

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

MEETING MINUTES

November 16, 2017

Present: William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, 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, Honorable Susan H. Hazlett, Alison N. Smith, Student Liaison, and County Councilman Curtis Beulah

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:32 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There was one addition to the Agenda. Ms. Hastler requested that the Board consider changing the date of the monthly meeting for January and February 2018, to be discussed during New Business.

PRESENTATIONS/RECOGNITIONS

Mr. Allman congratulated the recipients of the Roenna Fahrney Award present this evening and offered a brief summary of the awards:

In October 1994, the Library Board of Trustees established *The Roenna Fahrney Award*. This award is presented to an individual or team, who has been nominated by peers, who embody the “service to the community” spirit demonstrated by Ms. Fahrney throughout her 21 years of service to the citizens of Harford County. Ms. Fahrney’s “service to the community” philosophy continues today by:

- Demonstrating excellence in external or internal customer service that significantly contributes to the library’s mission, either for consistent superior performance or for an outstanding project or endeavor;
- Making a significant contribution to the improvement of library service;
- Identifying and implementing a more economical or efficient use of staff or resources;
- Developing an innovative idea that significantly contributes to the library’s mission; or
- Bringing recognition to the library or the community.

Team Award – 4th Annual Genealogy Conference

“When life gives you lemons, you make lemonade” is a proverbial phrase used to encourage optimism and a positive can-do attitude in the face of adversity and misfortune. ‘Make lemonade’ was exactly what Debbie Ruth and Shelley Dolan did when they found themselves, by default, in charge of the 2017 Genealogy Conference. Along with Ann Winkler, Kathy Foland, Kathy Cogar, Jennifer Meadows, Bob Hoff, Becca Addington, Andrea Pentz, Ron Holland and Maurice Coleman.

When the Community Relations Specialist left in early 2017, details and logistics of the 4th Annual Genealogy Conference fell into the laps of Deb and Shelley. They met the challenge head-on by

recruiting those whose skills they needed most. The result was a newly designed, exciting, expanded conference that was a huge success, drawing in over 200 registered attendees and dynamic speakers. For the first time, Resource Tables provided conference goers with additional information.

Although not an official team, the following individuals helped create a truly successful HCPL event, with planning underway for a 2018 conference.

The strength of this nomination lies in the fact that staff rose to the occasion and worked together to bring recognition to the library system by providing an excellent event for the public, exceeding all expectations!

Individual Award - Scott Businksky

Scott is a strong ambassador for HCPL and the countless resources we offer. His social media is full of posts about the power of libraries, or hidden gems to be uncovered with the use of a library card.

Scott recently participated in a virtual library conference ‘Libraries for Peace and Social Justice.’ The goal of the conference was to demonstrate that librarians and libraries can be agents for social change and that an informed society is a peaceful society. To promote one aspect of this, Scott and the Teen Advisory Group commemorated September 11th by hanging peace doves, flags, and empowering positive messages in the Teen Area.

Scott was instrumental in starting this year’s successful Humans of Harford County, where teens post inspiring thoughts about themselves and others on Instagram. He started the Multicultural book club for teens at Havre de Grace, encouraging attendees to read and discuss books that expand their world.

He volunteers his time with the Harford County Human Relations Commission, Harford County CASA, Best Buddies Maryland, Harford Family House and Healthcare for the Homeless. Last year Scott was one of 28 Harford residents honored at the 30th Annual Harford's Most Beautiful People Awards.

Individual Award - Jacob “Jake” Hutton

In the short time he has been with HCPL, Jake has quickly taken on a leadership role in many ways. He has presented multiple in-house trainings, sat on program planning committees, and has played a major role in enhancing the culture of inclusivity at HCPL.

FY17 was a stellar year for Jake. He co-presented two programs for the MLA & DLA Joint Annual Conference: *Sensory Story Time and Beyond*, which focused on teaching librarians why their programs may not be sensory-friendly and how small tweaks can make them inclusive and *SO YOU WANT TO DO a COMIC-CON? Tips, Pitfalls & Best Practice*.

This past year Jake brought the Teen Sensory Social program to the Aberdeen library. In this program, teens with special needs have the opportunity to engage socially and explore hands-on activities, crafts, and library materials. He also launched the weekly Dungeons and Dragons program, which has been one of the most popular.

