

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

VIRTUAL MEETING MINUTES

November 19, 2020

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Nancy Brown, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin Vido, Carol Wright, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

Absent: County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:38 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

Mr. Allman noted that two new Board members have been appointed by the County Executive and confirmed by the County Council. Both were present at tonight's meeting.

Dr. Monique H. Head has a background in civil engineering education and is an associate professor at the University of Delaware. She has a PhD in Civil Structural Engineering from Georgia Institute of Technology. Mr. Allman welcomed Dr. Head to the Board and invited her to say a few words. Dr. Head introduced herself and expressed her excitement to be able to serve the community and to serve on the Board. Dr. Head shared that the Harford County Public Library provided her family a place to ground themselves and find a sense of community. She wants to continue to support the initiatives of the Library and find ways to support education for the County's young people, given her passion for education and personal attachment to the Library.

Shannon G. Gahs has a background in law and government affairs as a lobbyist. She received her JD from University of Baltimore, and is a member of the bar in New York, New Jersey, Eastern District of New York, and the Southern District of New York. Mr. Allman welcomed Ms. Gahs to the Board and invited her to say a few words. Ms. Gahs introduced herself and shared her excitement to be a part of the Board. She looks forward to continuing the great work the Library has done over the years and contributing however she can.

APPROVAL OF CONSENT AGENDA

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

- Approval of October 15, 2020 Board Meeting Minutes
- Statistical Report – October 2020

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

MOTION: Motion by Mr. Vido, seconded by Dr. Allen and approved by unanimous vote to approve the Consent Agenda as presented.

COMMITTEE REPORTS

OPEB Trust Committee – Mr. Allman

The committee did not meet.

Budget & Finance Committee - Mr. Vido

The committee did not meet.

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the three months ending October 31, 2020 were within the annual FY2021 budget. Revenues are \$6.7 million and Expenditures are \$6.4 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customers inside to make copies or get passports. Expenditures for Materials is over budget as several annual contracts are paid in July – Midwest, Kanopy, CCPL consortium. Expenditures for Contracted Services is similar with the annual contract for Polaris (Library software) is also paid in July. A detailed budget was submitted for review. There were no questions or comments regarding the Treasurer's Report.

Executive Committee - Mr. Allman

The committee did not meet.

Capital Improvements Committee - Mr. Allman

The committee did not meet.

Human Resources Committee – Judge Hazlett

The committee did not meet.

Foundation Committee – Ms. Martin

The committee met to discuss planning for the annual gala, as well as other fundraising opportunities. The Foundation continues to remain engaged with the community, sponsors, and supporters.

CEO REPORT

Building Projects

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery which was originally expected to be late November/December 2020 but has now been pushed back to early spring (early March).

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid-1990s and is overdue for a refresh. The library is working with the county on a space assessment and also exploring the possibility of incorporating some of the Administrative functions in the building. Library space is designed with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. A meeting was held in February 2020

with the County to begin preliminary planning for future space use. A consultant was interviewed and selected by both the County and Library on May 28th and we will be working with Colimore/HBM to design the space. The County issued a purchase order in the amount of \$28,839 for the project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan.

In the meantime, Bel Air's meeting room is getting a small facelift – wallpaper has been removed and the space has been painted. New flooring is in the process of being selected and installed. The hand rails for the stairs throughout the building are also being replaced in mid-December.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM will be leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The latest design meeting was held today. The site plan was finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup.

Fallston – The branch was closed November 2 – November 11 to complete the parking lot resurfacing project. The lot was repaved, some new curbing was installed, and new striping was painted.

