

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

MEETING MINUTES

October 19, 2017

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Dominic C. Cottone, Honorable Susan H. Hazlett, Alison N. Smith Student Liaison, Durbin Vido, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Nancy Brown and Taryn J. Martin, 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 were no changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

Ms. Hastler introduced two new staff members in attendance at the meeting: Charles Ross III, Human Resources Director, and Jenny Dombeck, Foundation Director.

Mr. Allman welcomed Mr. Ross, who shared a bit about his background – he spent the past thirteen years as Director of HR at a firm in Baltimore City, and said that it's great to be here.

Mr. Allman then welcomed Ms. Dombeck, whose background is in the events and development world. Ms. Dombeck shared that she's interested to find out the needs of the Library and how to provide the funds that each branch needs. Ms. Dombeck said she's excited to be part of this organization and to get to know everyone better.

Mr. Allman welcomed representatives from Cohn Reznick, LLP to provide a summary of the Fiscal Year 2017 Audit of Harford County Public Library in accordance with the standards of COMAR 13A.05.04.07. The auditors reviewed highlights of the Independent Auditors Report as of June 30, 2017 and provided a brief explanation of the type of information included in their report. It was noted that no material weaknesses or instances of non-compliance were reported according to government standards. Also, no new accounting policies were adopted and there were no issues not reported related to governance. Since this was the firm's first audit of HCPL, they reviewed the previous auditors' reports and found everything was properly disclosed.

The representatives from Cohn Reznick explained that they work with Management for the Board, and invited Board members to ask questions. When asked by Dr. Allen, the auditors shared that their approach is slightly different from past practices. Mr. Allman asked whether there are technology audit options for the Board to consider. In response, the auditors explained that an IT assessment would be needed to determine whether the group needs to do a deeper dive regarding IT reporting. The audit firm also suggested that their IT team could be available on-site to review the current IT capabilities, offer IT security training, and/or provide customizable training for identified groups.

Mr. Adams asked that the auditors expand on the definition of “component unit.” It was further explained that the definition asks whether the entity is significant enough on its own or does its governance have a certain type of control that it needs to be included in the report, or would the report be misleading? For example, the Foundation is a component unit of HCPL and HCPL is a component unit of the County.

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

APPROVAL OF MINUTES

MOTION: Motion by Mr. Avery seconded by Mr. Cottone and approved by unanimous vote to accept the Minutes of the September 14, 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 September 2017 were within the FY18 budget. As of September 30, 2017, encumbrances totaled \$358,000 including:

Contracted Services	\$ 12,000
Supplies/Travel	\$ 41,000
Library Materials	\$ 236,000
Furniture and Equipment	\$ 69,000
	<u>\$ 358,000</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee met and discussed a more in-depth review of the audit report. The Committee would like to commend the staff, as there were no findings of errors or systematic problems, nor was there a need to reverse any decisions made. In simpler terms, this was a clean audit. Ms. Hastler indicated that OPEB would be reviewed for this year, and the Committee discussed whether IT defenses need to be reviewed either by this firm or another.

Mr. Avery asked to hear Ms. Hastler’s thoughts about the current state of the Library’s IT defenses. Ms. Hastler responded that there are lots of opportunities and we would have to complete the bid process to review offerings by other vendors that have approached us to date. Ms. Smith asked whether the Library would have to undergo an audit as it expands and Ms. Hastler explained that an audit must be completed for certain items in order to remain compliant; for others, this is on a volunteer basis. Mr. Allman asked whether an audit of Passport processing must be completed, and Ms. Hastler clarified that the State Department conducts an annual review of hard-copy documents and the office itself to ensure the Library is in compliance. Ms. Cogar explained that the Library does

not maintain an electronic database of the information, as very little of the customer's personal information is collected.

Mr. Vido and Mr. Allman asked a number of questions about future benefit liability. Ms. Truant has been reviewing the Library's current benefits package in order to present a summary of benefits offered, information about eligibility, and when changes may need to be made to reduce the Library's liability. Ms. Hastler shared that, with Mr. Ross now on board, that information will be evaluated and HCPL will be compared to County employees and Library peers within the state. A presentation of their findings will be made to the Board. Dr. Allen asked whether the pension is statutory, and Ms. Hastler confirmed that it is fine, and OPEB, which is not statutory, is for benefits and a paradigm shift for us.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did not meet.

Foundation – Ms. Hastler

The Foundation Board did meet. A brief report was included in the Board packet for review. Tickets to the Library Gala are sold out but Board members interested in additional tickets may be put on the waiting list.