Thousands more Facebook users have been reached this year thanks to Jake’s weekly Teen Reads Thursday’s book talks. During his Facebook book talks, Jake enthusiastically discusses YA and Y titles, while encouraging viewer input and promoting HCPL. The page has rapidly increased to more than 500 likes because of the engagement the videos have created.

Individual Award - Kitty Duggan

Kitty consistently provides exemplary internal customer service. As one new Library employee shared, Kitty welcomed the new employee on day one and spent countless hours answering her many questions. Kitty was responsible for providing support to the HCPL Board and Administrative Council until the new Executive Assistant to the CEO was onboard. During the transition process, Kitty provided invaluable assistance ensuring a full understanding of tasks and existing processes, shared background information, and ensured the transition process was completed successfully.

Kitty has remained an invaluable resource, always willing to lend a hand and offer assistance when needed. She is always happy to provide clerical support, research information, and ensure that tasks are completed in a timely and efficient manner. For example, Kitty made sure that oral interviews for new Harford Living Treasures were transcribed within one week, knowing that the Living Treasures were soon to be invited to attend a reception in their honor. She wanted to be sure that their interviews were published on Digital Maryland in advance of the reception and that Living Treasures would be able to find their oral histories online at the event.

Kitty clearly understands that she is a valued member of the team and that her work is part of the larger team effort necessary to support the Library CEO, Senior Staff, and Library employees.

Individual Award - Carly Bastiansen

In a department filled with excellent staff, Carly still managed to stand out. While working with customers, Carly utilizes an outstanding level of patience and understanding, which has helped her link customers with not only books, but a variety of other library resources, such as digital databases, LSC items, and Leap Kits.

Carly is an advocate for improving library accessibility to underserved populations. She is the contact for the Family Accessibility Night for the Bel Air Children’s department. She helped plan activities for the night, gathered materials to use, and assisted with coordination. Carly has also started a program in Bel Air called Club Support, which is a support group for tweens dealing with chronic illness. In this program, Carly uses her own personal experiences with chronic illness to engage and welcome an often forgotten segment of our customers.

In her quest to help bring the library to all customers, Carly regularly volunteers for outreach. She presented at a professional development day for HCPS teachers, the Youth and Family Services Expo, and then worked several hours at HCPL’s table at the event, helping manage the green screen, our 3D printer, and talk about library resources with attendees. Carly’s positivity, passion, and knowledge of HCPL resources helps make any outreach event she attends a success. Her efforts to bridge the gap between the library and the community has been vital to making HCPL accessible to all our customers.

Mr. Allman expressed appreciation on behalf of the entire Board, stating that the Roenna Fahrney Award is reflective of staff members going above and beyond regular service to the Library, and thanking those staff members present for the meeting.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Cottone seconded by Mr. Vido and approved by unanimous vote to accept the Minutes of the October 19, 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 October 2017 were within the FY18 budget. As of October 31, 2017, encumbrances totaled \$339,000 including:

Contracted Services	\$ 7,000
Supplies/Travel	\$ 59,000
Library Materials	\$ 208,000
Furniture and Equipment	\$ 65,000
	<u>\$ 339,000</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee met on November 15, 2017 and discussed the Proposed Operating Budget for FY 2019. The Library is proposing an increase of \$809,790, or 4.17%, bringing the total operating budget to \$20,243,304. Highlighted areas include:

- Requesting an increase in county appropriation of \$768,450, or 4.49%, for a total of \$17,869,435 in county funding.
- An Increase of \$23,886 for Pages to cover required increase in the minimum wage – increases to \$10.10 on 7/1/2018.
- A 10% increase for healthcare cost for both active and retired staff - \$247,150, as recommended by the County.
- A \$49,484 increase for Electricity – partially related to Havre de Grace costing more than what was budgeted.
- \$84,000 increase to Payroll/HR services to implement a time and attendance system, enhance the application process and provide ACA reporting.
- \$50,000 – includes software support for the addition of PCI compliant credit card terminals and POS software at each branch.
- \$15,000 increase to Security services – We have added the sheriff’s office to assist with coverage at the Edgewood branch.
- \$327,240 for Circulating materials ,including the related cataloging and processing of those materials

We also discussed the Capital Budget, which will be presented by the Capital Improvements Committee later this session.

