

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

MEETING MINUTES

October 17, 2019

Present: Dwayne Adams, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, Honorable Susan H. Hazlett, Taryn J. Martin, Aurora Kahoe Legislative Aide to County Councilman Chad R. Shrodes, Student Liaison David C. Oguh, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees William B. Allen and Durbin Vido, and County Councilman Chad R. Shrodes

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

FY2019 Audit

Mr. Allman welcomed Keith Amerman, Manager, from Cohn Reznick, LLP to provide a summary of the Fiscal Year 2019 Audit of Harford County Public Library in accordance with the standards of 13A.05.04.07. Mr. Amerman reviewed highlights of the Independent Auditors Report as of June 30, 2019 and provided a brief explanation of the type of information included in the report.

The auditors provided their unmodified opinion, which was the highest you could get. There were no issues or differences in opinion or accounting policies noted. 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. There were no new accounting policies adopted this year.

Mr. Amerman explained that the auditors complete testing to verify that the numbers included are accurate. For revenue, they send confirmations to the County and State to confirm the appropriations, and do some testing on the other revenue. They complete some detailed testing on salaries as necessary. Mr. Allman asked if the auditors evaluate whether salaries are on trend with the market, or whether they are simply verifying the amounts are correct. Mr. Amerman clarified that the auditors are simply verifying that there is an employee in that specific position making that specific salary; in other words, does that employee exist?

Mr. Amerman also explained that since the benefits funds were put into the OPEB trust, they are not technically an asset of the liability anymore but HCPL does have fiduciary responsibility over it so it gets included in the Library's statements.

Mr. Allman asked about footnote number eight, which talks about the total assigned balance of \$7.4 million on page 26. Does that number appear on the balance sheet on page 10? What does the \$7.4 million amount mean or represent for the Library? Mr. Amerman explained that the amount does appear on the balance sheet, and it identifies the amount that is earmarked for various expenditures. In other words, \$7.4 million of the equity has an assigned purpose.

Mr. Amerman shared that page 28 shows the liability for the whole pension plan. For the entire state of Maryland, that is about \$28 billion. The Library's portion of liability is about \$1.6 billion.

Mr. Amerman explained that because the Library is considered a governmental entity, it must be audited in accordance with government auditing standards. Just like the audit report, this report is clean as well. Mr. Allman asked about the unmodified opinion that was noted, meaning this is a clean audit. Because there's been no management letter recommending a change in policy or financial management, this is a clean audit? Mr. Amerman verified that there were no recommended actions from the auditors in response to this audit.

Mr. Amerman noted there were no new accounting policies adopted this year. There were no difficulties when the audit was performed. There were no adjusting entries made or adjustments passed on. There were no disagreements with management with regard to accounting policies or procedures.

MOTION: Motion by Mr. Cottone seconded by Judge Hazlett and approved by unanimous vote to accept the Financial Audit Report for FY2019 as presented.

Ms. Hastler recognized Dominic C. Cottone, who has served as a Board member for the past 10 years. Mr. Cottone has agreed to continue serving as Board member until his replacement has been appointed. Mr. Allman presented a plaque, card, and gift to Mr. Cottone as thanks on behalf of the Library Board of Trustees, staff, and CEO. Mr. Allman noted it was a pleasure getting to know Mr. Cottone, and thanked him for his years of service. Mr. Cottone expressed his thanks, and shared his own pleasure serving with the Board and working with the Library, a wonderful organization.

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett, seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the September 19, 2019 Board Meeting.

TREASURER'S REPORT

Mr. Avery read the Treasurer's Report as prepared by Pamela Wockenfuss, Finance Administrator.

Expenditures through the month ended September 2019 were within the FY20 budget. As of September 31, 2019, encumbrances totaled \$766,000 including:

Contracted Services	\$ 20,000
Supplies	\$ 35,000
Travel	\$ 0
Staff Development	\$ 8,000
Library Materials	\$ 222,000
Furniture and Equipment	\$ 481,000
	<u>\$ 766,000</u>

Quarterly MACo Trust Report:

Balance as of June 30, 2019	\$3,470,262
Net Investment Income	\$ 29,063
Trust Costs*	<u>\$ (3,972)</u>
Ending Balance – Cost	\$3,495,353
Change in Fair Value of Investments	<u>\$ 83,685</u>
Ending Balance – Market Value	<u>\$3,579,038</u>

*Trust costs include fees for custodial, investment management, and legal services.

