

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2019 BOARD OF TRUSTEES**

**MEETING MINUTES**

**October 18, 2018**

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**Present:** Kenneth R. Avery, Alex M. Allman, Nancy Brown, Dominic C. Cottone, Durbin Vido, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustees Dwayne Adams, William B. Allen, Honorable Susan H. Hazlett, Taryn J. Martin, John T. Paramore 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 were no Changes To The Agenda.

**PRESENTATIONS/RECOGNITIONS**

**Roenna Fahrney Award Recipients**

Mr. Allman congratulated the recipients of the Roenna Fahrney Award present this evening, expressed appreciation on behalf of the entire Board of Trustees, 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.

**Chris Grimsley**, Facilities & Operations Assistant, was nominated for his dedication to both internal and external customer service to the system. HCPL is truly lucky to have Chris as a team member. His friendly demeanor, eagerness to help his coworkers, and unflappable work ethic benefit the Fallston branch, Riverside, and every other branch in which he has worked. He has been dependable from the day he started and treats everyone with respect no matter what position they hold. Chris demonstrates a sincere desire to keep HCPL facilities clean, attractive and safe for customers and employees. He is always willing to take on an extra task, does an exemplary job of keeping the Fallston branch clean and neat, and a customer commented that the bathroom was the “cleanest, best smelling public bathroom” she had ever used!

**Morgan Michael**, Library Associate II, Bel Air Library. Morgan shares her successes and her lessons learned with other librarians to help them find success themselves, often sharing program plans and ideas. It’s clear Morgan cares just as much about the success of all Harford County Teen Librarians as she does about her own department in Bel Air. When a big, system-wide teen program is on the horizon, you can always count on Morgan being a part of it. Whether she volunteers her beautiful calligraphy, her masterful display making, her calm, cool, logical problem solving, or her friendly helpful demeanor, Morgan is an asset to any planning team she is on. From her work on the teen services team to her contributions to system-wide programming, Morgan has made a strong impact on the teens and staff of HCPL alike.

**Kim Truxel**, Library Associate II, Bel Air Library. Kim is the ultimate team player and displays excellence in customer service on a daily basis to the public and especially her coworkers. Beyond her fantastic leadership in the department, Kim's real passion is bringing outdoor education and nature to children within the library setting. From exploring owls to arranging the borrowing of the Department of Natural Resources educational trunks featuring bear pelts, her highly successful Growing Up Wild program allows children a hands-on, nature-themed story time where they have an opportunity to explore and get up close experience to a variety of topics.

**Kristina Stemple**, Branch Manager, Edgewood Library. Kristina excels at her managerial duties for the Edgewood Library. Kristina continues to exemplify HCPL customer service values and demonstrates the principles of civility during every encounter. She embraces our diverse community with an open heart and keen attention to its changing needs and trends. Being inclusive, acknowledging others, assuming the best, speaking kindly, listening and paying attention is how Kristina provides superior customer service. No matter the staff, building or personnel issue she is tackling, Kristina makes every customer, internal and external, feel as though they are her most important concern even when handling personal challenges. She is HCPL's best example, day in and day out, of our core values and the initiatives promoted by Roenna Farhney.

The **Marketing Department** team consists of Marketing Specialist II Megan Baker and Graphic Design Artists Carrie Yocum, Cindy Height, and Stephanie Detorie, nominated for bringing recognition to the library and the community. The '*Come in, We're Awesome*' logo was selected as a winner in the annual American Inhouse Design Awards by Graphic Design USA based in New York City. This competition is the premier national showcase for in-house graphic design and provides a unique opportunity for design teams to be recognized for the special challenges they face, and the value they bring to the institutions they serve. This award has helped to put Harford County Public Library on the map in terms of national graphic design and branding recognition. Our campaign, "*Come in, We're Awesome*" reflects the essence of what Harford County Public Library is all about and is critical to the continued growth of HCPL.

### **Facilities Master Plan**

Ms. Hastler welcomed Peter Bolek, President and Director of Design at HBM Architects in Cleveland, Ohio, to provide a summary of the first Facilities Master Plan for Harford County Public Library, required by the State of Maryland to be eligible for grant funding.

