,” *Bel Air Patch*, April 12

- “Harford County Public Library Participates in Celebration of Cultures May 6,” *Havre de Grace Patch*, April 12
- “Harford County Public Library Participates in Celebration of Cultures May 6,” *Fallston Patch*, April 12
- “Things to Do Around Bel Air This Weekend: April 13-16,” *Bel Air News & Views*, April 13
- “Classic Automobiles to ‘Romance’ the Public,” *The Aegis*, April 14
- ““Harford County Public Library Participates in Celebration of Cultures May 6,” *The Bargaineer*, April 14
- “Military History Expert Mitchell Yockelson to Discuss His Book ‘Forty-Seven Days: How Pershing’s Warriors Came of Age to Defeat the German Army in World War I at the Bel Air Library May 11,” *Bel Air News & Views*, April 17
- “Exploring United States’ Involvement World War I,” *Harford County Living*, April 17
- “Romancing the Chrome,” *Fox 45/Hometown Hotspot*, April 18
- “Harford’s ‘Women of Tomorrow’ Celebrated,” *The Aegis*, April 19
- “Pay Increases, Stable Tax Rate Part of Proposed Budget for FY2018” *The Aegis*, April 19
- “Car Show Returns, Too,” *The Aegis*, April 19
- “Romancing the Chrome,” *The Dagger*, April 20
- “Things to Do Around Bel Air This Weekend: April 20-23,” *Bel Air News & Views*, April 20
- “Classic Cars to ‘Romance’ April 22,” *Weekender*, April 20
- “HdG School Replacement Remains a Top Priority in Budget,” *The Record*, April 21
- “Romancing the Chrome,” *The Baltimore Sun: WKND*, April 21
- “Exploring the United States’ Involvement in World War I,” *The Bargaineer*, April 21
- “Romancing the Chrome Postponed to April 29,” *The Dagger*, April 22
- “Romancing the Chrome Postponed to April 29,” *Aberdeen Patch*, April 22
- “Romancing the Chrome Postponed to April 29,” *Bel Air Patch*, April 22
- “Romancing the Chrome Postponed to April 29,” *Fallston Patch*, April 22
- “Romancing the Chrome Postponed to April 29,” *Havre de Grace Patch*, April 22
- “Things to Do Around Bel Air This Weekend: April 27-30,” *Bel Air News & Views*, April 26
- “Romancing the Chrome Postponed to April 29,” *The Bargaineer*, April 28
- “Harford County Celebration of Cultures,” *The Bargaineer*, April 28
- “Mover & Shaker – Leslie Greenly Smith,” *Path to Excellence*, May 2017
- “Romancing the Chrome Draws More Than 2,000,” *Aberdeen Patch*, May 2
- “Romancing the Chrome Draws More Than 2,000,” *Bel Air Patch*, May 2
- “Romancing the Chrome Draws More Than 2,000,” *Fallston Patch*, May 2
- “Romancing the Chrome Draws More Than 2,000,” *Havre de Grace Patch*, May 2
- “Romancing the Chrome Draws More Than 2,000,” *Harford County Living*, May 2
- “More Than 2,000 Attend Romancing the Chrome Show,” *The Aegis*, May 3
- “Exploring the United States’ Involvement in World War I,” *The Aegis*, May 3
- “Harford to Host 8th Celebration of Cultures May 6,” *The Aegis*, May 3
- “Bar Foundation to Host Kentucky Derby Party,” *The Aegis*, May 3

- “8th Annual Harford County Celebration of Cultures Comes to Bel Air Library May 6,” *Bel Air News & Views*, May 3
 - “Glassman 5K for Recovery is Saturday,” *The Record*, May 5
 - “Barry Glassman Fourth Annual 5K for Recovery is Saturday at HCC,” *The Aegis*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Harford County Living*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Bel Air Patch*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Bel Air Patch*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Aberdeen Patch*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Fallston Patch*, May 5
 - “Pop-up Discussion Book Signing at Abingdon Library Features Ed Norris and Kevin Cowherd,” *Havre de Grace Patch*, May 5
 - “Ed Norris and Kevin Cowherd Discuss Their New Book ‘Way Down in the Hole’ at the Abingdon Library May 15,” *Bel Air News & Views*, May 8
 - “First Youth & Family Resource Festival Pronounced a Success,” *The Aegis*, May 10
 - “Make a ‘Pit Stop’ on Bike to Work Day,” *The Aegis*, May 12
 - “Ed Norris and Kevin Cowherd to Discuss and Sign Book at Abingdon Library,” *The Dagger*, May 14
- eNews
- Library Online Newsletter sent out weekly on Thursday morning.
 - Foundation-related eNews sent out for Aberdeen IronBirds Fundraiser, Romancing the Chrome, and Gala 2017 Happy Hour.
- Flat Screen Slides
- Slides for branch-specific programs were created for all branches.
- Webslides
- Pop-up Author: Ed Norris; Perry Point VA Donation Drive; Summer Reading 2017: Volunteers Needed; Romancing the Chrome Car Show; Meet the Author: Mitchell Yockelson; Summer Reading 2017: Early Registration; Meet the Authors: Carol Deibel & Kathi Santora; Charm City Sunday: Baltimore Gourmet; Living History: Mata Hari; Celebration of Cultures.
- Social Media NOW UP TO 5,395 LIKES!