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Avery

The Budget & Finance Committee did meet via conference call on Monday, October 14 and reviewed the FY19 independent audit report, as well as discussing the financial reports submitted to the Board. Items included budgeting for open positions, rollover monies going into the fiscal year, and the frequency of financial committee meetings. Mr. Allman asked if there were any recommendations about when the financial reports would be changed, and Mr. Avery noted that the topic is on the agenda as a topic for future discussion in more detail.

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 meet twice via conference call on October 10 and on October 17, to review the consultants' recommendations for the results of the compensation and classification study that has resulted in a number of changes to the structure of the Library. Both meetings included robust conversations. Judge Hazlett noted that the committee requested information from Charles Ross regarding the basis on which the survey materials provided comparisons to the library, as it's the framework on which our study has been based. There were a number of questions from committee members and a good conversation was had about where we are headed. Judge Hazlett was pleased to say that the study that will be discussed this evening provides an enormous benefit to the majority of staff impacted by the restructuring. No employee's salary was impacted negatively, which was a very big concern for the HR Committee. It is always a challenge to address the issue of compression when staff are being hired, since someone may be hired two months from now at a higher rate than an existing employee. Judge Hazlett expressed her satisfaction and appreciation at the thoroughness, depth and thoughtful consideration to the work that has been presented to the Board. For the record, the library will take a financial hit in order to implement the changes to the salary scale. Judge Hazlett also expressed her appreciation to Mr. Ross, that although a number of vacancies exist, an obvious effort was made to hire for only those positions that appear to be absolutely essential so the library could use those extra monies to absorb the changes in the compensation and classification structure. She also appreciates the foresight from Mr. Ross to anticipate the changes which will benefit every employee. The HR Committee will be asking that the Board vote to adopt and implement the recommendations of the study, which was looked at very carefully.

Mr. Allman agreed that the team put together something very forward-thinking and easily understood by the Board. He then suggested that the voting Board members review the recommendations included in their Board packet. Judge Hazlett requested that Mr. Oguh, although not a voting member, also be provided an opportunity to review the document. Mr. Allman noted that page 1-3 included position title changes and identifying the names of individual staff whose title will change. Also included were specific positions to be eliminated (positions not people), as well as the creation of new positions (positions not people), which seemed to be in line and make a lot of sense. That information corresponded with the salary grade information identified in item 5, to create a better organizational structure in the compensation plan. One of the most important things noted is to see the cost impact on the library. Items 6-7 on page 5 indicate the adjustment will result in a financial outlay of approximately \$125,000 for the Library for the current fiscal year and will need to be incorporated into the budget. There would be an additional benefit cost implication of \$13,000. Mr. Allman noted it's important for the Board to be aware of the added increase that this compensation restructuring will

have on the Library. The Board has been advised that from a budgeting perspective that's something that the Library will absorb, and is necessary in order to align everyone with the proper salary. All library employees will be compensated fairly.

Ms. Hastler noted that the financial implications of \$125,000 and additional \$13,000 will cover the cost to bring employees up to the new minimum of their pay grade but does not address the compression issue. Ms. Hastler also clarified that position titles are changing, being eliminated, or being added, and that job descriptions are being updated to reflect the way we are currently doing things, but no staff member or a currently filled position is being eliminated as a result of this study.

Mr. Avery requested clarification on item 8. Ms. Hastler noted that there are several employees who have been in their current position for a long time, and have reached the maximum salary for their pay grade. Reaching the top of a pay grade is internally referred to as "red-lined." When the system provides a pay increase, such as last year's 2% increase, those "red-lined" employees receive a one-time lump sum rather than a 2% increase to their salary. Item 8 notes the number of employees that would receive the lump sum increase and remain above the top of their salary range. This has been discussed with the consultants as well, but we are unable to justify fixing that situation until such time as the salary scale adjustment would justify extending the maximum salary above that employee's existing salary. The salary scale is reviewed every few years to ensure it remains current. Ms. Hastler also noted that the new salary scale reflects the new minimum wage which is scheduled to go into effect January 1.

Mr. Allman noted that the HR Committee suggested several changes, which were made prior to the Board receiving this evening's documents.

MOTION: Motion by Mr. Cottone seconded by Judge Hazlett and carried by unanimous vote to approve the Compensation and Classification Study and its implementation into the organization as presented.