Mr. Bolek began by stating that the Plan should serve as a roadmap moving forward, however, the Board of Trustees and Library administration would be able to make alterations to the Plan in the future. Mr. Bolek discussed the structure of the Plan: 1) Executive Summary, 2) Priorities, 3) Recommendation, 4) Branch Library Observations, 5) Data Analysis & Spatial Breakdowns, and 6) Input Gathered. Mr. Bolek clarified that the evaluation encompasses 11 branches but does not include the Administrative offices in Belcamp. As part of the evaluative process, representatives from HBM Architects visited each branch, spending time with staff and administration, and hosted community input sessions to gather additional information. The Executive Summary serves as an introduction to offer parameters for the Plan. The Priorities section addresses which library branches need consideration or direction. The Recommendation section then builds with data supporting the priorities identified through conversations with administrators, staff and the public. The Branch Library Observations section provides a summary of the information provided, followed by Data Analysis and Input Gathered sections that help to offer understanding of the recommendations.

Mr. Allman asked whether the branches identified as high priority are those most lacking according to condition of physical space or utilization of space. Mr. Bolek confirmed that those are the areas that need the most improvement, whether that's worn surfaces, how the public maneuvers through the building, whether mechanical/electrical systems have reached the end of their life expectancy, etc.

Mr. Allman also asked if the Board should consider this an independent conclusion of the architectural firm and not the conclusion of library staff. Mr. Bolek clarified that this is a summation of what they've learned as a

third party, but in order to formulate their recommendation, their opinion has been influenced both by observations and through conversations with library staff.

Mr. Allman questioned why the Fallston Branch location is noted as not ideal. Mr. Bolek explained that there is a significant safety concern with entering and exiting the site, and that there are better sites within the community in which to locate the branch. It is suggested that a study should be conducted in the Fallston area to identify possible safer sites before committing money to improve the facility located in its current site.

Mr. Bolek then spent several minutes explaining the structure of the Recommendations section and the way in which the Data section could be used to support those recommendations. He also shared that the current trend is to find balance between collection space and the space used for other activities at each branch.

Mr. Vido shared his opinion that this Plan was very well done, and Mr. Allman noted the Plan is visually appealing, organized, and helps to prioritize the needs of the library in relation to funding considerations. Mr. Bolek noted that the Plan needed to be organized in such a way as to be most useful, provide a quick reference for data to support the recommendations, and that the firm would be happy to offer additional assistance if there are areas that need further discussion in the future.

Mr. Allman asked whether the Plan included eproducts and Ms. Hastler clarified that it does not. Mr. Allman also asked whether Library Senior Staff agreed with *The Modern Library* graphic identified on page 14 of the Plan and Ms. Hastler confirmed their agreement. Mr. Cottone noted the graphic seems to show a representation of best practices. Mr. Vido noted that seeing recommendations on a level field provides consistency. Ms. Hastler noted that, if approved, the complete Facilities Master Plan would be posted on the HCPL website for public view.

**MOTION: Motion by Mr. Allman seconded by Mr. Vido and approved by unanimous vote to accept the Facilities Master Plan as presented and publish the document to the Harford County Public Library website.**

### **FY2018 Audit**

Mr. Allman welcomed Dan Kenney, Partner, and Keith Amerman, Manager, from Cohn Reznick, LLP to provide a summary of the Fiscal Year 2018 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, 2018 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 and there were no issues not reported related to governance. It was also noted that Harford County Public Library changed accounting policies related to its other post-employment benefits (OPEB) liability by adopting Statement of Governmental Accounting Standards Board (GASB Statement) No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* in the year ended June 30, 2018.

The representatives from Cohn Reznick explained that they work with Management for the Board, and invited Board members to ask questions. Mr. Allman asked for an explanation of the \$50,000 expense related to “Other post-employment benefits, net” shown on page 6. The auditors explained that this amount reflects expenses related to setting up the OPEB Trust, and the number will return to normal moving forward. Mr. Allman also requested an explanation of the negative numbers shown on the Fund Balance on page 13, and the auditors explained that these are adjustments that are needed during accounting to demonstrate the change from the general fund to the governmental funds. The auditors noted that page 16 and a paragraph on page 23 are both new additions to the report that will be included moving forward. Although the OPEB funds don’t belong to the library, HCPL has a fiduciary responsibility to report on those funds. The auditors then spent several minutes further explaining the way OPEB funds are determined and the way in which they are reported. Mr. Allman asked whether HCPL should look at decreasing costs given the size of the organization, and the auditors recommended speaking with an actuary and identifying benchmarks. Ms. Cogar noted that HCPL has no investment history that can be evaluated since the OPEB Trust is new, but by the end of the fiscal year there should be numbers for

comparison. She also noted that HCPL would need to identify an organization in a similar position in order to accurately benchmark. Mr. Durbin thanked Ms. Cogar for the organization's good financial controls. He also asked whether the audit included the HCPL Foundation. The auditors clarified that the Foundation completes their own audit, and that the HCPL audit simply includes the Foundation's audit report in the Library's audit report as a component unit. The Foundation financials are kept separate.