Havre de Grace – The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and is now moving forward under the County's direction. The bids were due to the County on September 9th. Bid opening was September 10th at 1:30PM. The bids came in higher than anticipated. The project was reviewed and approved by the Board of Estimates on October 6th. The project will begin on November 30th with the contractor delivering the scaffolding and set up. The Children's area will be tackled first and the staff are moving the furniture and shelving in preparation of the project. December 2, the adult collection will be moved requiring the entire collection to be moved off the shelves onto carts and stored. The shelving units will then be broken down and moved on December 3rd. The actual installation of the sound attenuating panels will be complete on December 18th and the shelving will be reinstalled (with the addition of casters) on December 28th. The collection will be re-shelved on January 4th. While the project is underway, the collection will be unavailable and customer requests will be filled from other branches for pick up at the Havre de Grace Library.

Jarrettsville – The moisture at the front entrance is causing the deterioration of the threshold. The County is in the process of getting bids for the project and will oversee the repair once a vendor is selected.

Joppa – The branch was closed October 26 – October 30 for repaving and striping the parking lot. The project was completed on October 30th.

Small Facility Projects:

Abingdon – Permanent signage for the branch collection is underway.

Service Delivery Update – The Library launched Grab and Go service on June 8th. Customers make appointments to pick up their materials at either a drive thru window or front door. It is contactless and all materials are packaged in brown paper bags. In addition, the library brought back live reference service, or as we call it Retro Chic reference service. Monday through Friday, 10 a.m., to 6 p.m., customers may call any library branch and a live reference person will answer. Our wonderful library staff will browse the shelves for customers, answer reference questions and more. We are continuing to expand services offered as we work through the service model and launched Saturday hours, 10 a.m., to 3 p.m., beginning October 3rd.

The library launched contactless printing in August and customers may request 20 pages free for pickup at any of the 11 branches. This has been heavily used by teachers and local businesses. In addition, we are continuing to waive overdue fines until the end of the calendar year and will assess as our new business model continues.

The Harford County Public library is under the Senior Center directives for COVID and the Governor continues to mandate closure. In spite of that, we have made every effort to provide the same level of service and access to resources through contactless delivery. Staff continue to have staggered scheduling and we have implemented many safety and wellness measures to do our best to minimize risk. In preparation for allowing visitors inside the buildings, we are planning safe physical distancing, limited time spent in the building, and exploring the possibility of scheduling appointments to manage capacity levels. Programming will continue virtually and no group events or activities permitted onsite.

Outreach – The existing Opening the Gift, Sharing the Gift, and Partners in Reading outreach programs are on hiatus during COVID-19. However, a team of library staff have been working to create a new service delivery to our preschool population and their educators. Preschool Traveling Library launched this month and the library teams are delivering reading material, lesson plans and activities to licensed daycare providers, preschools, and more. The contents are themed and support pre and early literacy skill building. Our children are so excited to see the librarian coming up the path with the delivery. In addition, virtual storytimes are created that support the themes and the teachers/parents/caregivers can login and provide a complete learning experience with their charges. The Silver Reader team have created a new service delivery model and are making deliveries to nursing homes, etc. The goal is to keep our seniors engaged during the extreme times while practicing safety and wellness for both our staff and customers. The Rolling Reader team are assisting with deliveries to the daycares and licensed daycare providers. Here is a snapshot of activity...

- Licensed daycare homes
 - 38 deliveries
 - 38 bundles
- Daycare centers
 - 17 STG centers participating; 9 deliveries by PTL, 8 deliveries by Rolling Reader
 - 47 bundles

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

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

The Library currently owns 36 Wi-Fi Hotspots that customers may borrow and use to access the internet, support school work, telemedicine and more in their own homes or businesses. The demand for these hotspots are very high, and at any time we have an estimated wait list of 65-85 customers. Often our patrons cannot wait for the Wi-Fi hotspot to be returned and walk away discouraged without placing a reserve.

The Library is eligible to purchase an additional 110 Wi-Fi Hotspots under our MEEC contract for a total of \$14,850 per year, including monthly connectivity fee. This would bring the total Wi-Fi hotspots available for our customers to borrow up to 146 and help close the digital divide and provide accessibility for school work,

telemedicine, employment and more. It will also assist in addressing the lack of internet access in targeted areas of the county.