Foundation – Ms. Martin

The Foundation Board did meet. A highlight of the meeting was the record number of sponsors and unbelievable partnerships for this year's Gala! A brief report was included in the Board packet for review.

Statistics – Ms. Parry

In September, physical circulation was at 204,527 and e-products at 50,104 with a total year to date circulation at 839,457. Online databases were 26,051, online classes at 6,464, PC sessions at 16,506, and WiFi usage at 20,040. Information reader assistance was 33,388. There were 565 programs with 22,479 attending. There were 105,755 walk-ins and 7,098 drive-thru customers.

Branch Programming – Ms. LaPenotiere

One Maryland One Book discussions of "What the Eyes Don't See" have begun. One of the Aberdeen Senior Center attendees added to the discussion by telling about the time she worked for the military in Michigan and was personally acquainted with Dr. Dean Sienko, one of the story's major players. She brought some photographs of him to share with the group. The book was also discussed at Bel Air's Just the Facts: A Non-Fiction Book, with six new attendees to the group. The larger attendance made for a lively discussion. Participants also said they look forward to the author's November visit at the Abingdon branch and plan to attend.

Edgewood's Lego Club was a huge hit! While geared for kids in grades K-8, a story time mom asked about bringing younger siblings. Eager to expand the fun, staff set up the light table with clear building bricks, and placed Duplos on the story time rug so that the littles could play nearby while the big kids got creative with Legos. An afterschool group stopped by, and ended up skipping their trip to the playground because everyone was engaged in building with Legos.

Havre de Grace had fantastic attendance (57 people) at their art themed pre-k STREAM program. The kids enjoyed activities such as painting with Sphero, examining art mediums under a microscope, mixing primary colors and creating a Picasso face.

Tuesday story times at Joppa are growing! More families keep attending and returning. They are very enthusiastic about being able to come every Tuesday at 10:30am for their toddlers or preschoolers. The total September attendance was 77.

Beneficial Bats in Your Belfry, presented by Kelly Wixted from the MD DNR had an unexpectedly large turnout at Norrisville. It is the first time in a long time staff can remember having to put out more chairs for a program. A total of 28 attendees (from Fallston, Perry Hall, and Hereford in addition to Norrisville) went outside afterward and saw the bats, which were still sleeping in slats on the side of the building.

Whiteford's brand-new 9:30 a.m. Movin' and Groovin' story time has proven to be very popular. Customers have commented that the earlier start time fits very nicely into their morning routines – just our intention in creating the new time slot. ☺

Teen Highlights – Mr. Oguh

Abingdon's teen librarian, Amy Lingelbach was thrilled when 45 teens attended Patterson Mill Middle School's first book group of the year. This is almost double the record number of participants last year! Abingdon staff have great hopes they continue to attend all year.

Comic Con was a huge success on September 28th; attendees enjoyed a wide variety of activities including trivia, costume contests, author Sherri Cook Woosley, an artist panel, green screen pictures, crafts, Dungeons and Dragons, and a scavenger hunt. 1,908 people walked through the doors that day, which is up from 1,543 last year!

In Fallston, the September Teen Advisory Group (TAG) met and allowed new students to get to know each other and library staff. Some of these teens arrive at the library after school each day. The volunteers helped plan an activity for the 2020 Winter Reading Program. Also, teen librarian, Beth Heinlein, attended the Fallston Middle School 7th/8th grade Back to School Night. The parents are always enthusiastic to see someone from the library. There were questions about the Libby vs. Overdrive app, finding grant resources for non-profits, and finding book reviews for parents and kids, and they wanted to know more about the magnet school afternoon bus stop at the branch.

Now that school is back in session, the local Havre de Grace teens have been back in full-force for Teen Time! In addition to weekly Super Smash Brothers, mini-tournaments, teens have enjoyed creating crafts like paper flower crowns and decorating bookmarks while chatting with friends and waiting for the ever-popular supper time!