The proposals were discussed and reviewed by the committee. As a result of its review, the committee recommends the Board’s approval of the 2019 Operating Budget as presented.

Mr. Allman shared that expectations for the budget were also reviewed during the recent meeting.

Executive Committee – Mr. Allman

The Executive Committee met on November 15, 2017 to discuss the Proposed Operating Budget and the Proposed Capital Budget for FY 2019. The committee discussed much of the same information shared by the Budget & Finance Committee, and had many of the same recommendations.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee met on November 13, 2017 and discussed the Capital projects that will be submitted to the County Administration after the Trustees approval. The Library is requesting funding for five projects.

- We are requesting \$306,300 in FY 2019 for Technology – this will be used for the refresh of 313 desktop computers – both staff and public, across seven branches as well as a refresh of 72 Staff and Public iPads. The request also includes updating the wireless access points in all 11 branches.
- For FY 2020 we are asking for funding to do a feasibility study at the Abingdon branch for an Early Literacy Learning Center
- Our Mobile Outreach vehicles continue to age, so we are asking the funding, in the out years, to replace the vehicles which will then be close to 20 years old.
- We are still hopeful to expand the Darlington and Aberdeen branches so we have kept the on the radar – but in the out years of the 5 year plan.

We also discussed the status of the current projects which will be covered as part of the CEO’s report later this session.

The proposals were discussed and reviewed by the committee. As a result of its review, the committee recommends the Board’s approval of the 2019 Capital Budget as presented.

Human Resources Committee – Ms. Hastler for Judge Hazlett

The Human Resources Committee met on November 14, 2017 to discuss a personnel issue. This issue will be discussed further during the closed Executive Session, following the adjournment of today’s public meeting.

Foundation – Ms. Martin

The Foundation Board did meet, and focus was on the 2017 Gala. A brief report was included in the Board packet for review. We anticipate that the next meeting will include a wrap-up of the Gala and recommendations for the 2017 event.

Statistics – Daria Parry

In September, circulation was at 293,076 and information reader assistance at 35,879. There were 538 programs with 23,744 attending. There were 130,249 walk-ins and 7,296 drive thru visits. Submitting rest of statistics for your approval.

Ms. Hastler explained that Board members may notice a significant decline in this month’s circulation numbers - due to a reconfiguration in the way those numbers are reported. Additionally, statistics for Walk-ins appear to be down from last year. Reasons for this include the unseasonably nice weather we experienced in October and because last year we were an early voting site, which

increased last year's numbers.

October 2017 Programming Highlights – Beth LaPenotiere

October celebrated Halloween and Star Wars!

This month's Science Club theme at Aberdeen was Star Wars Science. Attendees tested their reflexes and reaction times (there were a few Jedi level quick reactors!), different methods for cleaning pennies, and created water bottle lava lamps. Star Wars Reads programming included a new Star Wars scavenger hunt, activity sheets and a light saber craft. The scavenger hunt was popular and often had kids and families working together to complete a Yoda quote for a small prize. The light saber craft was a drop in craft for a half-day school activity on October 19th.

Families came to the Abingdon Branch to enjoy a Spooky STEM night. Families worked together to design a spider web that could catch a stapler, a catapult which launched candy pumpkins and a zip-line for a bat. Bel Air's STEM Club focused on the science of spider webs. Did you know that spider silk is 5 times as strong as the same weight of steel? Fun facts such as this one led to lively discussion about spiders and their webs, before inspiring them to create their own webs (using hula hoops and string). Half Day Fun at Edgewood featured the movie *Hotel Transylvania 2*, yummy snacks, and a "Spooky Old Tree" project where participants shaped craft-wire trees and decorated them with a variety of spooky materials. *Humans v. Zombies* was another successful Havre de Grace program with over fifteen people in attendance. Unlike the previous HvZ, they had a completely new set of participants.

Elizabeth Bowker and Kim Truxel participated in the Harford County Veterans Resources Fair. The event's attendance was double that of last year. Everyone was very interested in what the library had to offer and experimenting with the Google Expedition goggles and seeing the 3D printer at work. They were the last to pack up as people were still visiting HCPL's table while the other vendors were getting ready to leave. The fair also provided us with an excellent networking opportunity.