Harford County Government is providing \$29,700 of Cares Act Funding to the library to purchase the hotspots and provide two years of service. The equipment is on order and we are working with the Harford County School Superintendent on identifying families that remain without connectivity. It is estimated that about 300 families do not have access and we are doing the best we can to close the gap.

Board of Trustee Search Update – On November 17th, the County Council confirmed the appointment of Shannon Grace Gahs to the HCPL Board of Trustees. All vacancies are now filled. Board Orientation for Dr. Head and Mr. Buler was held on November 3rd and Board orientation is scheduled for December 1st for Ms. Gahs.

Annual Report – The Harford County Public Library Annual Report 2020 is available on the library website at [hcplonline.org>administration>annual report](http://hcplonline.org/administration/annual-report). A copy is also available in the Board Portal. As a reminder, we are required to submit a basic annual report to the Maryland State Library by October 30th of each year and the report has been distributed.

Pre-Legislative Meeting – On November 18th, Ms. Hastler attended the Harford County Delegation Pre-Legislative Meeting at the Council Chambers. Typically hosted in one of the Library’s Meeting Rooms, this annual event offers the opportunity for local leaders to present their list of priorities and projects for the upcoming year. Ms. Hastler discussed the effort to move forward with an eBook Bill in which publishers and vendors who sell print books in Maryland must also sell eBook versions to libraries at a reasonable price and criteria. Currently, there are some publishers and vendors who place restrictive measures including price hikes and limited circulation criteria. In addition, several have been vocal about not selling to public libraries. Senator King is sponsoring the Senate Bill and Delegate Kathleen DuMais (Mont) will sponsor the House bill.

In addition, Ms. Hastler requested the Delegation’s support of the veto override of SB 524/HB 1000 *Public Libraries-Building Lifelong Learners Act* – this passed with bipartisan support in the 2020 session and increases per capital funding by .40 cents, increases the public library capital grant program from \$5 to \$7.5 million and extends increases in per capital funding for the State Library Resource Center.

Ms. Hastler also reviewed the 2020 Annual Report which covers fiscal year activities including emphasis on the library’s response to the COVID-19 pandemic and implementation of a new service model. The Delegation noted that their constituents have been very appreciative of the library maintaining excellent services and resources during this very difficult time.

Harford County Commission on Disabilities – We were honored to learn that Austin Heuer, Bel Air Library Volunteer, has been awarded the 2020 Volunteer of the Year from the Commission. His bio and photo were posted on Facebook in celebration along with the other designees. In addition, Tara Ferstermann, also a Bel Air Volunteer, received Employee of the Year—Merit Award. Robin Fiasco, Circulation Supervisor, Bel Air Library, provides terrific support and is very active in nominations. Congratulations to both Austin and Tara.

Cook Along with John Shields – On November 12th, the Library hosted author and Chef John Shields for a virtual cook-along. More than 500 participants from across the country registered to receive two recipes and cook along with the author.

Meetings & Presentations

October 2020 (virtual unless noted)

- 10/1 Greater Bel Air Community Foundation Meeting
- 10/1 MD Humanities Meeting
- 10/1 HCPL Circulation Supervisors Meeting