CEO Report – Ms. Hastler

Building Projects

Abingdon Window Replacement Project – Meetings were 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 included \$1.259 million for the window replacement project in the Capital Budget for FY 2019. In addition, 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 for a total of \$1,697,500. The County reevaluated projects to provide the necessary funding and the Riverside renovation project funds were redirected to the window project, delaying the Riverside renovation. The window replacement project start date was delayed until March 2019. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library. The Library closed to the public on March 3rd. Packing of

the materials began on March 4th and was completed by March 6th. The contractors began phase 1 on March 5th by removing the clerestory windows above the circulation staff area. The window and partial roof replacement has been completed. The contractor anticipated completion by June 24th but was onsite through early August 2019. The integrity of the roof membrane was tested and found to be sound. It appears that the existing HVAC equipment may be contributing to a few small leaks that have continued since the windows were installed and the county is monitoring. The HVAC equipment is scheduled for replacement next spring

The interior refresh is complete with just a few remaining items. All of the lighting has been retrofitted to LED. The circulation and Librarian workrooms have been painted and new carpet has been installed. Furnishings and shelving have been installed and the collection shelved. A new gender neutral restroom has been constructed and the Children's tiny toilet restroom has been gutted and restored with a regular size commode and sink making it useable for all ages and meeting ADA requirements. The parking lot has been repaved and restriped and landscaping is complete. The cost of the project is as follows: Window/Roof project \$1,656,920 (State Capital Grant \$512,380 (includes \$12,380 carryover of unused funds from the Edgewood Roof Project) and Harford County Government \$1,144,540. Refresh portion of the project \$1,235,294 (HCPL Foundation \$250,000; Beyond Limits Autism Board \$4,607; Abingdon Friends \$2,500 and HCPL \$978,187. Total \$2,892,214 (plus the County repaved the parking lot and new striping—not included in the numbers reported).

YES!! The Grand Re-Opening of the Abingdon Library was held on October 15 at 10am. This news was first shared as a Facebook cover photo on the afternoon of September 26 and the response was tremendous. As of October 4, that one post reached 18,315 people with 2,343 engagements, received reactions from 133 people along with 27 comments, and was shared by 156 people. Fox 45 was onsite the early hours of Friday, October 11th for four live segments highlighting the newly renovated branch and its many services. Ms. Hastler was interviewed by WBAL on Thursday, October 10th, for coverage the week of October 15th. An invitation-only preview party was held on Friday, October 11 at 3:30PM for Library Trustees, Foundation Board members, donors, and those that provided support to the project.

The library reopened on Tuesday, October 15th at 10 a.m., to a chorus of cheers. Many thanks to everyone who came out and especially to the Emmorton Elementary School 5th Grade Chorus, the Patterson Mill High School Cheerleaders, the Avondell "Silver" Cheerleaders, and the Aberdeen Ironbirds Farrous. Mr. Lou Balducci was a Board Trustee many years ago and we were honored to have his wife with us for this momentous occasion. It was a wonderful day as many were so excited to have their library back.

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that our application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020. 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.

The library is working with the County to see if the HVAC replacement can take place sooner because of the recurring leaks. The County has reported that the units will be replaced with minimum to no interruption to the branch being open to the public. It will take place by zone over a period of several weeks and there are five zones in the Abingdon Library.

Aberdeen Children's Area Refresh - The Library is currently in the design phase to refresh the Aberdeen Children's area. The refresh would include demolition of the floor bulkhead that runs the perimeter of the department, new shelving, furniture, paint and carpet. In addition, a special feature to the entrance of the Children's Department has been planned. Also planned is an outdoor Story Garden area for holding story times and STREAM activities. A new book drop room is also in the plans. Also under consideration is upgrading the lighting for the space. The Aberdeen's adult area received fresh paint, some new carpet, furnishings in June and the floor bulkheads were removed. The adult public computers were relocated along the perimeter wall with new computer tables purchased.

Various Small Projects:

Bel Air – Estimates to refresh the large meeting room are pending. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling tiles and ceiling fans, new LED lighting, and new carpet. On hold until the completion of Abingdon and Aberdeen. In addition, the library will be requesting design funds in FY 2021 in anticipation of renovating the building.

Joppa Library - Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. Waiting to schedule work after Abingdon and Aberdeen are closer to completion.

Compensation and Benefits Study - The Board will be reviewing the final recommendations submitted by the consultant, CBIZ Talent and Compensation Solutions, during tonight's Board meeting. The Comp Study Final Report includes the following sections:

1. Titling recommendations per CBIZ Compensation Study
2. Position Titles to be abolished
3. Position Titles to be created
4. Pay Grades
5. Salary Ranges
6. Compensation Changes
7. Benefit Cost Implications
8. Employees with salaries above the salary range maximum
9. Update Pay Grades as Appropriate
10. Market Review

The total cost to implement as presented is estimated to be \$125,000 annually in salary and \$13,000 annually in benefits. No employee is negatively affected in terms of salary. The salary ranges reflect the new minimum wage going into effect January 1, 2020. The recommendation is to increase the pay so that no employee falls below the minimum of the new pay grades. There will still be some employees who have been with the library for many years who attain the top of the paygrade and remain at that salary/pay until the salary scale is adjusted. The salary scale is reviewed annually and updated every couple of years as warranted and approved by the Board of Trustees. While "red-lined", these employees receive a one-time amount if the rest of the staff receive an annual percentage increase assuming they are continuing to meet expectations in their performance review. The compression issue will be addressed at a later time.