Foundation Report – May 2017

The next meeting of the HCPL Foundation Board of Directors will be May 23, 2017. Kristi Halford, Foundation Director, has accepted a position with the Girls Scouts of Central Maryland as their new Senior Development Officer. This is a wonderful opportunity for Kristi and we wish her well. Her last day with the Library is May 31st and we will begin recruiting for a new Foundation Director immediately.

Honorary Committee

The Honorary Committee has been revived and will continue to serve as a group of business leaders who serve as advisors and advocates for the Foundation, as well as commit to supporting the Foundation at a minimum of \$1000 per year. This committee will also be invited to attend several events per year with our Board of Directors and will continue to be recognized on our letterhead and web site.

Mike Baldwin, Keene Dodge
Mark Daniels, Lockheed Martin
Lance Hersh, Saxon's
Steve Linkous, Harford Mutual
Phil Logan, Chesapeake Bank
Eric McLaughlin, Shaffer, McLaughlin & Stover
Bob Ward, Ward Homes

Romancing the Chrome Car Show Recap

The 6th Annual Romancing the Chrome Car Show took place on Saturday, April 29. Despite the imposing morning weather and the rain date, the event was a success with 170 cars registered and more than 2,000 attendees. The event raised nearly \$12,000 for the Foundation and Jarrettsville Lions Club.

This year's sponsors included Keene Dodge, Jarrettsville Federal, Waste Industries, Armstrong, Jarrettsville Creamery, American Design & Build, BE Miller, Carl's Door Service, Jack's Small Engines, North Harford Liquors, Jerry Preston Hauling, Skylight Creative Services, and Smith Hardware.

2017 Gala Update

We will host a happy hour on Tuesday, June 6, 5-7 pm at Liberatore's to unveil this year's theme. We invite all HCPL Trustees to join us. The event is free to attend and no registration required. There will be live music and happy hour specials - Liberatore's will donate 10% of proceeds to the Foundation.

Sponsor solicitation is on target with \$37,000 raised to date. We will offer 2016 sponsor rates through May 31. This year's Gala honorary co-chairs are Bryan and Katherine Kelly – Frank and Rosemary Hajak are serving as past honorary co-chairs.

Summer Reading Challenge

The Summer Reading Challenge kick-off will take place Monday, June 19 at the Bel Air Library (10 a.m.-Noon) and Edgewood Library (2:30-5 p.m.). We invite HCPL Board of Trustees to join us in recognizing our sponsors and to join families in the excitement of signing up for this year's program!

2017 Summer Reading Challenge sponsors include Huether-McClelland Foundation, Rosedale Federal Savings & Loan, Bel Air Friends, Darlington Friends, Growing Smiles, Berardino Family Trust, APGFCU, Jarrettsville Federal, M&T Bank, HARCO Credit Union, Harford Day School, Maryland 529Advanced Eye Care, Harford Community College, and the Aberdeen Rotary. The Aberdeen Ironbirds and Wegmans are in-kind sponsors.

DRAFT Statement of Financial Position as of April 30, 2017

Assets:	
.....	
Checking/Savings	\$ 262,061.07
Accounts Receivable	88,500.00
Other Current Assets	1,870.00
Total Current Assets:	\$ <u>352,431.07</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	23,633.32
Total Current Liabilities:	\$ <u>24,983.32</u>
Equity:	
.....	
Temporarily Restricted Net Assets	\$ 211,163.00
Board Designated Net Assets	12,619.07
Unrestricted Net Assets	6,007.35
Net Income	97,658.33
Total Equity:	\$ <u>327,447.75</u>
Total Liabilities & Equity	\$ <u>352,431.07</u>

ACTION ITEMS

Personnel Changes

Ms. Schell submitted for review and confirmation the following human resources changes:

NEW HIRES:

Mimi O’Shea, Library Associate II – Adult Services, Bel Air Branch, 15 hours per week. Effective Date: May 8, 2017.