Statistics – Daria Parry

In September, circulation was at 327,575 and information reader assistance at 36,393. There were 501 programs with 12,536 attending. There were 126,438 walk-ins and 7,709 drive thru visits. Ms. Parry clarified that there is a change in reporting format, as electronic components are now broken out into the following categories: e-products, online databases, and online classes (including the popular Lynda.com). Mr. Allman asked if there is a way to look at the trend over a period of five or ten years. Ms. Hastler shared that page 3 of the report shows a comparison of 2018 and 2011, and that funds are reallocated based on these trends. Ms. Parry noted that libraries typically tend to lag behind consumer trends. Mr. Allman also asked whether Axis 360 is no longer being used, and Ms. Parry confirmed this is true, as it has not demonstrated a good return on investment.

September 2017 Programming Highlights – Beth LaPenotiere

September was a transition month. Vacations were over. Children went back to school. In the branches, staff attended many Back to School events. Branch Book Discussions revolved around the One Maryland One Book *Purple Hibiscus*. Participants enjoyed learning more about the Nigerian people and their culture.

Abingdon hosted two interesting programs: The Tim Tooten Pop up Author event on September 25th was attended by 40 people including a young couple who had been married by Reverend Dr. Tooten. On September 27th, Becky BIRTHA read from her book at the Impact of Incarceration program. The audience discussed the impact of incarceration on the family members left at home.

Abingdon also began a Thursday Night Vive program using their new HTC Vive virtual reality machine. Attendees enjoyed playing “fetch” with a robot dog, using a catapult to shoot balls at boxes, and climbing Mt. Everest. Another favorite program allowed the user to draw and paint 3D pictures.

Fallston was still in vacation mode when they had John Butler present his travelogue program, “Iceland: Land of Fire and Ice” to 19 eager customers.

Marble Run Mania at Jarrettsville was a big hit. Staff pulled together all types of recycled materials, construction paper, duct tape, and some pvc pipes. Some children worked in teams, some worked alone but the creativity was flowing...as were the marbles!

YA Highlights for September 2017 – Alison Smith

September marked the beginning of back to school activities. Librarians attended back to school nights throughout the county, presenting Middle and High School families and staff with information on the library’s digital and physical resources, as well as upcoming programs like Comic Con, Fallston’s Fake News program, Winter Reading, and more. At Harford Christian School, the Whiteford Library created 63 new library cards for students to get their school year started on the right track!

Schools have also begun their visits to our Library branches to learn more about what we have to offer to help with their school year. Seniors from Harford Christian visited the Bel Air Library and learned from Librarians Nancy Smith and Betsy Benson how to use our databases and digital library to find topics for their project. Students from Bel Air High School also visited the Bel Air Library for their annual discussion of Story Times. They learned a variety of ways to augment a story along with a number of rhymes and songs to entertain and engage the preschool age group.

September wasn’t all about school in our library branches. The Havre de Grace Teen After Hours continues to be a success with around 30 teens attending, one of whom said it’s one of their favorite things to do! Teens throughout the county jumped into trying out HCPL’s new Google Expedition Kits which allow participants to take Virtual Reality tours of places around the world and beyond. At Abingdon, teens explored the Great Barrier Reef and a Recycling Plant in NYC, all in one program! Whiteford Teens, on the other hand, explored the Southeast Asian island Borneo.

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.

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 Monday, October 8th, 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 County is researching vendors to do this work.

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 scheduled to be installed this week.

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. The light fixtures have been delivered and installation to occur in the next 30 days.

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 County will select several vendors from the approved list to present ideas to the group. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Two design meetings have been held so far to discuss the current space.

Whiteford – Security Cameras – Security cameras have being installed both inside (6 cameras) and outside (5 cameras) and the project is complete.

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.

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.

FY 2017 Annual Audit – The audit was completed and submitted to Harford County Government. Representatives from CohnReznick, LLP, will be the audit tonight. We are pleased that the audit was a clean and unmodified audit.

Meetings & Presentations – September 2017

9/6	Greater Bel Air Community Foundation
9/8	Harford County Emergency Operations Hurricane Irma Conference Call
9/8	MD Humanities Meeting
9/8	Beyond Limits Bon Voyage Party
9/11	Tour & Meeting of Mindgrub Technologies Innovation Center
9/11	COL Webinar Presentation
9/11	COL Conference Call
9/13	Economic Development Advisory Board Meeting
9/13	Good Scout Award Reception
9/14	Harford Living Treasures Afternoon Tea Reception
9/14	Presentation by Dr. Vivek Murthy, US Surgeon General
9/16	SARC Balloon Glow Gala
9/18	Chamber Legislative Meeting
9/18	HCC Library Federal Depository Library Program – 50 Years Celebration
9/18	Harford Awards
9/19	SLRC Commission Meeting
9/19	Kelly Group
9/19	HCC President’s Dinner
9/20	United Way Bocce Tournament
9/21	MAPLA Retreat
9/21	Chesapeake Cancer Alliance Festival of Trees Kickoff
9/21	Harford County Food Bank
9/22	Business Appreciation Week Visits to Bel Air Businesses
9/22	MD Humanities Governance Committee & Board Orientation
9/24	One Maryland One Book Author Reception: Chimamanda Ngozi Adichie
9/25	Pop-Up Author: Tim Tooten
9/25	Commission for Women Meeting
9/26	Greater Bel Air Community Foundation
9/27	Tools for Schools Breakfast
9/27	Harford County Chamber of Commerce Board Retreat
9/27	Author Discussion: Far Apart, Close at Heart – Becky Bertha
9/28	The Kelly Group Panel Discussion
9/29	Outlander Reception
9/30	Harford County Wine Festival