Board Meeting Minutes – November 19, 2020

- 10/1 Darlington Library Site Visit
- 10/1 HCPL Virtual Program: Living History: Elton John's Rocket Man & Other Early Hits
- 10/2 Healthy Harford Board of Directors Meeting
- 10/2 MLA Legislative Panel
- 10/2 HCC Presidential Search Town Hall
- 10/6 Library Journal Summit
- 10/6 One Maryland One Book Virtual Author Tour with Lisa See
- 10/7 HCPL Branch Managers Meeting
- 10/7 Harford County Public Library Weekly Implementation Call Retiree Benefits UHC
- 10/9 MSL Directors Forum on E-Rate and Advocacy
- 10/12 HCPL Staff Day 2020
- 10/13 HCPL Virtual Program: Sir Barton & The Making of the Triple Crown
- 10/14 Harford County Education Foundation Meeting
- 10/14 EDAB Meeting
- 10/14 Weekly Pandemic Update Conference Call
- 10/14 E-Book Consortium Oversight Committee Meeting
- 10/14 Harford County Public Library Weekly Implementation Call Retiree Benefits UHC
- 10/16 MD Humanities Board Meeting
- 10/17 Citizens for MD Libraries Annual Conference
- 10/19 Harford Chamber Government Affairs Committee Meeting
- 10/19 Darlington Library Design Meeting
- 10/19 AON/Harford Consortium Year-in-Review and Pre-Planning Discussion
- 10/19 Good Scout Award Planning Meeting
- 10/20 MD Humanities Meeting
- 10/21 MSL Director's University
- 10/21 Access to Justice Webinar
- 10/23 Harford County Education Foundation Tools for Schools Breakfast
- 10/23 MSL Director's University
- 10/26 MAPLA Bi-Weekly Legislative Conference Call
- 10/26 Harford County Women's Commission Meeting
- 10/27 HCPL Foundation Executive Board & Board Meetings
- 10/28 MD Humanities Meeting
- 10/28 Harford County Public Library Weekly Implementation Call Retiree Benefits UHC
- 10/29 Baltimore Business Journal Webinar: Racial Equity in Business
- 10/29 ALA Webinar: Who are the people in your ecosystem?
- 10/30 Simon & Schuster's Adult Preview Spring 2021
- 10/30 ARC After d'Arc Online Gala

Programming and Events

October was Maryland Horse Month. Jennifer Kelly gave a popular virtual talk about her book: *Sir Barton and the Making of the Triple Crown*. Take and Make activities included making horse foot prints and all things about horses large and small.

Living History programs were very well received. Kenny Metcalf presented the musical program: *Elton John's Rocket Man and Other Early Hits*, which had us dancing in our homes. *Minnie Williams: How I Married the World's Fair Killer and Other Stories* had us enthralled by Kate Kelly's performance and the subject matter.

Lisa See, author of *The Island of the Sea Women* and One Maryland One Book author, did not disappoint customers with her author event. This virtual talk gave insight into the author's writing process. Our Take and Make activities continued to engage our customers. Besides horsey activities, other popular offerings this month were all things pumpkin, like pumpkin chunking catapults, felt leaves, bat mobiles, spiders, and paper plate marble runs.

Marketing

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 21,389 total followers
 - HCPL Main Facebook – 7,390 followers
 - Branch Facebook combined – 13,999 followers
- Instagram = 5,107 total followers
 - HCPL Main Instagram – 1,069 followers
 - Branch Instagram combined – 4,038 followers
- HCPL Main Twitter – 1,816 total followers
- HCPL Main LinkedIn – 445 total followers
- HCPL Weekly Newsletter – 38,765 contacts/31,509 subscribers
 - Sent out 2-3 eNews per week for a total of 12 in October

Virtual Events & Partnerships

First Responders Appreciation Day - Harford County Public Library celebrated National First Responders day on October 28. The Marketing and Communications Director coordinated the delivery of more than 520 Winter Reading Mugs across the country to 27 first responder locations. The mugs were tied with ribbons/tags thanking first responders for keeping Harford County safe. Each Library Branch hand carried the gifts to their local responders and thanked them for all their support. This initiative really resonated with library customers, library staff, and employees/volunteers at local fire, ambulance, sheriff, state police, and our (3) local municipality police departments.

Winter Reading 2021 - Plans are underway for this year's Winter Reading and it may look much different than last year where we had over 5,200 Harford County residents participate in HCPL's Winter Reading and over 240 customers complete their "passport" to receive a HCPL tote bag.

Virtual Story Times - HCPL produced 48 Virtual Story Times and *Mr. John Concerts* were viewed over 1700 times during the month of October.