YA Highlights for October 2017 – Beth LaPenotiere for Alison Smith

October for Teens at Harford County Public Library was a busy, fun-filled, productive month. In Joppa, 15 teen girls attended the Empower Conference, where attendees spent the day learning about how they can be empowered in their communities. All the girls loved the program and requested another one be hosted at the branch, which is now scheduled for March. Abingdon teens from the Teen Advisory Group also felt empowered to help their community by making close to 30 fleece dog and cat toys that were donated to Luna's House Animal Care and Education Center.

Many TAGs, teen groups, and school book clubs throughout the county also felt empowered through their discussions of *The Seventh Wish*, led by the Teen Librarians. Many had parents attend as well and made for a very productive discussion of a really important topic in our community.

Teens from the Bel Air Library were empowered as volunteers at HCPL's Comic Con October 21st. Teens helped make the day great by helping set up, handing out tickets to program attendees, taking program attendance, working at the prize table, managing the green screen station, and more! Many teens also attended for the program, sporting their elaborate Halloween costumes and learning throughout the day about all things nerdy!

Speaking of Halloween, Teens throughout the county celebrated the holiday at library programs. At the Joppa After Hours Halloween Party, 22 teens braved the spooky haunted maze in the meeting

room. You can find a video tour of the maze on the Joppa Library Facebook page, too! And the TAG at Fallston prepared the branch for Halloween by creating displays with library materials.

October was also a month of Teen competitions. The first two weeks of October marked HCPL's Harford Library Hacks, where 49 teens explored databases to develop information literacy skills. All participants received a set of ear buds or a flash drive and three random participants won a tablet, a camera, or a set of graphic novels. At the Aberdeen Library, 42 teens and adults competed in a Super Smash Bros tournament with even more spectators rooting on their friends. Parents and teens alike asked when the next tournament will be!

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Havre de Grace Library Construction Project – The County held a final walk through with the contractors in anticipation of the one-year warranty extension expiration on September 15th resulting in a brief list of items for the contractor to address. Final punch list items are being addressed.

Abingdon Library Leaks – Meetings were held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchaser order was issued to Colimore Thoemke Architects to provide design expertise. Predesign work is underway and the county scheduled a design meeting on September 12 to review project scope and timeline. It is anticipated that the design drawings will be completed by January 2018; award the contract by June 1, 2018, and demolition/construction/replacement begin early October 2018, immediately following the Gala. The Library will be closed for approximately 8-12 weeks.

Jarrettsville Gutters/Sidewalk Repair - Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the sidewalks to ensure proper drainage. The County – Parks and Recreation - has the sidewalk component on their project list and is working with the County's Capital Projects department to secure a vendor. There are two concrete slabs in the rear of the building that have settled causing low spots where water collects and freezes. These will also have to be replaced. The project is on the County list to secure a vendor.

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 roof was substantially completed in December 2016. A design meeting was held on January 18th with the Architects to discuss developing the window specs for the bid. I-Mark was awarded the contract for \$172,500. The project went to the BOE on June 20th for approval. The window installation is scheduled to begin September 25th with an expected completion date of November 3rd. To date, the clerestory and first floor windows are complete. The side entry doors are complete. There are a few punch list items to be addressed, otherwise the project is complete.

Aberdeen – Staff Area Lighting – Facilities is investigating retrofitting the current lighting to LED for energy saving. BGE is offering a rebate estimated to be \$5,130. A partial delivery of fixtures has been received and 31 fixtures have been installed. Installation of the final 12 fixtures will begin as soon as we receive delivery.

Riverside Renovation – Mary and Kathy meet 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. Two design meetings have been held to far to discuss the current space.

Edgewood Roof Replacement – The Library received official notice on October 12th of the Maryland State Library Capital Grant in the amount of \$94,000 (53% match) for the replacement of the Edgewood Library Roof in FY 2018. The county will fund the rest of the cost of the project.

Edgewood and Fallston – Exterior Soffit Lighting – Facilities is investigating an upgrade of soffit lighting to LED. The area would be brighter and whiter looking – besides the energy savings over time. BGE is also offering rebates on these projects. The LED retrofit kits have been delivered to each site. PDI will be the Electrical contractor doing the installation which will begin by the end of October. Project is complete and the lighting is significantly brighter.

Fallston – The Fallston branch has experienced ongoing problems with the sewer line that runs from the staff restroom out of the building. The pipe will need to be replaced requiring a 35 feet long trench to be dug through the center of the staff workroom. The work is scheduled to begin on December 8th and be completed by December 20th. Public service should not be interrupted.