**MOTION: Motion by Mr. Cottone seconded by Mr. Vido 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 20, 2018 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 2018 were within the FY19 budget. As of September 30, 2018, encumbrances totaled \$376,000 including:

Contracted Services	\$ 70,000
Supplies/Travel	\$ 34,000
Library Materials	\$ 257,000
Furniture and Equipment	\$ 15,000
	<u>\$ 376,000</u>

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

**COMMITTEE REPORTS**

**Budget & Finance Committee - Mr. Vido**

The Budget & Finance Committee did not meet.

**Executive Committee – Mr. Allman**

The Executive Committee did not meet.

**Capital Improvements Committee – Mr. Cottone**

The Capital Improvements Committee did not meet.

**Human Resources Committee – Judge Hazlett**

The Human Resources Committee did not meet.

**Foundation – Ms. Hastler for Ms. Martin**

The Foundation Board did meet and approved the FY2018 audit. A brief report was included in the Board packet for review.

**Statistics – Ms. Parry**

In September, circulation was at 281,462 and information reader assistance at 32,739. There were 505 programs with 21,270 attending. There were 118,983 walk-ins and 5,852 drive thru visits. A complete report was included in the Board packet for review.

**Branch Programming Report October 2018 – Ms. LaPenotiere**

Several branches held their One Maryland One Book programs this month. The book discussion groups at Whiteford, Norrisville and Jarrettsville all read *Bloodsworth: the True Story of the First Death Row Inmate Exonerated by DNA Evidence*. There were lively discussion and many participants commented that it was not a book they would have picked up on their own, but they were glad they read it. And some members remember when the events happened. Edgewood's tie in program, Intro to Forensic Science treated participants to an insider's look at real life CSI.

It's that time of year again. Norrisville's Searching for Bats was a great program. Bat Lady Shannon Pederson gave a presentation, and then led everyone outside with bat echolocation devices. Norrisville bats cooperated, all waking up to start their day. They were quite plentiful and put on a spectacular air show.

During their children and family programs, Fallston and Bel Air met new families who evacuated to the area in preparation for the hurricanes predicted for the Carolinas.

To end on a good note: A Darlington customer drove off from home with library DVDs on the roof of her car. After spending 1 1/2 hours walking the road to collect them, her husband came into the branch to pay for the two they were not able to find. It turns out a good Samaritan had found them and deposited them in the book drop.

**Teen Highlights October 2018 – Ms. Parry for Mr. Paramore**

Teen Time at Edgewood has been gaining popularity. During a recent session, thirty kids attended, and Life-Size Pac Man was a hit with 11 participants. To play, teens had to stay away from the ghosts as they picked up "pellets" from the grid laid out on the floor.

Jarrettsville started the school year off right at North Harford High School with a book club. Enthusiastic participants shared books with each other.

35 teens attended Havre de Grace's Teen After Hours. They had fun exploring the Fortnite, dance off, Sphero robots, and Makey Makey musical projects.

Fallston's TAG was on the first day of school this month. They prepared material for Plarn, which is plastic yarn made from grocery bags; enjoyed snacks; and met the new magnet school depot students.

**Chief Executive Officer's Report – Ms. Hastler**

**Building Projects**

**Abingdon Window Replacement Project** – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000. The County is reevaluating projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date has been delayed until March 2019 and is still on schedule to be completed before the end of the fiscal year.

**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 is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Repairs have been completed to the two concrete slabs in the rear of the building that settled causing low spots where water collects and freezes. The concrete is no longer a tripping hazard and the project is complete.

**Riverside Renovation** – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library’s administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is 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. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project.

**Fallston** –The roof developed many leaks during the winter and continue. Temporary measures to catch the water were installed by the County until permanent repairs could be made. A pre-bid walk through at the branch was held on June 18<sup>th</sup> in the morning. Bids were due by July 3<sup>rd</sup>. Work began September 17<sup>th</sup> and the final top coat of stone should be installed this week, weather permitting. The final portion of the project will be to recaulk and paint the front overhang façade to freshen the exterior.