Living History: Elton John's Rocket Man & Other Early Hits

- October 1
- Aired live via Zoom
- 145 attendees

Cardboard Costume Challenge

- October 1-31
- Passive virtual STEAM program
- 238 participants

Shine Your Light Virtual Challenge

- October 1-31
- Passive virtual STEAM program
- 117 participants

Little Red Riding Hood Cookie Conundrum

- October 1-31
- Passive virtual STEAM program
- 214 participants

Virtual Farm Tour of Three Oaks Farm

- October 1-31

- Taped
- 81 viewers

One Maryland One Book Virtual Author Event with Lisa See
Partnership with Maryland Humanities

- October 7
- Aired live via Zoom
- 475 attendees

Booked for Lunch: A Virtual Book Discussion Group

- October 8, 15, 22
- All aired live via Zoom
- 19 attendees at events, combined

Virtual D&D

- Held live via Discord
- 4 team participants for Middle School on October 8
- 5 team participants for High School on October 22

Knot Just Knitting @ Noon

- October 13
- Aired live via Zoom
- 13 attendees

NASA Space Network

Partnership with Carroll County Public Library for STEAM Month

- October 13
- Aired live via Zoom
- 24 attendees that identified HCPL as their 'home' library

Sir Barton: A Virtual Author Event with Jennifer Kelly

- October 13
- Aired live via Zoom
- 109 attendees

One Maryland One Book: A Virtual Book Discussion Group

Partnership with Maryland Humanities

- October 14 & 29
- Aired live via Zoom
- 27 attendees, combined

The Mad Scientist's Lab: A Virtual Escape Room

- October 15-31
- Passive virtual STEAM program
- 139 participants

NASA Robotic Servicing

Partnership with Carroll County Public Library for STEAM Month

- October 16
- Aired live via Zoom
- 20 attendees that identified HCPL as their 'home' library

Living History: Minnie Williams – How I Married the World's Fair Killer (and Other Stories)

- October 28
- Aired live via Zoom
- 131 attendees

Brain Battle: Family Trivia

- October 30
- Aired live via Zoom
- 16 attendees

HCPL continues their partnership with Harford Cable Network (HCN) to bring our virtual programs to local television.

- On Saturdays at 9:30 am and 1:30 pm, our Virtual Story Times were presented featuring children's librarians as they shared stories, nursery rhymes, songs, and much more!
- Although HCN does not have a way of measuring their viewership for individual shows, they reach more than 70,000 cable subscribers in Harford County (Comcast channel 21, Armstrong channel 7 & Verizon channel 31).
- This partnership will continue for the month of November.

Press Releases Distributed

- *Harford County Public Library Hosts Virtual Cooking Demo with John Shields*, October 26

Recent Media Hits and Press Mentions

Print:

- “Movers & Shakers - Erica Gross” – *The Daily Record* – October 2020
- “2020 One Maryland One Book” – *The Record, The Sun/WKND* – October 2
- “Jennifer Kelly Virtual Event” – *Harford County Living* – September 29, *The Aegis* (online) – September 30, *Weekender* – October 8, *The Aegis, The Record* – October 9
- “Aberdeen Library” – *All About Aberdeen* – October 11
- “Cooking Demo with John Shields” – *Bel Air News & Views, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – October 26, *Harford County Living* – October 27, *The Bargaineer* (online) – October 30, *The Aegis* (online) – October 31
- “Maryland Libraries’ Antiracism Programming Goes Global | Programs That Pop” – *Library Journal* – October 29

Advertising

Radio

Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since March 6.

Foundation

The next meeting of the HCPL Foundation Board of Directors will be November 24, 2020.

Annual Giving

The Foundation will be mailing its annual giving campaign letters in November. This year we will highlight how the Library has continued to provide numerous services and virtual programming through this unprecedented year. In addition to our annual giving campaign, we will also be advocating for the Library on Giving Tuesday which is December 1 this year.

Winter Reading

The Winter Reading Program for adults and high school teens will begin on Monday, December 21st. We are excited to once again be supporting this activity and truly appreciate our sponsors. Completers will receive a very special collectible mug.