Harford County Commission on Disabilities – The library celebrated with Bel Air Page Supervisor, Robin Fiastro, who received the Ruth Helen Thompson Memorial Award for Community Service the Harford County Commission on Disabilities Annual Employment Recognition Luncheon on Thursday, October 26th, at the Maryland Golf and Country Clubs. This was a wonderful recognition for Robin’s dedication to improving the lives of people with differing abilities in Harford County through her work at the library. In addition to Robin’s award, Aaron Fender, Volunteer Page at the Abingdon Library, was recognized as Student Worker of the Year by the Commission. Congratulations to both Robin and Aaron.

Meetings & Presentations – October 2017

- 10/2 GBCF Golf Tournament
- 10/4 Interview with Jeff St. Pierre
- 10/5 MAPLA Fall Meeting
- 10/5 MAPLA Business Executive Meeting
- 10/6 MAPLA Fall Meeting
- 10/6 MD Humanities Board Meeting
- 10/11 WJZ Interview
- 10/11 Planning Advisory Board
- 10/13 Coffee Coffee Ribbon Cutting
- 10/13 SARC Meeting
- 10/13 Conference Call with CEO Peer Group
- 10/13 Harford Family House Boots & Bowties
- 10/14 CML Annual Meeting
- 10/16 Chamber Legislative Meeting

- 10/16 Opportunity Youth Workgroup
- 10/16 Supporting the Youth in Harford County Collaboration Planning Meeting
- 10/16 BGE Annual Customer Visit
- 10/17 Carsins Run at Eva Mar Meeting
- 10/18 HCC Community Foundation Annual Meeting
- 10/18 The Daily Record's Innovator of the Year Awards
- 10/19 Harford Chamber Executive Committee Meeting
- 10/19 Harford Chamber Luncheon
- 10/20 ShopRite Ribbon Cutting
- 10/20 APG Centennial Cabaret
- 10/22 MASIE Conference
- 10/26 HarCo Commission on Disabilities Annual Employment Recognition Luncheon
- 10/26 Archer-Bull Awards
- 10/27 Healthy Harford Board Meeting
- 10/27 Upper Chesapeake Health Foundation Meeting
- 10/28 Heather Hurd 5K

Marketing Report –October 2017

General

- Projects completed by designers: 102
- Social media now up to 5,621 likes!
- The 2018 Winter Reading mugs have been ordered. This year's mug is white with a yellow interior and handle.
- The Winter Headlines & Happenings is at the printer and delivery to the branches is expected right after Thanksgiving. This edition includes December, January, and February programs.
- Plans are underway for a Women's Summit on March 6, 2018, at the Abingdon Library. Debbie Phelps will be the keynote speaker.
- The theme for Summer Reading 2018 is "Libraries Rock." We will be participating in this year's Maryland state t-shirt program.

Marketing Campaigns

- Gala 2017 "La La Library"
- Flipster
- Kanopy
- No Shave November
- SOCKtober
- Knitters & Crocheters Collection Drive

Outreach

None

Advertising

Print

- Gala 2017 Thank You Sponsors; *I95 Magazine*, Digital Ad – October/November 2017

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.
 - Capt'n Jim McMahan – Liriodendron & HCPL Book Talk Partnership
 - Ken Statsny – Mood Swings
 - Kate Messner – The Seventh Wish

Press Releases Distributed

- "Harford County Public Library Receives The Daily Record's Innovator of the Year Award for the Fourth Time," October 19

- “Harford County Public Library Appoints Charles Ross Director of Human Resources,” October 27