Marketing Report –October 2017

General

- Projects completed by designers: 149
- Social media now up to 5,582 likes!
- FY17 Annual Report is almost complete. Format is one-page and includes required information for State and County statistics.
- Hosted POP-UP Author Tim Tooten event at ABG on September 26 with over 40 attendees. Dr. Tooten gave a presentation, signed books and participated in photo ops with customers.
- Hosted Author Becky Bertha at ABG with over 44 attendees. Ms. Bertha gave a presentation, signed books and participated in photo ops with customers.
- Hosted a VIP reception for the opening of “The Artifacts of Outlander” with over 62 in attendance. Guests enjoyed refreshments, the exhibit, the Beam, Google Expedition demos and the New Children’s StreamWorks area in general.

- Over 120 customers combined, attended 12 different “One Maryland One Book” book discussions featuring “The Purple Hibiscus” by Chimamanda Ngozi Adichie. Five more book discussions will take place in the next two weeks.
- The theme for Winter Reading 2018 is “Eat. Drink. Read.” Set to begin December 21, the program will go through March 2.
- The Winter Headlines & Happenings is in progress and scheduled to be sent to the printer the second week of November. This edition includes December, January, and February programs.

Marketing Campaigns

- “The Seventh Wish” Book Discussions & Author Kate Messner Visit
- Mobile Printing
- Kanopy
- Comic Con 2017

Outreach

- Relatives Matter: Helping You Help Your Family at the EPICenter in Edgewood, September 22 – Staff promoted resources of interest to non-parental caregivers. More than 100 people attended. Sunglasses, Planner Post-Its, and H&H were distributed.
- Harford County Wine Festival at Rockfield Manor, September 30 – Wine holder lanyards (750) and sunglasses (120) were distributed. Contact was made close to 1,000 people throughout the day. The Books on Tap series was promoted along with the Outlander exhibit and Fall H&H.
- Veterans Resource Fair at the Bel Air Armory, October 7 – More than 100 people attended. Staff demonstrated Google Expeditions and 3D Printing; promoted eResources and upcoming programs.
- HCPS College & Career Fair at HCC’s APGFCU Arena, October 11 – Approximately 2,000 teens and adults attended. Promoted technology programs and digital collections.
- Baltimore Family History Workshop, October 14 – Provided print materials highlighting resources of interest to genealogists.

Advertising

Print

- Come in We’re Awesome Ad; *HdG Chamber Directory*, 2017-18
- Commission on Disabilities Annual Employment Recognition Luncheon Program, October 2017
- Passport Office Ad; *Harford County Official Destination & Insider Guide*, 2018

Radio

- Harford’s Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.
 - Angela Rose – Harford County Chamber of Commerce
 - Robert Brown – Harford County Commission on Veteran’s Affairs
 - Councilman Pat Vincenti, Heather Roelker, Joan Michel – Aberdeen & APG Centennial
 - Sharon Lipford & Bari Klein – Healthy Harford

Press Releases Distributed

- “The Artifacts of Outlander,” September 19
- “Harford County Public Library Appoints Dombeck Foundation Director,” September 21
- “Record Number Participate in Summer Reading Challenge,” September 25
- “Harford Living Treasures Gather at Liriodendron,” September 27
- “Harford County Public Library Hosts Author Visit, Book Discussion About Addiction for Middle Schoolers and Families,” October 9
- “Bel Air Library Hosts Daylong Comic Con October 21,” October 12