Honorable Susan Hazlett, Chair of the Board HR Committee, will be providing a review of the proposed changes.

Harford County Commission on Disabilities Annual Employment Recognition Luncheon – Crystal Arbaugh, Volunteer Page at the Bel Air and Whiteford libraries was honored as Volunteer of the Year and nominated by Robin Fiastro, Page Supervisor in Bel Air. It was noted in her nomination, that Ms. Arbaugh successfully learned an immense amount of information in a very short amount of time in order to be an independent volunteer. She uses American Sign Language as her main form of communication and is always learning new ways to help improve and streamline her workflow. Many of us attended the luncheon and celebrated with Ms. Arbaugh and her guests. Congratulations to all the honorees!

Friends Council – The Friends Council annual meeting was held on September 26th at the Aberdeen Library and was well attended by Friends officers representing the branches. The group discussed fundraising ideas and also shared their success stories.

HCPL Comic Con – Over 1,900 children, teens, and adults got their geek on at the Bel Air Library, when the 9th Annual HCPL Comic-Con took over the branch on September 28. This all-day event featured a variety of activities for fans of all ages. Attendees were encouraged to dress up and participate in a costume contest. An author program with Harford county native Sherri Cook Woosley was also part of the day's festivities.

MAPLA – The Maryland Association of Public Library Administrators fall meeting was held October 3 and 4th. There were presentations from the Maryland Access to Justice Commission and Community Mediation. In addition, the group had a virtual tour of the newly renovated Wheaton Library and Community Recreation Center along with the newly built Myersville Library that houses a full size 1911 Trolley. The one-day Directors' University covered the topic of leadership issues in Maryland libraries and one of the leading topics discussed was communication. In addition, Montgomery County Library is in the preliminary investigation phase along with the Montgomery County Government Finance Office on developing robot process automation for repetitive work.

MLS Student CEO Shadow for a Day – On Tuesday, October 8, Library CEO Mary Hastler was shadowed for the day by Lisa Allgeier who is enrolled at Clarion University pursuing a Masters in Library Science. The student is a Harford County resident currently employed fulltime with the Baltimore County Public Library. The student followed Ms. Hastler around for the work day, observing the details of the job, the library environment, and asking lots of questions!

Harford County Planning Advisory Board – Ms. Hastler and Ms. Cogar presented the Library Capital budget for fiscal year 2021 to the Planning Advisory Board on October 9th. Projects reviewed included the Aberdeen's Children's area renovation, Abingdon HVAC project, Technology funding, Bel Air Library renovation, Darlington Branch, and outreach vehicles/service.

Board of Trustees Nominations – The Board Executive Committee submitted three qualified candidates to the County Executive on September 30th for review. The County Executive will select one candidate to fill the one opening for the Board. The selected candidate will be submitted to the Harford County Council for approval. Many thanks to all who submitted applications for the Trustee position.

Customer Feedback – The Bel Air Library held a sensory story time recently with a very nice attendance. It was an inclusive story time open to all abilities. Parents of children with special needs who attended shared that they built attending Library programs into their child's individual Family Service Plan for Infant and Toddlers. This has been a goal of the library in ensuring that all our preschool children and family develop those critical pre and early literacy skills critical for school readiness.