Recent Articles and Mentions Received

- “Relatives Matter,” *The Bargaineer* (online), October 13
- “Comic Con,” *Bel Air News & Views*, October 13; *The Bargaineer* (online), *The Aegis*, *The Bargaineer*, October 20
- “Innovator of the Year,” *The Daily Record* (online); *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace*, October 19; *Bel Air News & Views*, October 20; *The Daily Record*, *The Bargaineer*, *The Bargaineer* (online), October 27; *The Aegis*, November 15
- “Seventh Wish,” *The Bargaineer*, *The Bargaineer* (online), October 20; *The Bargaineer*, *WKND*, *The Baltimore Sun*, *The Bargaineer* (online), November 3
- “On Time – Mary Hastler,” *The Baltimore Sun*, October 22
- “Havre de Grace Fall Carnival,” *The Aegis* (online), October 26
- “Charles Ross Director of Human Resources,” *The Daily Record* (online), *Harford County Living*, October 27; *Citybizlist*, October 29; *Bel Air News & Views*, October 30; *The Daily Record*, October 31
- “The Great War – A Conflict that Changed the World,” *The Record*, October 27; *The Record*, November 2; *The Record*, November 3
- “Featured Mover - Jenny Dombeck,” *The Daily Record*, *The Daily Record* (online), October 31
- “No Shave November,” *The Dagger*, *Harford County Living*, November 1; *The Aegis*, November 8
- “Harford Deputies Collective Bargaining,” *The Aegis*, November 1
- “Medicinal Herbs with Master Gardeners,” *Weekender*, November 2
- “UMUCH Partnership to Meet Mental Health Needs,” *The Aegis* (online), November 2
- “Media Literacy,” *Slate Magazine*, November 8
- “Summer Reading Record Number,” *The Aegis*, November 10
- “Living Treasures,” *The Aegis*, November 15
- “Dr. William Allen - U.S. Commission on Civil Rights,” *The Aegis*, November 15
- “Pledge Drive Volunteers – Photo & List,” *2017 MPT (Maryland Public Television) Annual Report & Honor Roll*

Cultural Arts Board – October 2017

The Cultural Arts Board met and reviewed sub granting of the FY2018 Community Arts Development Grant from Maryland State Arts Council. The Board considered recommendations resulting from review panels who had evaluated applicants on the basis of artistic merit, organizational effectiveness, and service to the community.

The total designated for sub grants to the Harford County community is \$105,000. This represents an increase of 30% over FY17 and includes \$90,000+ in General Operating Support for Harford County Arts Organizations and Arts Programming support to other nonprofits, units of government, and colleges for fiscal year 2018, and \$15,000 designated for supplementary grants, specifically for schools and community-based settings for Artists in Education, and other smaller grants.

Overall, the State of Maryland is currently fourth in the nation for per capita funding for the Arts. Harford County Cultural Arts Board members take the responsibility of being stewards of state funds very seriously and are proud of the processes that have been developed with Harford County Public Library in order to fairly and equitably execute this charge.

In the next few months, the Board will explore cloud-based grants management programs that promise to improve efficiency and applicant, reviewer, and administrative experiences and tasks.

There are also plans to increase advertising, outreach, programs, and Board Development.

Mr. Vido asked for clarification on how the Cultural Arts Board is set up organizationally, and Ms. Hastler explained that it's under the direction of the Library. Administrative tasks are completed by a Library Associate II that reports directly to the Library CEO.

Foundation Report – October 2017

The 13th Annual Library Gala was held on Saturday, November 4 at the Abingdon Library. It was a wonderful evening full of entertainment from Mood Swings, Ballet Chesapeake and the Upper Chesapeake Choir Sweet Adeline's. The Gala's total net was \$101,495.11. The date for the 14th Annual Library Gala has been selected and will be held on Saturday, October 13, 2018. The Gala historically takes place the first weekend in November but the Abingdon renovation project, which will take place in Fall 2018, has bumped the event to an earlier date.

The #Giving Tuesday campaign is Tuesday, November 28. However, we have launched the website prior to the actual date. We are encouraging the community to donate throughout the month.

The Foundation has also partnered with Talbots in Bel Air for a "Fun"raiser on November 28. 10% of all the pre-tax sales of purchases made that day will be given back to the HCPL Foundation. In addition, we are happy to announce and welcome back Shaffer, McLaughlin & Stover, LLC and Advanced Eye Care as the sponsors of the Winter Reading Challenge.

The Romancing the Chrome committee will be meeting in December to begin the preliminary planning. We have secured a celebrity judge, Joe Ligo, from MPT's Motorweek. We anticipate this will create a lot of excitement with our participants!

ACTION ITEMS

Personnel Changes – October 2017

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

NEW HIRES:

None

PROMOTIONS:

Carly Reighard, Librarian – Children's Services, Bel Air Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager II – Children's Services, Abingdon Branch, 37.5 hours per week. Effective Date: December 3, 2017.