**Aberdeen Children’s Area Refresh** - The Library is currently reviewing drawings to refresh the Aberdeen Children’s area. The refresh would include new shelving, furniture, and carpet. Also under consideration is upgrading the lighting for the space. The Library team met with the interior designer on September 12<sup>th</sup> and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture.

**Facilities Master Plan** – The contract was awarded to HBM Architects, LLC, from Cleveland, OH. The consultants toured the branches during the onsite visit on April 4 and 5<sup>th</sup>. The first draft of the report was reviewed on June 27<sup>th</sup>. A Community Discussion was held that same evening at the Abingdon Branch. The second draft of the plan was reviewed on July 26<sup>th</sup> and the third draft reviewed on August 29<sup>th</sup>. The final report was completed the end of September 2018. Peter Bolek from HBM Architects will present the report during the October Board Meeting.

**Edgewood Roof** – The new roof has developed some leaks around the roof exhaust vents. The County is working with the vendor to replace new roof curbs for the 14 exhaust vents. The work is expected to take place this week, weather permitting.

**Various Small Projects:**

**Aberdeen** – Exterior landscaping surrounding the branch has been replaced by the landscapers. The landscapers replaced several dead bushes that were planted this spring and under warranty.

**Abingdon** – A new exterior digital sign has been approved and will be ordered shortly. The pond pump motor has been repaired, but upon installation a short was discovered in the power cord that feeds the underwater lights. The contractor is replacing the defective power cord. The fountain should be back in service soon.

**Bel Air** – Installation of a sump pump in the elevator pit to remove water that infiltrates the cavity from heavy rains is complete. The County also unearthed two clogged drains causing the handicapped walkway to flood during the recent heavy rains. The County is in the process of repairing the associated piping that was damaged while looking for the drains.

**Fallston** – The kitchenette in the Staff Lounge will be replaced and new cabinets/ countertops have been delivered. Installation will begin within the next couple of weeks.

**Havre de Grace** – Installation of a security camera in the public elevator is still in progress. The exterior of the building will be power washed and the windows cleaned, then a protective barrier sprayed to keep the spiders from building nests.

**Riverside** – We are waiting for the County to repair the storm drain out in front of the building in the corner of the parking lot before the sinkhole swallows a car.

**One Maryland One Book 2018** –The Library hosted Tim Junkin, author of this year’s One Book selection, *Bloodsworth, The True Story of the First Death Row Inmate Exonerated by DNA Evidence* on Tuesday, October 2, 7 p.m., at the Abingdon Library. There were approximately 250 in attendance. That same evening, the library was the location for a community input meeting on the redevelopment of the old Bel Air Auto Auction on Route 1. More than 125 people packed the meeting room that evening. The parking lot was full by 6 p.m., and the team went into full pre-gala practice mode to ensure that everyone parked safely and were able to attend both events.

In addition, the Library CEO was co-chair of the Maryland Humanities One Maryland, One Book Meet & Greet reception on Saturday, September 29, 2018, 5-7:30 p.m., Baltimore Center Stage. It was well attended with representatives from across the state.

**Choose Civility Harford County** continues to raise awareness in the county through many library programs and events planned this fall. In addition, the Human Library collection kicks off in February and we will be soon accepting applications for “books” and “readers.” Save the date of May 4 at Leidos Field at Ripken Stadium for our first Longest Table in Harford County.

**Staff Day** - Staff Day took place on October 8 at Water’s Edge Event Center. Close to 300 HCPL staff members attended this year’s program, themed “This is Us.” The day began with a continental breakfast, followed by the CEO’s annual review and future direction and a keynote address by Karen Bond, Executive Alliance president and Boys Hope Girls Hope executive director. Ms. Bond spoke about leveraging our strengths to meet the challenges of the future. Staff who achieved Education milestones and those celebrating Service Awards this year were recognized. The annual baked goods raffle also took place, with ticket sales netting \$453.75 to benefit The United Way. The activities that day culminated in the announcement of the 2018 Roenna Fahrney Awards. This year’s recipients are Christopher Grimsley, Morgan Michael, Kristina Stemple, Kim Truxel, and the Marketing Team who are with us tonight to be recognized for their achievements.