Meetings & Presentations – September 2019

- 9/4 Greater Bel Air Community Foundation Meeting
- 9/4 Harford County Chamber Engagement Meeting
- 9/4 PAG Meeting
- 9/4 United Way Bocce & A Beautiful Evening
- 9/6 MACo Trust Conference Call
- 9/6 Harford Family House Boots & Bowties
- 9/10 CPWN Work/Life Balance
- 9/10 Miracle League Ballfield Groundbreaking
- 9/10 Weyrich, Cronin & Sorra's 40th Anniversary Party
- 9/11 Harford County Education Foundation Board Meeting
- 9/11 Klein's Shoprite Charity Golf Tournament
- 9/12 Harford County Chamber Executive Committee Meeting
- 9/12 Harford Living Treasures Afternoon Tea Reception
- 9/14 SARC Balloon Glow Gala
- 9/16 Harford County Chamber Eggs & Issues Legislative Breakfast
- 9/16 Choose Civility presentation to AAUW
- 9/17 HCPS Customer Service Task Force Meeting
- 9/17 Harford Chabad 10 Year Gala Meeting
- 9/19 Harford County Chamber Board Meeting
- 9/20 Greater Bel Air Community Foundation
- 9/21 CTR's Stirrup the Dust: Farm to Table
- 9/23 Harford County Women's Commission Meeting

- 9/26 BGE Green Grant Reception
- 9/26 CareFirst Review Meeting
- 9/27 Photo opportunity with donor at Bel Air Library
- 9/28 Bel Air Comic Con
- 9/28 Harford County Wine Festival
- 9/30 Greater Bel Air Community Foundation Golf Tournament

Marketing

General

- 103 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
 - HCPL Main Facebook - 6,479 followers
 - Branch Facebook combined - 11,707 followers
 - HCPL Main Instagram - 406 followers
 - Branch Instagram combined - 2,428 followers
 - HCPL Main Twitter - 1,719 followers

Outreach & Events

- In support of this year's One Maryland One Book, several "wandering" copies of *What the Eyes Don't See: A Story of Crisis, Resistance, and Hope in an American City* were distributed in mid-September at various public places throughout Harford county. Those who find these books are asked to register and read the book, then share their review online before releasing the book back into the world for the next reader to find. Clues to each copy's origin location have been shared through social media.
- HCPL attended Harford County's 5th Annual Relatives Matter Conference and Resource Fair on September 20. Information about library programs and services geared towards families was distributed to the 55 people who visited our table.
- Following his appearance as the featured speaker at Relatives Matter that morning, New York Times Best-Selling author and illustrator Jarrett J. Krosoczka visited the Havre de Grace Library on the afternoon of September 20. He spoke about *Hey, Kiddo*, his latest graphic novel which is a memoir about a family grappling with addiction and discovering the art that helped him survive. An audience of 36 teens and adults enjoyed a Q&A session with the author, followed by a book signing and opportunity to take photos.
- Riverside staff attended two English Language Learners (ELL) Family Nights where HCPL information for Spanish-speaking families was provided. The first event was at Bakersfield Elementary on September 24. Contact was made with 26 people through this event, which included 3 new library card users being issued cards and 3 books were checked out. William Paca Elementary hosted the second event on September 26 and 48 people visited our table that evening. Library cards were issued to 10 people and 6 books were checked out.
- The library participated in the Harford Community College Wellness Fair on September 26. We had an outreach table with promotional items, digital resource information, and Choose Civility Harford County materials. Total attendance at the HCPL table was 71.
- HCPL lanyard wine holders were a huge hit at the Annual Harford Wine Festival on September 28! More than 800 people visited our table and all 750 lanyards were distributed within the first few hours of the event. We also handed out H&H, Books on Tap materials, and Choose Civility Harford County information.
- Branches participated in nearly 10 community events. Promotional items, along with resource/program and Choose Civility Harford County information, were distributed.

Press Releases Distributed

- "Harford County Public Library Hosts Author of One Maryland One Book at Abingdon Library November 5" – 9/30

Recent Articles and Mentions Received

- "Business Community Donates Hugo Award Books" – *The Aegis* – September 25
- "Norrisville Friends of the Library Yard Sale" – *The Star* – September 19 & 26

- “Explore Local Agriculture” – *The Aegis* (online), *The Baltimore Sun* (online) – September 9 / *The Aegis* – September 11 / *The Record* – September 13
- “Korean War Veteran Donation” – *Aberdeen Patch*, *Bel Air Patch*, *Harford County Living* – September 8 / *Bel Air News & Views* – September 10 / *The Bargaineer* – September 13
- “9th Annual Comic-Con” – *The Bargaineer* – September 6 / *The Bargaineer* – September 9 / *Bel Air News & Views* – September 10 / *The Record*, *The Aegis* – September 13 / *The Aegis* (online), *The Baltimore Sun* (online) – September 14 / *The Bargaineer* – September 27
- “Harford County Observes National Recovery Month” – *The Bargaineer* – September 6
- “Whiteford Library Book Sale” – *The Star* – September 5
- “Most Popular Books in Baltimore Area” – *The Aegis* (online), *The Baltimore Sun* (online) – August 23