16th Annual HCPL Gala

This year’s Gala, *South Beach: An Evening in the Stacks* will be hosted on Saturday, April 10, 2021 at the Abingdon Library from 6:00 PM – 11 PM. The VIP reception will begin at 5 PM and conclude at 6 PM. This year’s proceeds will support the new Darlington Library and STREAM (STEM plus Reading and Art!) programs and initiatives. Guests will enjoy delicious food and drink from Water’s Edge Events Catering, Matsuri Japanese Restaurant and the Local Oyster. Musical entertainment will be provided by

the Mood Swings beginning with a Latin ensemble followed by the full 23-piece band. This year’s gala will be hosted outdoors under the stars in the Abingdon Library parking lot. Tickets will go on sale Wednesday, February 10 at 4:10 PM and are \$150 per person. There will also be a hybrid component to the event for supporters that feel more comfortable celebrating from home. Private cabanas will be available for purchase this year for \$500. Cabanas will accommodate up to 10 guests and have bottle service available for purchase via bidder number. The Foundation is taking the necessary precautions to keep our staff, vendors, volunteers and guests safe during the event. A Corona Courtesies: Health and Disinfectant Plan will be implemented to ensure guests of our expectations and the precautions our staff, volunteers and vendors will be taking to keep everyone safe while still providing an enjoyable experience. To view the entire plan, please visit <http://eveninginthestacks.org/corona-courtesies/> . In preparation for the 16th Annual Library Gala during these unprecedented times, we have added a Safety and Mitigation Committee to our Gala Sub-Committees. The Mitigation Committee will begin to meet in November and will discuss and evaluate the safety and execution of the Covid Courtesies plan. Sponsorships are still available. We have currently raised \$62,508.58 in sponsorships. Several organizations have already committed to sponsoring. Thank you to our current sponsors: Presenting Sponsor – Saxon’s Diamond Centers, The Kelly Group, Richardson’s Florists, GFL Environmental, Headlining Sponsors-WebIXI, Rainbow International, Freedom Federal Credit Union, The Daily Record, Premier Sponsors-Coffee Coffee, Chesapeake Bank of Maryland, Harford Mutual Insurance, Keene Dodge, Mary & Mark Hastler, Comcast, Supporting Sponsor-Jeff and Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige & Bill Cox, Bel Air Friends of HCPL, Lou & Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging, Contributing Sponsors-Harford County Chamber of Commerce, MediaWise, Mid-Atlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark & Pam DiBerardino, Al & Gail Jackson, Sharon & Brian Lipford, Dave & Colleen Patzer, Steve & Terry Troy, Oak Contracting, Town of Bel Air, MNS Group, Dr. William and Carol Allen, True Cycling Fitness Studio, United Way of Central Maryland, The Local Oyster, Sanctuary Title. The next Gala Committee meeting will be held on Thursday, December 3 at 9:30 AM via Zoom.

Once Upon a Rodeo

The 1st Annual Once Upon a Rodeo was postponed until June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets will go on sale in April 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April but are only available while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. Sponsorships and vendor spaces are available.

Statement of Financial Position as of October 31, 2020

<u>Assets:</u>		
.....		
Checking/Savings	\$	559,783.34
Accounts Receivable		29,000.00
Total Current Assets:	\$	<u>588,783.34</u>
<u>Liabilities & Equity:</u>		
.....		

Accounts Payable	\$	25.00
Other Liabilities		19,002.18
Total Current Liabilities:		<u>19,027.18</u>
Long Term Liabilities		<u>200,000.00</u>
Total Liabilities	\$	<u><u>219,027.18</u></u>
Equity:		
Temporarily Restricted Net Assets		303,124.61
Board Designated Net Assets		2,258.99
Unrestricted Net Assets		44,790.55
Net Income		<u>19,582.01</u>
Total Equity:		<u><u>369,756.16</u></u>
Total Liabilities & Equity	\$	<u><u>588,783.34</u></u>

Cultural Arts Board

Harford County Cultural Arts Board renewed the General Operating Grants to the eight Harford County Arts Nonprofits supported in FY20. Those organizations were notified that they will receive the same grant amount in FY21 without the need to go through the application process.