**Graphic Design USA** – We are honored to be selected as a winner in the 2018 American Graphic Design Awards for the Choose Civility Harford County campaign.

### **Meetings & Presentations – September 2018**

- 9/10 Commission for Women Meeting
- 9/11 HCC Board Meeting – Choose Civility Presentation
- 9/12 EDAB Meeting
- 9/12 Klein’s Shoprite Golf Tournament Check Presentation
- 9/13 Harford Chamber Executive Meeting
- 9/13 RUMP Luncheon
- 9/13 Gala Pre-Event Happy Hour
- 9/17 Chamber Legislative Meeting
- 9/17 Greater Bel Air Community Foundation Meeting
- 9/17 Harford Awards
- 9/18 Ironbirds Community Discussion Meeting
- 9/19 COL Conference Call
- 9/19 Friends Council Meeting
- 9/20 Festival of Lights Celebrity Bartender
- 9/21 SIAB Annual Crab & Linguine Feast
- 9/26 Harford County Education Foundation Meeting
- 9/27 National Reading Coalition

- 9/27 President's Circle Dinner
- 9/28 The Daily Record Leading Women Judging
- 9/28 Chesapeake Therapeutic Riding's Stirrup the Dust
- 9/28 Phelan Safehouse Donor Reception
- 9/29 Harford Wine Festival
- 9/29 Maryland Humanities One Maryland One Book Author Reception

## **Marketing Report – October 2018**

### **General**

- Projects completed by designers: 137
- Social media now up to 5,929 likes!
- Applications for people to participate as books in the Human Library will be available within the next few weeks. Three events are planned for 2019 where readers will be able to borrow books to learn about different individuals and dispel preconceived notions when it comes to our community members.
- Laura Lippman has written her first children's book and will be visiting HCPL to promote it on December 18. More details to come!
- "Eat, Drink, Read...the 2<sup>nd</sup> Course," is the theme for Winter Reading 2019. Open to adults and high school students, registration will begin on December 21 and this year's program will run through March 2. In conjunction with this theme, systemwide events are being planned and the branches will be offering a variety of food-themed programming.
- Chef and author John Shields will be visiting the Abingdon Library on Thursday, January 31. This will be a ticketed fundraiser for the Foundation. Additional information will be available soon!
- Planning has begun for the 2019 Summer Reading Challenge. This year's theme is "A Universe of Stories."
- 2019 Save the Dates for Choose Civility Harford County events – Human Library: February 23 at Abingdon, March 30 at Havre de Grace, April 6 at Fallston; The Longest Table: May 4 at Leidos Field at Ripken Stadium. Additional information will be provided soon!

### **Marketing Campaigns**

- Hope in Handbags Purse Collection
- SOCKtober
- 2018 Comic Con
- Liriodendron Fall Book Talk
- Capture the Flag
- Veterans Resource Fair
- Newspapers.com & Fold3
- Romance BookCloud

### **Outreach**

- The Library participated in the Harford County Wine Festival on September 29 at Rockfield Manor. Staff handed out more than 750 Choose Civility wine holder lanyards as well as HCPL sunglasses at the event that was attended by close to 1,000 people. Information about Books on Tap and other upcoming programs, such as Comic Con and the Meet the One Maryland One Book Author event, was also distributed.
- HCPL staff attended the annual Harford County Public Schools College & Career Fair on October 10 at Harford Community College. Attended by almost 2,000 high school students and parents, the Library table included resources available online and in the branches to assist with exploring post-graduation options.
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

### **Advertising**

#### Print

- Gala 2018 Live Auction – All Decked Out; *I95 Business* (web cube), September
- Gala 2018 Live Auction – All Decked Out; *I95 Business* (email ad), September



- Gala 2018 Thank You Sponsors; *I95 Business*, October
- Congratulations 2018 Honorees; *Harford County Commission on Disabilities Employment Recognition Luncheon*, October
- HCPL – Resources to Support Children, Adults, & Families; *Harford County Trauma Institute Annual Conference*, November
- Passport Acceptance Facility; *Harford County Destination & Insider Guide*, 2019
- Radio
- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
  - 9/21 – Luisa Caiazzo and Kelsey Luchey, SARC
  - 9/28 – replay of 9/21 show
  - 10/5 – Christine McPherson, Bel Air Downtown Alliance
  - 10/12 – Heather Lynch and Ariana Brown, Harford Family House