Advertising

Print

- Passport Acceptance Facility Ad – for Visit Harford! 2020 Harford County Official Destination & Insider Guide
- Harford County Commission on Disabilities Ad – for October 16 event
- Tools for Schools STREAM Ad – for October 11 event
- SARC Balloon Glow Gala Program Ad – for September 14 event

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 and recent guests included:
 - 9/13 Chesapeake Therapeutic Riding (CTR) – Cathy Schmidt
 - 9/20 Comic-Con – Sherri Cook Woosley
 - 9/27 replay of 9/20

Foundation

The next meeting of the HCPL Foundation Board of Directors will be October 22, 2019.

BGE Green Grant

The Foundation was one of 63 nonprofits in the state of Maryland to be awarded the BGE Green Grant for the Aberdeen Library’s Outdoor Story Garden Project. The reception was held at the Irvine Nature Center where we received \$8,000 in funding towards this upcoming project.

15th Annual HCPL Gala

This year’s sold out Gala will be hosted on Saturday, November 2 from 7pm – 11pm at the Abingdon Library. Water’s Edge Event Center will be catering the event along with Matsuri Japanese Restaurant who will be providing two sushi bars and The Local Oyster who will provide the oyster bar. The Mood Swings will return as the entertainment for the evening. We will also be hosting an After Party at Pairings Bistro from 11pm – 2pm. Tickets for the After Party are \$25 and will include entertainment, food, soft drinks and a night cap. Sponsorships are currently sold out. Virtual sponsorships are available but do not include Gala tickets. All sponsors will be receiving a limited edition pair of “Zilla” socks with their acknowledgement letters. It is just another way for us to thank the local businesses, organizations and individuals that support the Library. Our current sponsors to date are: Platinum Sponsor – Klein’s ShopRite, Anniversary Sponsor – Saxon’s Diamond Centers, Richardson’s Flowers & Gifts, Presenting Sponsor – Water’s Edge Catering, The Kelly Group, GFL Environmental, BGE, Headlining Sponsor – WebIXI, Rainbow International, Huether-McClelland Foundation, The Daily Record, Revolution, M&T Bank, Premier Sponsor – Frank Hajek & Associates P.A., Chesapeake Bank of MD, Freedom Federal Credit Union, Point Breeze Credit Union, PNC Bank, APG Federal Credit Union, WXCY 103.7FM, Harford Community College, Wegmans, Harford Mutual, Keene Dodge, WSMT, Mark and Mary Hastler, Lockheed Martin, Comcast, Chesapeake Environmental, Absolute Investigative Services, Inc., Supporting Sponsor – Peabody Press, Jeff and Jean Foulk, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Coffee, McDonnell Consulting Group, Weyrich, Cronin & Sorra, Greater Harford Committee, Baker & Taylor, Harford County Government, Library Interiors, Morgan Stanley,

Upper Chesapeake Health System, Dex Imaging, Chesapeake Employers Insurance, Howard Bank, Contributing Sponsor – The Local Oyster, MidAtlantic Photographic, Forest Hill Health and Rehab, MediaWise, Harford Bank, Armstrong, Sanctuary Title, Acer Exhibits & Events, Law Offices of Anthony J. DiPaula P.A., Dave and Colleen Patzer, Steve and Terry Troy, Harford County Chamber of Commerce, Al & Gail Jackson, Sharon & Brian Lipford, SunTrust Bank, Mark & Pam DiBerardino, Town of Bel Air, Ivy Hill, Insurance Force, Homecoming Project, Inc., Frederick Ward Associates, Advanced Eye Care, Oak Contracting, Jessica Brockmeyer & James Sheehy, Crabby Axe Throwing, Wells Fargo Financial, Boyle Buick, RSM US LLP, Debbie's Main Concern, Boyle & Kahoe Real Estate, True Cycling Studio, Party Event Rentals, Inc., MNS Group. Gala Raffle tickets are available! The raffle items are a gorgeous 18 karat white gold open end baguette and round diamond bangle bracelet accompanied by an 18 karat white gold baguette and round diamond halo by pass ring. Total weight is over 2 karats of diamonds!

