

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

VIRTUAL MEETING MINUTES

October 15, 2020

Present: William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Honorable Susan H. Hazlett, Durbin Vido, Carol Wright, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Dwayne Adams, Dr. Monique H. Head (Technical Difficulties), Taryn J. Martin and 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. Dr. Monique H. Head has joined the Board as a Trustee and Mr. Jacob T. Buler has joined as the FY21 Student Representative. Dr. Head will be recognized at her first meeting. Mr. Allman shared that Mr. Buler is a student at the Aberdeen High School Science & Math Academy and is interested in serving in the student government program. He's a member of the National Honor Society, National Science Society, and National Spanish Society. Mr. Buler is also a member of the marching band and is a leader in his local Boy Scout troop. He is very familiar with the Library, and attends teen events and visits his local branch regularly. Mr. Buler would like to gain firsthand knowledge of how boards work, how decisions are made, and how information is reviewed and discussed. Mr. Allman welcomed Mr. Buler to the Board and invited him to say a few words. Mr. Buler introduced himself and expressed his pleasure for the opportunity to attend his first meeting. He shared his interest in learning more about how boards work, with the hope of gaining experience with something he enjoys and is passionate about, believing it will benefit him for the rest of his life. Mr. Allman encouraged Mr. Buler to be an active Board member, attend meetings and ask questions, and to reach out if Board members could be of assistance throughout the year.

FY2020 Audit

Mr. Allman welcomed Keith Amerman, Manager, from Cohn Reznick, LLP to provide a summary of the Fiscal Year 2020 Audit of Harford County Public Library. Mr. Amerman reviewed the responsibilities of management and the auditors, as well as highlights of the Independent Auditors Report as of June 30, 2020, and provided a brief explanation of the type of information included in the report.

The Management Discussion and Analysis was a narrative written by the Library's management team and described significant events which occurred during the fiscal year.

The Independent Auditor's Report reflected an unmodified opinion, the highest opinion possible, which means the Library's financial statements are fairly and appropriately presented, without any identified exceptions, and

in compliance with Generally Accepted Accounting Principles (GAAP), according to the auditors' judgement. The audit was completed using Government Auditing Standards.

Mr. Amerman noted that his firm did not audit the supplementary financial statements of the HCPL Foundation since that information was audited by other auditors. However, those documents were included in this report since the Foundation is a component unit of the Library. Financial statements for the Other Post Employment Benefit (OPEB) Trust were also included in the report since the Library has fiduciary responsibility over the Trust.

The auditors also issued a report on their consideration of the Library's internal control over financial reporting. The auditors did not find any deficiencies in internal control that would be considered a material weakness. However, material weaknesses may exist that were not identified. The auditors performed tests of compliance with certain provisions of law, regulations, contracts, and grant agreements. The results of those tests did not disclose any instances of noncompliance.

There were no new accounting policies adopted in FY2020.

In summary, the Library received a clean report. Mr. Amerman noted it was a pleasure to work with Library staff.

Dr. Allen asked whether Circulating Materials included initial purchase values only. Mr. Amerman clarified that depreciation was also included.

Mr. Allman noted that Mr. Amerman had previously met with the Board Budget & Finance Committee to review the audit in detail. Mr. Amerman answered all the questions presented to him, and reported that the Library staff were equally forthcoming with access to necessary documentation. Mr. Allman explained that the Board and the Budget & Finance Committee evaluate the audit based upon the skill and diligence of the auditors, as well as how the Library conducted itself during the audit process. He expressed his pleasure with those outcomes, as well as on the auditor's opinion, which indicates the financial position of the Library is doing well. Mr. Allman noted that his initial concerns several years ago about the pension liability have been alleviated, since the Library has been proactive in reducing liability with the creation of the OPEB Trust.

Mr. Vido expressed his appreciation to Ms. Hastler, CEO, and Ms. Cogar, CFO, for running a very clean financial ship, which was shown in the audit.

MOTION: Motion by Mr. Vido seconded by Mr. Avery and approved by unanimous vote to accept the Financial Audit Report for FY2020 as presented.