#### Press Releases Distributed

- “Nearly 17,000 Participate in Summer Reading Challenge,” September 22
- “Get Your Geek On with 8<sup>th</sup> Comic Con October 20,” September 25
- “Celebrating National Family History Month in October,” September 27
- “Capture the Flag: Harford County Public Library Offers an Ethical Hacking Cybersecurity Competition,” October 3

#### Recent Articles and Mentions Received

- “Cultural Arts Board – Arts in Education Grants,” *Inspire Magazine*, September 2018
- “One Maryland One Book Author Tim Junkin,” *The Baltimore Sun* (online), *The Aegis* (online), September 17; *The Aegis*, September 19; *The Bargaineer* (online), September 24; *The Aegis*, September 26
- “Meet the Author: Ed Lengel,” *Bel Air News & Views*, September 17
- “Summer Reading 2018,” *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, September 17; *Bel Air News & Views*, September 30; *The Bargaineer* (online), October 1; *The Aegis*, October 3
- “Obituary – Patricia Ann Brosseau,” *The Aegis*, September 19
- “Comic Con 2018,” *Bel Air News & Views, The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, September 25; *The Bargaineer* (online), October 5
- “National Family History Month,” *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, September 27; *The Bargaineer* (online), October 5
- “50 Years Ago – Fallston Resident Complains About Library Books,” *The Aegis*, October 3
- “Former Auto Auction Development,” *The Baltimore Sun* (online), *The Aegis* (online), October 3
- “Capture the Flag,” *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, October 3
- “SOCKtober,” *The Baltimore Sun* (online), *The Aegis* (online), October 3; *The Record*, October 5
- “Choose Civility Harford County,” *Harford County Living*, October 9
- “Harford County Veterans Resource Fair,” *Harford County Living*, October 11

### **Cultural Arts Board – October 2018**

On July 11<sup>th</sup>, the July August 2018 episode of Kaleidoscope, the Cultural Arts Board's bimonthly television program produced in partnership with [Harford Cable Network](#), was filmed, featuring:

- Ladew Gardens' Executive Director, Emily Emerick, discussing the new fall program, [Garden Glow](#)
- Harford County [Faithfest 2018](#) a new musical festival sponsored by local churches
- Young local artist [Charlie Slentz](#) and Tom Silveroli, his mentor, and
- Out & About featuring the Hurting, Healing, Feeling series of exhibitions and free events sponsored by the Harford County Cultural Arts Board.

On July 2, 2018, Harford County Cultural Arts Board opened the application acceptance period for FY19 Community Arts Development Grants, using the newly created Grants Workspace portal. Twenty-nine

nonprofit organizations, government agencies, or universities submitted applications, an increase of 16% over FY18.

Christina McLoughlin, a grant-writing specialist, presented a Grant Writing Training program. Over fifty people attended, including those who had applied for CAB grants in the past, prospective CAB grant-seekers, and the public. A total of four sessions were held in July and early August, at Library branches throughout the county, covering:

- grant-seeking
- grant-writing, and
- an introduction and overview to the new cloud-based Cultural Arts Board grant management portal, Grants Workspace.

The August meeting of Harford County Cultural Arts Advisory Board featured the first Annual Orientation Session, facilitated by Board Consultant Tami Zavislan, Chairperson Chuck Bowden, and Coordinator Jessica Cleaver.

In September, the Advisory Board divided into three panels to independently review one-third of the grant applications, scoring and commenting on the stated criteria, then met to discuss each application as a group, and make funding recommendations.

### **Foundation – October 2018**

The next meeting of the HCPL Foundation Board of Directors will be October 23, 2018.

### **14<sup>th</sup> Annual HCPL Gala**

The annual HCPL Gala was held on Saturday, October 13, 2018 at the Abingdon Branch. This year we had a total of 93 sponsors which have contributed over \$120,000. Sponsorships with tickets sold out in August. This year the VIP reception included exclusive early entry into the event along with a special menu of passed hors d'oeuvres, VIP lounge and bar, and gift. Sloane Brown, *Baltimore Snap*, was onsite to photograph selected guests to feature on her website. She hand-selects events in and around Baltimore that showcase our areas social scene. The Live Auction featured 9 items including a custom Trex deck presented by TW Ellis. The Silent Auction was organized by the following categories: Experience Market, Food & Beverage, Amusements, Sports Memorabilia. This will allow our guests to determine their interests and bid with ease. Many thanks to the custom stage that was completed with the help of the Bel Air Drama Company, Paul Bowden and The John Carroll School. Rainbow International and Jay and Linda Van Duesen have kindly offered to store the stage at their warehouse facility as well as deliver and pick it up from the Abingdon Branch. This custom stage will end up saving us over \$10,000 over the course of the next 5 years because we no longer have to rent one for the Gala. Overall it was a spectacular evening.