In addition, other Harford County arts organizations were invited to apply with an extended deadline.

FY21 General Operating Grants:

Ballet Chesapeake	\$3,770	Havre de Grace Arts Collective	\$10,250
Bay Country Gentlemen	\$2,050	Scottfield Theatre Company	\$7,000
Deer Creek Chorale, Inc.	\$10,560	Susquehanna Symphony Orchestra	\$7,300
Harford Artists' Association, Inc.	\$3,425	Theatreworks Live	\$6,700
Harford Choral Society Inc.	\$7,170	Upper Chesapeake Chorus of Sweet Adelines International	\$4,330

Harford County Independent Artist COVID-19 Emergency Relief Grants to date:

Kelly Ames	Nicole Jergensen	Lucky Scarborough
Katelyn Blomquist	Kelsey Kearney	Brynn Shanahan
April Burril	Rosemari Kelly	Spenser Kieran Shanahan
James Burril	Jordan Lally	Trisha Stampone
Lauren Carnesi	Christopher Maggitti	Alix Taulbee
Denise Carr	Ariana McGrath	Jessica Treherne
Kelley Duncan	Laura Numsen	Eliner Tryon Elgin
Chad Grey	Barbara Oliveira	Guy Wallis
Jeremy Hicks-Kachik	Gina Pierleoni	Gretchen Walsh
McKenzie Horseman	Morris Richardson	Jonathan West
Asha Hutchinson	Steve Rowlands	Pamela Wilde

Board officers for FY21 have been approved as follows: Chairperson, Chuck Bowden; Vice Chairperson, Angie Sokolov; Recording Secretary, Peter McCallum.

Harford County Cultural Arts Board proudly sponsored the 2nd annual Upper Chesapeake Pride Festival and produced a commercial featured throughout the virtual event to tease their upcoming call for art. View the commercial on our [YouTube](#) channel or website.

To fill current vacancies on Harford County Cultural Arts Advisory Board – A [Call for Applicants](#) has been published on the website, Facebook, LinkedIn, Maryland Nonprofits, and distributed with a press release. It will also be shared in an upcoming newsletter. Please help spread the word.

Comments from the Board

Mr. Allman commended Ms. Hastler on a very well written Annual Report.

Ms. Gahs asked about the Library’s legislative priorities, specifically broadband issues, and noted her belief that it will be a hot topic this year. Ms. Gahs also noted that the Governor vetoed everything this year that included a fiscal note. Ms. Hastler confirmed the Governor did veto all legislation that included fiscal notes, including a bill that would give additional funding to libraries but would take away some of the power of the library Board of Trustees by requiring the elimination of fines and fees. Ms. Hastler also confirmed that broadband is a HCPL priority this year, not just to provide service to customers and to support education, but to support telemedicine efforts. Additionally, broadband will support our most vulnerable customers that need to remain connected during these very difficult times and to provide a type of relief to those that may be facing a mental health crisis. Ms. Gahs asked whether the library would be hosting outdoor events to encourage social interaction. Ms. Hastler noted that this would be considered when the virus metrics improve and the library will continue to balance the safety protocols in place and in-person activities/events. Virtual programming will continue and in-person programming would be considered as part of the library’s reentry plan.

Ms. Martin noted that she has really enjoyed browsing the library windows, where branches put books all along their windows so customers can “window shop” then request the items they like. Ms. Hastler noted that this was something one branch started just to decorate their windows, then other branches adopted the service when customer feedback was so positive.