APPROVAL OF CONSENT AGENDA

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

- Approval of September 17, 2020 Board Meeting Minutes
- Statistical Report – September 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 met on Friday, October 9, 2020 to discuss the performance of the OPEB Trust as a whole and the Library's investment performance, which has been positive. Each of the three committee members answered each question individually, then worked together to complete the annual Risk Posture Assessment for OPEB Trusts Trustee Risk Profile. The assessment gauges the Trustees' willingness to assume investment risk, which helps to inform investment position. Mr. Allman noted that the Library's tendency is towards a more conservative direction for short-term investments and a little less conservative for long-term investments. He shared his belief that this was the responsible position to take for this particular long-term pension liability investment. Mr. Allman also noted the investment is performing well and the committee would continue to monitor.

Dr. Allen asked how dynamic change would be addressed over time, when the Library has responsibility for such diversity in the age group of beneficiaries. Ms. Hastler noted that the OPEB Trust is comprised of multiple organizations, each of whom completes the annual Risk Assessment, then the Trust uses algorithms to help inform what is done specifically for each organization. Mr. Allman noted that when completing the Risk Assessment, the committee considered the aggregate of the investment allocation, understanding that Library participants in the retirement plan spanned a wide range of ages.

Budget & Finance Committee - Mr. Vido

The committee met on Friday, October 9, 2020 to discuss the FY2020 audit as presented earlier in this meeting.

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 September 30, 2020 were within the annual FY2021 budget. Revenues are \$5.2 million and expenditures are \$5.0 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 print, 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 is expected to be late November/December 2020.

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 – new paint and doors added to the storage areas. The hand rails for the stairs throughout the building are also being replaced.

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.

Edgewood – New outdoor benches have been installed.

Fallston – We are waiting on confirmation from the County for a start date to resurface the parking lot. The projected start date was the week of September 21st, but the project has been delayed with a tentative date of mid-October. The branch will need to close for approximately three to five days for the work to be done.

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 and anticipated start date is mid-November with completion by the holidays. Next week will meet to select the color of the panels. In preparation of the project, the shelving will need to be moved to allow for the scaffolding to be installed.

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 – We are waiting on confirmation from the County for a start date to resurface the parking lot. The projected start date was the week of September 21st but the project has been delayed and the tentatively rescheduled for mid-October. The branch will need to close for approximately two to three days for the work to be done.

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.

We are preparing for the next stage of reentry with customers entering the buildings. 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.

Mr. Allman commended Library staff for remaining flexible in response to the pandemic. He commented that the Library is taking the necessary steps to remain relevant, engaged, and an integral part of the community, even while the doors remain closed to the public. Ms. Hastler thanked Mr. Allman for his comments, and noted that staff have been nimble, learned new skills, and developed new programming, all the while knowing that everything could change again within the same 24-hour time period. Mr. Allman stated that although the Board's appreciation was directed to Ms. Hastler as the Library's leader, the complement should be shared with all staff. And, everyone's hard work, commitment, willingness to work hard for the organization and community is appreciated by the Board.

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.

Staff Day – Held on Monday, October 12, 2020, this year's Staff Day celebration was very special and unique as it was all virtual and we celebrated this most unusual year with emphasis on the nimbleness of the library team in responding to the worldwide Covid-19 pandemic. We celebrated anniversaries, accomplishments, and achievements with a special moment of silence for those we have lost. A highlight is the recognition of the Roenna Fahrney Awards. The individual award was given to **Rebecca Lloyd** for demonstrating excellence in internal customer service that significantly contributed to the library's mission as part of an outstanding endeavor in redesigning 2020's Summer Reading Challenge as all virtual and for making a significant contribution to the improvement and continuation of library service related to the summer reading challenge during a global pandemic. Two teams were the recipient of the Team Award and the **Virtual Programming Team** was recognized for taking on the daunting task of turning the library's outstanding in-person programming into all

virtual with the development and creation of programs, classes, workshops, training, selection of video production equipment, social networking, new webpages, and more. The second Team Award was for the **Children’s Sensory Room Team** located at the Abingdon Library. The team designed a unique experience in a space that was heavily underused and launched a custom made, multi-sensory environment that is free and open to the community, a first in a Maryland Public Library. Each of the awards are special as they are nominated by their peers in recognition of their achievement.

Board of Trustee Search Update – On October 6th, the County Council confirmed Dr. Monique Head’s appointment to the HCPL Board of Trustees, and Jacob T. Buler as the FY21 Student Representative to the Board. One Trustee opening remains unfilled and applications will be accepted until the position has been filled. This evening we welcome Dr. Head and Mr. Buler as our new members of the Board of Trustees.