### **15<sup>th</sup> Annual HCPL Gala**

Planning is already underway for the 15<sup>th</sup> Annual HCPL Gala. Godzilla is the theme for 2019 and was unveiled during this year's Gala. The 2019 Gala Happy Hour is scheduled for Tuesday, February 5 at Saxon's Diamond Centers in Aberdeen from 5pm – 7pm. Next year's Gala is scheduled for Saturday, November 2, 2019.

### **Annual Giving**

Annual Giving Campaign letters will be sent after the Thanksgiving Holiday. The funds will go towards the general fund that supports the many programs, innovation and other library needs throughout the year.

### **Winter Reading**

The kick off for Winter Reading will be on Friday, December 21 – the first day of winter. We are excited to have Klein's ShopRite join our list of sponsors this year.

### **ACTION ITEMS**

### **Personnel Changes – September 2018**

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

**NEW HIRES:**

**Theresa Stephens**, Librarian, Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: October 22, 2018.

**PROMOTIONS:**

**Jaime Bink**, Librarian, Children’s Services, Abingdon Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager I, Whiteford Branch, 37.5 hours per week. Effective Date: October 21, 2018.

**Katie Troch**, Library Associate II, Materials Management Department, Administrative Offices, 37.5 hours per week has been promoted to the position of Assistant Branch Manager I, Jarrettsville Branch, 37.5 hours per week. Effective Date: October 21, 2018.

**Angela Ratajczak**, Library Assistant I – Circulation, Norrisville Branch, 15 hours per week has been promoted to the position of Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: October 22, 2018.

**Matthew Lowing**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week has been promoted to the position of Library Associate I, Adult Services Department, Bel Air Branch, 15 hours per week. Effective Date: October 22, 2018.

**OTHER CHANGES:**

**Sarah Szatmary**, Library Associate II, Havre de Grace Branch, 37.5 hours per week will be transferring to the position of Library Associate II, Joppa Branch, 15 hours per week. Effective Date: October 22, 2018.

**RETIREMENTS:**

**None**

**RESIGNATIONS/TERMINATIONS:**

**None**

**DISCIPLINARY ACTIONS:**

**None**

**LEAVE OF ABSENCE REQUESTS:**

An employee, 37.5 hours per week has requested FMLA intermittent leave for own personal illness.

**OPEN POSITIONS:**

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: November 2, 2018.*
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: November 2, 2018.*
- **Librarian**, Children’s Services, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: November 2, 2018.*
- **Librarian**, Children’s Services, Abingdon Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: November 2, 2018.*
- **Library Associate I/II – Teen Services**, Aberdeen Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: September 21, 2018.*
- **Library Associate II – Materials**, Materials Management Department, Administrative Offices, 37.5 hours per week. *Posted internally/externally. Closing Date: November 15, 2018.*

- **Library Associate I/II**, Bel Air Branch, 15 hours per week. *Posted internally/externally.* Recommendations forwarded. Offer extended and accepted.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. *Posted internally/externally.* Recommendations forwarded. Offer extended and accepted.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. *Assessing position.*
- **Library Assistant III – Rolling Reader**, Edgewood Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: September 21, 2018.* Interviews conducted October 11 & 12, 2018.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Havre de Grace Branch, 15 hours per week. *Posted internally/externally. Closing Date: October 22, 2018.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *Posted internally/externally. Closing Date: October 22, 2018.*
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week.
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, 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.*
- **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.*

**MOTION:** Motion by Mr. Vido seconded by Mr. Avery and carried by unanimous vote to approve the personnel changes for September 2018 as presented.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE CHAIRPERSON**

Mr. Allman congratulated the Library and Foundation for another successful Gala. It was a ton of fun, as usual, and his wife's favorite night of the year.

**BUSINESS FROM BOARD MEMBERS**

There was no Business From Board Members.

**COMMENTS FROM THE PUBLIC**

There were no Comments from the Public.

**ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting adjourned at 8:06 PM.