Emily Yanky, Children’s Summer Assistant, Rolling Reader, Edgewood Branch, approximately 37.5 hours per week (300 hours total for summer months June - August). Effective Date: June 5, 2016.

PROMOTIONS:

Keith Niederberger, Computer Network Technician I, grade 10, was promoted by reclassification of his position to Computer Network Technician II, grade 11. Effective Date: January 1, 2017.

Laura Dudzinski, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week has been promoted to Library Associate I – Children’s Services, Bel Air Branch, 15 hours per week. Effective Date: April 9, 2017.

Judi Lacey, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week has been promoted to Library Associate I, Havre de Grace Branch, 15 hours per week. Effective Date: May 8, 2017.

Jessica Tompkins, Library Assistant I – Circulation, Whiteford Branch, 15 hours per week has been promoted to Library Associate, Jarrettsville Branch, 15 hours per week. Effective Date: May 8, 2017.

Nancy S. Jones, Page, Darlington Branch, 11 hours per week has been promoted to Library Associate I – Children’s Services, Bel Air Branch, 15 hours per week. Effective Date: May 8, 2017.

Katherine Ellis, Reference Substitute, Abingdon Branch, has been promoted to Library Associate I, Norrisville Branch, 15 hours per week. Effective Date: May 8, 2017.

OTHER CHANGES:

Amelia Gossman, Library Associate I, Norrisville Branch, 15 hours per week was awarded the Library Associate I – Children’s Services, Jarrettsville Branch, 37.5 hours per week position. Effective Date: April 9, 2017.

Kim Truxel, Library Associate I – Adult Services, Bel Air Branch, 15 hours per week was awarded the Library Associate I – Children’s Services, Bel Air Branch, 37.5 hours per week position. Effective Date: April 9, 2017.

Teri Padilla, Library Associate I, Jarrettsville Branch, 15 hours per week was granted a lateral transfer to the Bel Air Branch – Adult Services Department. Effective Date: April 9, 2017.

Colleen Martin, temporarily assigned as a Library Associate II – Children’s Services, Bel Air Branch, 37.5 hours per week was transferred to the Library Associate II – Adult Services, Bel Air Branch position at 30 hours per week. Effective Date: April 9, 2017.

RETIREMENTS:

Louise Armstrong, Administrative Assistant I, Administration, 37.5 hours per week has announced her retirement effective July 1, 2017. Louise started with the Library in October 2001 as a part-time Library Assistant I at the Whiteford Branch. She was promoted to the Administrative Assistant position at Riverside in October 2004.

Donna German, Library Assistant II – Circulation, Edgewood Branch, 37.5 hours per week has announced her retirement effective July 1, 2017. Donna has been with the Library for 15 years and has served the Edgewood community all of those years.

Terri Schell, Senior Administrator – Human Resources, Administration, 37.5 hours per week has announced her retirement effective July 1, 2017. Terri joined the Library in May 1989 as the first full-time Personnel Manager, and has had the pleasure of working with 4 different Library Directors and many wonderful Board members.

RESIGNATIONS/TERMINATIONS:

Alice Cooper, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: April 1, 2017.

Katelyn Dietz, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: May 20, 2017.

Kristi Halford, Foundation Director, Administration, 37.5 hours per week. Effective Date: June 1, 2017.

Linda Zuckerman, Branch Manager I – Whiteford Branch, 37.5 hours per week. Effective Date: June 2, 2017.

LEAVE OF ABSENCE REQUESTS:

An employee has requested an intermittent medical leave of absence under the FMLA. Start Date: April 11, 2017. Estimated End Date: April 11, 2018.

An employee has requested an intermittent medical leave of absence under the FMLA. Start Date: May 1, 2017. Estimated End Date: April 30, 2018.

An employee has requested an intermittent medical leave of absence under the FMLA. Start Date: April 27, 2017. Estimated End Date: June 8, 2017.

An employee has requested a medical leave of absence under the FMLA. Start Date: April 21, 2017. Estimated End Date: May 9, 2017.