Meetings & Presentations

September 2020 (virtual unless noted)

- 9/2 Weekly Pandemic Update Conference Call
- 9/2 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 9/3 HCPL Foundation Gala Meeting
- 9/3 MD Humanities Executive Director Onboarding
- 9/4 MD Humanities Executive Director Onboarding
- 9/4 MD Humanities Board Service
- 9/9 Greater Bel Air Community Foundation (in person)
- 9/9 ALA Philanthropy Advisory Group Presentation: Unit Managers Meeting
- 9/9 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 9/10 MD Humanities Executive Director Onboarding
- 9/10 United Way Community Impact Leader Institute
- 9/10 Darlington Library Design Discussion
- 9/10 MD Humanities Author Presentation: Fredrik Backman
- 9/11 ALA Philanthropy Advisory Group Virtual Board Retreat
- 9/11 MLA Legislative Virtual Panel
- 9/14 ALA Resolutions Committee Virtual Meeting
- 9/15 Region United Network (RUN) Advisory Board Orientation
- 9/15 HCPL Virtual Program: Genealogy: Hidden Stories Discovered in Just 3 Documents
- 9/15 Maplewood Library Virtual Program
- 9/16 Weekly Pandemic Update Conference Call
- 9/16 Oxford Library Conference Virtual Program
- 9/16 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 9/16 Good Scout Virtual Meeting
- 9/17 MD Humanities Onboarding
- 9/17 HCPL Virtual Program: Living History: Pirate Queen Grace O’Malley
- 9/18 EAP Grief Counseling Session
- 9/21 Harford Chamber Government Affairs Committee Meeting
- 9/22 Customer Service Task Force Virtual Meeting
- 9/22 HCPL Foundation Virtual Board Meeting
- 9/23 Greater Bel Air Community Foundation (in person)
- 9/23 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 9/24 Local Management Board Virtual Meeting
- 9/24 MD Humanities Virtual Meet & Greet: Get to Know Lindsey Baker
- 9/24 MD Humanities Board Service Virtual Meeting
- 9/24 Biblioteca Virtual Meeting
- 9/25 United Way Virtual Meeting
- 9/25 The Daily Record’s Women Who Lead
- 9/25 MD Humanities Onboarding with New Executive Director
- 9/28 Strategies to Narrow the Digital Divide Orientation

- 9/28 MAPLA Legislative Planning Virtual Meeting
- 9/28 Women’s Commission Meeting
- 9/29 Joint MHAAC/LHIC/OIT Virtual Meeting
- 9/29 Harford County RUN Virtual Meeting
- 9/29 Darlington Library Design Progress Meeting
- 9/29 The Magical Realism of Gabriel Garcia Marquez
- 9/30 Weekly Pandemic Update Conference Call
- 9/30 MD State Library Director’s Virtual Forum on Library Law
- 9/30 Library Journal Pre-Summit Zoom Conversation
- 9/30 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC

Programming and Events - September

One Maryland, One Book virtual discussion groups began this month. Lisa See’s *The Island of Sea Women* was a fantastic choice according to the participants. Many customers are looking forward to her October Author Event. Genealogy made its debut this month with Patti Gillespie’s presentation: Genealogy: Hidden Stories Discovered in Just Three Documents. Genealogists were thrilled with event. Our Living History series presented Grace O’Malley: Pirate Queen to celebrate Talk like a Pirate Day!

Our Take and Make activities continued to engage our customers. Popular offerings this month were finger puppets, pom pencils, Zen gardens and mini photo fridge magnets.