Mr. Buler suggested that the library parking lot include a holiday light show with an accompanying musical recording or storytime accessible via radio. Ms. Hastler noted that it may be possible to connect a lightshow with the Library’s YouTube channel and an idea to explore if the Board is in agreement. Ms. Hastler also shared that Mr. Buler had reached out with an idea to create virtual study halls for students. She is exploring the idea but cautioned that there are lots of privacy concerns that need to be resolved before it could be implemented.

ACTION ITEMS

Personnel Changes – November 2020

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

NEW HIRES:

None

PROMOTIONS:

Katie Troch, Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week has been promoted to the position of Senior Assistant Branch Manager – Adult Services, Abingdon Branch, 37.5 hours per week. Effective Date: October 19, 2020.

Gwendolyn Welch, Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week has been promoted to the position of Library Associate I – Special Needs, Bel Air Branch, 37.5 hours per week. Effective Date: December 13, 2020.

OTHER CHANGES:

Matthew Gossman, Custodian/Delivery Driver, Administrative Office, 37.5 hours per week has been awarded the position of Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: November 2, 2020.

Brad Pequeno, Custodian/Delivery Driver, Administrative Office, 28 hours per week has been awarded the position of Custodian/Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: November 29, 2020.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Pamela Wockenfuss, Finance Director, Administrative Office, 37.5 hours per week. Effective Date: November 6, 2020.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA intermittent leave to care for a family member beginning October 16, 2020 – October 15, 2021.

An employee has requested Leave of Absence for personal reasons beginning November 9, 2020 – January 9, 2021.

An employee has requested a Leave of Absence for personal reasons beginning October 2, 2020 – December 12, 2020.

OPEN POSITIONS:

- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Custodian/Delivery Driver**, Administrative Office, 28 hours per week. To be posted internally/externally.
- **Finance Director**, Administrative Office, 37.5 hours per week. To be posted internally/externally.
- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week (2 Positions). On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. On hold.
- **Custodian**, Fallston Branch, 37.5 hours per week. Posted internally/externally. Phone interview 11/12/2020.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. On hold.

- **Library Assistant I – Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

FUTURE VACANCY DUE TO RETIREMENTS:

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. On hold.
- **Materials Management & Technical Services Director**, Administrative Office, 37.5 hours per week. Posted internally/externally. Interview schedule for 11/18/2020.

Mr. Allman asked whether HCPL is actively recruiting for open positions or if hiring is on hold due to the pandemic. Mr. Ross explained that recruiting is still occurring though for fewer positions than normal. Mr. Allman asked to whom does the Finance Director position report, and Mr. Ross noted the CFO is the direct supervisor for that position. As an important position in the Finance Department, the position would be posted soon.

MOTION: Motion by Mr. Vido seconded by Dr. Allen and carried by unanimous vote to approve the personnel changes for November 2020 as presented.

OLD BUSINESS

Mr. Allman noted that Board Committee assignments have not been finalized for FY21 and asked that this be addressed now that all Trustee vacancies have been filled. After general discussion, the following committee assignments were confirmed:

OPEB Trust:

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

Budget & Finance:

1. Durbin Vido, Chair
2. Alex Allman
3. Shannon Gahs

Capital Improvements:

1. Dwayne Adams, Chair
2. Carol Wright
3. Monique Head

Executive:

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

Human Resources:

1. William Allen, Chair
2. Nancy Brown
3. Carol Wright

Foundation:

1. Taryn Martin
2. Alex Allman

3. Carol Wright

BUSINESS FROM THE CHAIRPERSON

Mr. Allman again welcomed the new Board members and invited them to share comments and questions both during the meeting and outside of meeting times, as appropriate. Mr. Allman also spent several minutes reviewing MD Open Meetings Law and noted that the Library must conduct its business in public except with limited exceptions as noted in the Law.

BUSINESS FROM BOARD MEMBERS

Ms. Hastler noted that Board members represent the communities served by the Library, and we've always assigned Board members to a specific area of the County to represent. The website will be revised to reflect which Board members are assigned to which area of the County.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting adjourned at 7:37 PM.