Recent Articles and Mentions Received

- “Far Apart, Close in Heart,” *Bel Air News & Views*, September 11; *The Aegis*, September 20
- “Susan Burdette Announces Candidacy for Harford County Council District C,” *Bel Air Patch*, September 14; *The Dagger*, September 19
- “Artifacts of Outlander,” *Bel Air News & Views*, September 19; *The Bargaineer (online)*, *Harford County Living*, September 20; *The Aegis*, September 27; *Weekender*, October 5
- “Veterans Fair,” *Bel Air Patch*, *Harford County Living*, September 19; *The Aegis*, September 20; *The Record*, September 22; *Bel Air News & Views*, October 2; *The Aegis (online)*, October 3; *The Aegis*, October 4; *The Aegis, Baltimoresunonline.com*, October 11
- “Free Haircuts,” *The Aegis*, September 20; *The Aegis (online)*, September 21
- “Relatives Matter,” *The Aegis*, September 20; *Harford County Living*, *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, October 2
- “Jenny Dombeck Foundation Director,” *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, *The Bargaineer (online)*, *The Daily Record (online)*, *Harford County Living*, September 21; *Bel Air News & Views*, September 22; *The Aegis*, September 27
- “Pop-up Author Tim Tooten,” *WKND*, *The Baltimore Sun*, September 22
- “Darlington Apple Festival,” *Harford Magazine (online)*, September 22
- “Summer Reading Challenge,” *The Dagger*, *The Bargaineer (online)*, September 25; *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, September 26; *Bel Air News & Views*, October 5
- “Living Treasures,” *Patch- Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, *The Bargaineer (online)*, *Harford County Living*, September 27; *The Record*, September 29
- “SOCKtober,” *The Dagger*, October 1; *Bel Air News & Views*, October 2; *The Aegis*, October 6
- “The 21st-Century Library (Editorial),” *Baltimoresunonline.com*, October 5; *The Baltimore Sun*, October 6
- “Scott Businsky – Chesapeake Therapeutic Riding Fundraiser,” *The Baltimore Sun*, October 8
- “Seventh Wish,” *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, *Bel Air News & Views*, *Harford County Living*, October 9
- “Comic Con,” *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, *Harford County Living*, October 12

Foundation Report – September 2017

The Foundation is in the last two weeks of Gala planning and arranging. This year’s sold out event will be fun and entertaining. Nina Depkin is on leave following the birth of her daughter, Pari. The Foundation sent flowers of congratulation to Nina and her husband in celebration of the happy new one.

ACTION ITEMS

Personnel Changes – September 2017

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

NEW HIRES:

Charles Ross, Human Resources Director, Administrative Office, 37.5 hours per week. Effective Date: October 9, 2017.

Zoe DiGiorgio, Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: October 23, 2017.

Kathleen Flannery, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: October 23, 2017.

Linda Reynolds-Burkins, Library Associate I, Adult Services Department, Bel Air Branch, 15 hours per week. Effective Date: October 23, 2017.

PROMOTIONS:

Erika Martin, Library Assistant I – Circulation, Fallston Branch, 15 hours per week has been promoted to the position of Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: October 23, 2017.

OTHER CHANGES:

None

RETIREMENTS:

Barbara Heaps, Library Associate II, Children’s Services Department, Bel Air Branch, 30 hours per week has announced her retirement effective January 1, 2018. Barb joined the Library in August 1995 as a Reference Substitute. Then in September 1996, she worked at the Norrisville Branch with the reference staff and two months later in November 1996, she accepted the position of Library Associate in the Children’s Services Department at the Bel Air Branch.

RESIGNATIONS/TERMINATIONS:

None

LEAVE OF ABSENCE REQUESTS:

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

An employee has requested a medical leave of absence under the FMLA. Start Date: October 5, 2017. Estimated End Date: January 8, 2018.

An employee has requested a medical leave of absence under the FMLA. Start Date: October 6, 2017. Estimated End Date: December 1, 2017.

An employee has requested an intermittent medical leave of absence. Start Date: October 16, 2017. Estimated End Date: November 29, 2017.

An employee has requested a medical leave of absence under the FMLA. Start Date: October 16, 2017. Estimated End Date: January 1, 2018.

An employee has requested a medical leave of absence under the FMLA. Start Date: October 19, 2017. Estimated End Date: November 3, 2017.

An employee has requested a medical leave of absence under the FMLA. Start Date: November 13, 2017. Estimated End Date: December 9, 2017.

OPEN POSITIONS:

- **Assistant Branch Manager II – Children’s Services**, Abingdon Branch, 37.5 hour hours per week. *Interviews scheduled for October 18 & 20, 2017.*

- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications.*
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017. Reviewing applications.*
- **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 Mr. Adams, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for September 2017 as presented.

OLD BUSINESS

Dr. Allen asked for an update on the Cultural Arts Board, which Ms. Hastler confirmed falls under the HCPL umbrella. An update will be provided.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman shared that the Budget & Finance Sub-Committee was happy to meet with the auditors this week, and commended the staff for the time and hard work devoted to that process.

Mr. Allman reiterated that it's great to meet both new staff members and have them on board.

BUSINESS FROM BOARD MEMBERS

Dr. Allen requested a future update on the Library’s relationship with the cultural arts program in the County.

COMMENTS FROM THE PUBLIC

There were no comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the CEO Work Plan for FY18.

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 Mr. Adams 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 7:20PM.