Marketing

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 21,269 total followers
 - HCPL Main Facebook – 7,353 followers
 - Branch Facebook combined – 13,880 followers
- Instagram = 4936 total followers
 - HCPL Main Instagram – 1,048 followers
 - Branch Instagram combined – 3,888 followers
- HCPL Main Twitter – 1,810 total followers
- HCPL Main LinkedIn – 441 total followers
- HCPL Weekly Newsletter – 38,796 contacts/31,693 subscribers
 - Sent out 2 eNews per week for a total of 9 in September

Virtual Events & Partnerships

- Booked for Lunch: A Virtual Book Discussion Group
- September 10, 24 and 30
- All aired live via Zoom
- 36 attendees at events, combined.
Genealogy: Hidden Stories Discovered in Just 3 Documents by Patti Gillespie
- September 15
- Aired live via Zoom, streamed live via Restream to YouTube, Twitter, and Facebook.
- Video available on HCPLonline.org for two weeks after initial airing of the show.
- Total views of both live program and taped programs for the two weeks after was 128.
Living History: Pirate Queen Grace O’Malley
- September 17
- Aired live via Zoom
- 39 attendees
- Award-winning actress and Smithsonian scholar Mary Ann Jung appeared as Pirate Queen Grace O’Malley to celebrate Talk Like a Pirate Day with Q & A.

One Maryland One Book: A Virtual Book Discussion Group

- September 17
- Aired live via Zoom
- 12 attendees
- Virtual D&D
- Held live via Discord.
- 6 team participants for Middle School on September 10
- 4 team participants for High School on September 24
- Fredrik Backman - *Anxious People* Author Event
- September 10
- Presented by Maryland Humanities, and co-hosts Frederick County Public Libraries, Curious Iguana, and Weinberg Center for the Arts. HCPL was a partner in welcoming New York Times best-selling author Fredrik Backman for a virtual event to discuss his latest book, "Anxious People."
- 1,070 people in attendance between Zoom and Facebook Live.
- HCPL developed a new partnership with Harford Cable Network (HCN) to bring our virtual programs to local television.
- On Fridays at 7pm, Harford County residents were able view encores of HCPL's Living History programs. September programs included a concert featuring George Harry's Son and a portrayal of legendary author, Jane Austen.
- 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 October.

Press Releases Distributed

- *Harford County Public Library Invites Customers to Share Their Library Card "SUPERpower" During September*, September 2
- *Harford County Public Library Hosts One Maryland One Book Virtual Author Visit October 7*, September 22
- *Harford County Public Library Wins Graphic Design USA Inhouse Design Award*, September 24
- *HCPL Hosts Jennifer Kelly, Author of Sir Barton & Triple Crown*, September 29

Recent Media Hits and Press Mentions

Print:

- "National Library Card Sign-Up" – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 2, *Harford County Living* – September 3, *The Bargaineer* (online) – September 4, *Bel Air News & Views* – September 8, *The Aegis* (online) – September 14, *The Aegis* – September 18
- "Obituary – Mark Julius Andrew Degen" – *The Aegis* – September 2
- "2020 Women of Tomorrow" – *The Aegis* – September 2, *Weekender* – September 17
- "Post-Reopening" – *APG News* – September 3
- "Labor Day 2020 – What's Open, What's Closed" – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 6
- "2020 One Maryland One Book" – *Harford County Living, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 22, *The Aegis* (online) – September 23, *Bel Air News & Views* – September 24, *The Bargaineer* – September 25, *The Aegis* – September 30, *Harford Magazine* – Fall 2020
- "GDUSA Inhouse Award" – *Bel Air News & Views, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, Citybizlist* – September 24
- "Jennifer Kelly Virtual Event" – *Bel Air News & Views, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 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 October 27, 2020.

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. 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 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, November 5 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 August 31, 2020

Assets:	
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Checking/Savings	\$ 555,154.35
Accounts Receivable	26,500.00
Total Current Assets:	\$ <u>581,654.35</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 2,700.00
Other Liabilities	11,341.78
Total Current Liabilities:	<u>14,041.78</u>
Long Term Liabilities	<u>200,000.00</u>
Total Liabilities	\$ <u>214,041.78</u>
Equity:	
.....	
Temporarily Restricted Net Assets	298,294.61
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	49,620.55
Net Income	<u>17,438.42</u>
Total Equity:	<u>367,612.57</u>
Total Liabilities & Equity	\$ <u>581,654.35</u>

Cultural Arts Board

Harford County Cultural Arts Board met in September.

Harford County Cultural Arts Board was awarded a County Arts Development Grant in the amount of \$166,901 from Maryland State Arts Council for the fiscal year beginning on July 1, 2020. This is an increase over last year of 14%.