OPEN POSITIONS:

- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. *Interviews conducted on May 18, 2017 (open until filled).*
- **Assistant Branch Manager II – Adult Services**, Abingdon Branch, 37.5 hours per week. *Interviews conducted on May 18, 2017 (open until filled).*
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (2 positions). *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 positions). *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Library Assistant I – Circulation**, Havre de Grace Branch, 15 hours per week. *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. *Posted internally and externally – Interviews conducted May 17 & 19, 2017.*
- **Programming Specialist** – Public Services, Administration, 37.5 hours per week. *Assessing position.*
- **Manager I – Computer Network**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position - not to be filled in this capacity.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Services, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Foundation Director**, Administrative Services, 37.5 hours per week. *To be posted internally and externally using outside recruiting service.*
- **Branch Manager I**, Whiteford Branch, 37.5 hours per week. *To be posted internally.*
- **Senior Administrator – Human Resources**, Administrative Services, 37.5 hours per week. *To be posted internally and externally using outside recruiting service.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

- Bel Air – 3
- Edgewood – 1
- Darlington – 1
- Fallston – 1

New Hires: 0

MOTION: Motion by Dr. Allen, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for May 2017 as presented.

Approve FY18 Schedule of Board Meetings

Mr. Allman referred to the proposed Schedule of Meetings for FY18 in the Board packet showing HCPL Board Meetings on the third Thursday of each month. He noted there was no meeting in August and December. The September 2017 date was moved to the second Thursday of the month because of an existing scheduling conflict.

MOTION: Motion by Mr. Vido seconded by Judge Hazlett and approved by unanimous vote to approve the FY18 Schedule of Board Meetings as presented.

Approve Holidays and Closings Schedule Through 2018

Mr. Allman referred to the proposed Holidays and Closings Schedule Through 2018 in the Board packet showing HCPL closures through remaining 2017 dates and throughout 2018. Ms. Hastler clarified that when a holiday fell on a weekend, it was observed according to past precedence.

MOTION: Motion by Dr. Allen seconded by Judge Hazlett and approved by unanimous vote to approve the Holidays and Closings Schedule Through 2018 as presented.

Approve FY18 Benefits Package

Mr. Allman referred to the third item in the Information section of the Board packet, *Personnel Manual: Employee Benefits – An Overview of Employee Benefits for FY18*. Changes have been highlighted in red and/or stricken by Ellen Truant, the author of the document.

Ms. Hastler noted that based on FY17 approved changes, hourly staff are not eligible for participation in the library's health insurance program. This statement received Board approval in the last fiscal year but the language on previous documents had not been updated to reflect the change.

The word "fringe" has been removed from the document to reflect current industry language.

MOTION: Motion by Judge Hazlett seconded by Mr. Avery and approved by unanimous vote to approve the FY18 Benefits Package as presented.

Approve Change in Branch Hours of Operation

Mr. Allman referred to the Notice of Public Hearing which proposes a change in Harford County Public Library Branch Hours of Operation: All branches except Darlington to open at 10:00AM Monday-Saturday effective July 1, 2017.

Ms. Hastler explained that there would be no increase in operating costs, since staff were currently on-site at this time although branches were not available to the public.

MOTION: Motion by Mr. Vido seconded by Dr. Allen and approved by unanimous vote to approve the Change in Branch Hours as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Mr. Allman noted that Board Officer nominations (Chair, Co-Chair, Treasurer) would be voted on at next month's meeting. He will send an email requesting nominations be sent to Ms. Button for compilation. Mr. Allman also requested that Ms. Button research any term limits placed on Board Officer positions.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman shared that he is looking forward to the Summer Reading Program. The Romancing the Chrome car show was awesome, and everything is great at the library!

Mr. Allman expressed congratulations to those receiving recent honors: Sue Hazlett for Leadership in Law; Mary Hastler for The Daily Record's Top 100 Women and Circle of Excellence; Jennifer Vido for the Kentucky Derby Run for the Roses; Alex Louderback for his upcoming graduation; and Bill Martin for his recent reelection as Mayor of Havre de Grace.

BUSINESS FROM BOARD MEMBERS

There were no comments from the other 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 FY17.

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

Maryland Open Meetings Act § 3-305

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

(1) discuss:

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

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

MOTION: Motion by Dr. Allen, seconded by Mr. Vido and carried unanimously by roll call 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 was adjourned at 7:06 PM.