OTHER CHANGES:

None

RETIREMENTS:

Irmgarde Brown, Branch Manager, Havre de Grace Branch, 37.5 hours per week has announced her retirement effective January 1, 2018. Irmgarde has been with the Library over 28 years. She joined the Library in January 1989 and started as a part-time reference services staff member. Then in June 1992, she worked as a materials selector and was promoted in March 1993 as the

Adult Collection Manager. In July 1998, the Library reorganized the Materials Management Division and Irmgarde became the Technical Services Manager overseeing acquisitions, cataloging and processing functions. In December 2001, Irmgarde was promoted to the position of Web Services Manager and worked on the Library's website as well as the staff intranet. Then in August 2008, she accepted the position of Branch Manager at the Havre de Grace Branch having worked in the previous building that was demolished to make way for a new building, to a temporary location and now, in the new branch building.

Gia Watson, Technology Administrator, Administrative Office, 37.5 hours per week has announced her retirement effective January 1, 2018. Gia has worked at the Library since October 1988 and has served as Technology Administrator over 19 years spearheading many of the Library's technology projects.

RESIGNATIONS/TERMINATIONS:

Melody Strittmatter, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: November 4, 2017.

Lauren Dingman, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: November 9, 2017.

Emily Dietz, Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: November 17, 2017.

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (2 Positions). *Posted internally/externally. Closing date September 25, 2017. Interviews held November 14 & 17, 2017.*
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications. Interviews held November 14 & 17, 2017.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions). *Posted internally/externally. Closing date September 25, 2017. Reviewing applications. Interviews held November 14 & 17, 2017.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications. Interviews held November 14 & 17, 2017.*
- **Librarian**, Children's Services, Bel Air Branch, 37.5 hours per week. *To be posted.*
- **Library Associate I/II**, Edgewood Branch, 15 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, 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.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

- Abingdon Branch – 2
- Norrisville – 1

New Hires: 0

MOTION: Motion by Dr. Allen, seconded by Mr. Cottone, and carried by unanimous vote to approve the personnel changes for October 2017 as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

January 2018 Board Meeting - Ms. Hastler explained that the January 18th Board Meeting conflicts with Harford Night in Annapolis and requested that the meeting be moved to either January 11th or January 25th. Since there is no December meeting, Ms. Hastler recommended moving the January Board meeting to January 11, 2018.

MOTION: Motion by Mr. Cottone, seconded by Mr. Avery, and carried by unanimous vote to approve the January Board meeting to January 11, 2018.

February 2018 Board Meeting - Ms. Hastler also explained that the February 15th Board Meeting conflicts with the Harford Chamber Annual Dinner, which many of the Board typically attend, and requested that the meeting be moved to either February 8th or February 22nd. However, after review of the calendar, it was determined that both of the alternate dates included additional scheduling conflicts as well. Mr. Allman confirmed that the February 15th Board meeting date would remain unchanged, and asked that Ms. Button email confirmation to Board members of remaining FY18 meeting dates.

FY2019 Operating Budget – Mr. Allman invited Board members to address any questions regarding the recommendation provided earlier by the Board Budget & Finance Committee. Dr. Allen asked if there were any budget explanations attached to the budget that will be submitted to the County, and Ms. Hastler confirmed that the one significant request is an update to the payroll system.

MOTION: Motion by Dr. Allen, seconded by Mr. Avery, and carried by unanimous vote to approve the FY19 Operating Budget as presented and to be forwarded to the County Executive by December 1, 2017.

FY2019 Capital Budget – Mr. Allman invited Board members to address any questions regarding the recommendation provided earlier by the Board Capital Improvement Committee. There were no questions.

MOTION: Motion by Mr. Avery, seconded by Dr. Allen, and carried by unanimous vote to approve the FY19 Capital Budget as presented and to be forwarded to the County Executive by December 1, 2017.

BUSINESS FROM THE CHAIRPERSON

There was no Business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no Business from Board Members.

COMMENTS FROM THE PUBLIC

Ms. Hastler shared that the November 15th issue of *The Aegis* included an article highlighting Dr. Allen’s historical work and the significant accomplishments of the US Commission on Civil Rights. She asked that everyone take time to read the article in recognition of the very special Board member.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review a personnel matter.

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. Cottone, seconded by Dr. Allen 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 adjourned at 7:28 PM.