Harford County Cultural Arts Board was also awarded an additional \$50,0000 Emergency Grant from Maryland State Arts Council, made possible by CARES Act funding. The Board requested this grant with the express intent to re-grant the entirety to our ten Harford County arts organizations (who are existing grantees), to help with Covid-19-related needs.

To adapt to the pandemic lifestyle and make smart choices, the Summer 2020 episode of Kaleidoscope, our bi-monthly television and online program produced in partnership with Harford Cable Network, was a little different this time. Filmed outdoors and in an isolated location, we produced a new kind of show, enhanced by new graphics. The Summer 2020 episode included:

- Harford County Cultural Arts Board Covid-19 updates
- Maryland State Arts Council presents a message from arts & cultural workers across the state
- Revisiting a "Shine A Light" segments on farrier, Brandon Amos & performing artist Liam Gallihue, and
- Debuting a "Shine a Light" on Maryland Poet Laureate Grace Cavalieri

At the end of September, Harford County Cultural Arts Board said goodbye to a long-term member, Pamela Burton, who announced her resignation after eight years of service.

ACTION ITEMS

Personnel Changes – October 2020

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

NEW HIRES:

Felix Davila III, Librarian – Adult Services, Edgewood Branch, 37.5 hours per week. Effective Date: October 19, 2020.

PROMOTIONS:

None

OTHER CHANGES:

Chris Grimsley, Custodian, Fallston Branch, 37.5 hours per week. Passed away unexpectedly. Effective Date: September 17, 2020.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Jodie Abruscato, Assistant Branch Manager, Fallston Branch, 37.5 hours per week. Effective Date: September 17, 2020.

Roger Kipp, Delivery Driver, Facilities & Operations Department Administrative Office, 37.5 hours per week. Effective Date: September 19, 2020.

Kathleen Flannery, Library Associate II, Edgewood Branch, 15 hours per week. Effective Date: October 1, 2020.

Charlotte McCall, Library Assistant I - Circulation, Whiteford Branch, 15 hours per week. Effective Date: October 10, 2020.

DISCIPLINARY ACTIONS:

An employee, 37.5 hours per week. October 1, 2020, Unsatisfactory performance review received on Interim Review. Performance Improvement Plan resulting from Unsatisfactory Work Performance on Annual Review began on August 1, 2020.

An employee, 37.5 hours per week. Effective Date: October 9, 2020. Written Warning for Unsatisfactory Work Performance.

LEAVE OF ABSENCE REQUESTS:

An employee requested FMLA for self from September 9, 2020 effective to October 2, 2020.

An employee requested FMLA for self, from October 19, 2020 to January 1, 2021.

An employee requested a General Leave of Absence for a situation of a personal nature beginning October 3, 2020 until December 12, 2020.

An employee requested a General Leave of Absence for a situation of a personal nature beginning in November until January end 2021.

OPEN POSITIONS:

- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Senior Assistant Branch Manager – Adult Services**, Abingdon, 37.5 hours per week. Temporarily filled by interim assignment.

- **Library Associate I/II**, Abingdon Branch, 15 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.
- **Delivery Driver**, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate II - Special Needs**, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **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. Posted internally/externally. Phone interviews conducted.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. 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.
- **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.
- **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. 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.

Dr. Allen asked whether the vacant positions were on hold due to COVID. Mr. Ross clarified that all vacant positions are reviewed prior to posting. Some positions may no longer be needed, job descriptions may need updating, etc. Additionally, the Library has made the decision not to move forward with several positions until the Library has returned to a more full-time operating schedule.

MOTION: Motion by Dr. Allen seconded by Judge Hazlett and carried by unanimous vote to approve the personnel changes for October 2020 as presented.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman commented that it was wonderful having Mr. Buler present at tonight's meeting and he looks forward to meeting in person, and with Dr. Head as well.

Mr. Allman also recognized Mr. Avery and Judge Hazlett, who have both served as Board members for the past 10 years. Each have agreed to continue serving on the Board until replacements have been appointed. Mr. Allman noted that both Mr. Avery and Judge Hazlett will be formally recognized for their service at a future Board meeting.

BUSINESS FROM BOARD MEMBERS

Judge Hazlett shared that she had received a very nice thank you letter from the County Executive, thanking her for her service on the Board. Judge Hazlett noted that she is unable to attend the November Board meeting, as she will be participating in educational training for new judges.

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 7:28 PM.