Holiday Tea

The Foundation will be hosting a Holiday Tea on Saturday, December 7 at the Abingdon Library. There will be two time slots; one in the morning from 10-11:30am and one in the afternoon from 1:30-3pm. The cost will be \$5 per child and \$10 per adult. Registration is required and opens on November 7. Families will enjoy ice skating on an indoor synthetic ice rink, a virtual trip to the North Pole, light refreshments, a photo with Mr. and Mrs. Claus, a seasonal craft, musical entertainment and a few other surprises to get everyone in the holiday spirit.

Cultural Arts Board

Harford Living Treasures – At their October 7th meeting, the Harford County Cultural Arts Board voted to recommend the following Harford Living Treasures nominations be forwarded to the Harford County Council for consideration: Charles B. Anderson, Carol Bruce, Norma A. Lunsford Fickens, G. Edward Fielder, James Galbreath, Harry and Shirley Graves, Thomas Wilson Galbreath Jr. and Betsy Ann (Harkins) Galbreath, Cynthia P. Laurie, Jesse Jerry Shanks, and Joseph F. Snee Sr.

On September 13th, the [September October 2019 episode of Kaleidoscope](#), the Cultural Arts Board's bimonthly television program produced in partnership with Harford Cable Network (HCN), was filmed, featuring:

- The Arc Northern Chesapeake's Shawn Kros discussing the organization and its annual Sprout Film & Art Festival, coming up on November 13.
- Band Together of Harford County, and its fundraising musical event including Sandwich Stock on October 12th.
- Weatherly, a songwriting duo who also performs, produces, and promotes music and podcasts in Harford County
- Shine Light on farrier, Brandon Amos.

This program also includes news from the Cultural Arts Board (CAB), the Harford County Cultural Arts Calendar, and highlights local artists and cultural programming. It airs on HCN multiple times per week for two months, and is also available on online.

On September 15th, the Cultural Arts Board participated in the 54th Annual Bel Air Festival for the Arts with an information table and was very busy talking to the community about the organization and all its supports in the county.

ACTION ITEMS

Personnel Changes – October 2019

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

NEW HIRES:

Anna Hiser, Library Associate I – Children’s Services, Abingdon Branch, 37.5 hours per week. Effective Date: November 4, 2019.

PROMOTIONS:

None

OTHER CHANGES:

Angela Pfeiffer, Library Associate II, Edgewood Branch, 15 hours per week has been awarded the position of Library Associate II – Children’s Services, Abingdon Branch, 37.5 hours per week. Effective Date: November 3, 2019.

Meghan Haines, Library Associate II, Abingdon, 15 hours per week has been awarded the position of Library Associate II – Children’s Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: November 3, 2019.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Matthew Smith, Purchasing Manager, Administrative Office, 37.5 hours per week. Effective date: October 18, 2019.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested leave for self from September 3, 2019 to November 26, 2019.

OPEN POSITIONS:

- **Assistant Branch Manager II – Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Assistant Branch Manager**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **F&O Assistant**, Abingdon Branch, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Scheduling interviews.
- **F&O Assistant**, Administrative Offices, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Scheduling interviews.
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Scheduling interviews.
- **Human Resources Generalist**, Human Resources Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.

- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. Assessing position.
- **Library Associate I/II – Teen Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Note – this position was previously designated as a Librarian, Senior Staff approved to change to Library Associate to expand applicant pool. Scheduling interviews.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions). Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Purchasing Manager**, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate II – Materials**, Materials Management Department, Administrative Office, 37.5 hours per week. Assessing position.
- **Library Assistant II – Technical Services**, Technical Services Department, Administrative Office, 30 hours per week. Assessing position.
- **Page II**, Bel Air Branch, 18 hours per week. Assessing position.
- **Receiving & Processing Manager**, Administrative Office, 37.5 hours per week. Assessing position.
- **Coordinator – Children & Teen Services**, Administrative Office, 37.5 hours per week. Assessing position.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. Assessing position.
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. Assessing position.
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). Assessing 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.

MOTION: Motion by Judge Hazlett seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for October 2019 as presented.

OLD BUSINESS

None

NEW BUSINESS

Mr. Allman requested a modification of the agenda to add an Executive Session.

BUSINESS FROM THE CHAIRPERSON

None

BUSINESS FROM BOARD MEMBERS

Ms. Hastler introduced the staff members present at tonight's meeting.

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 a personnel matter.

Mr. Allman cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

- (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
- (ii) any other personnel matter that affects one or more specific individuals;

MOTION: Motion by Judge Hazlett, seconded by Mr. Adams and approved by unanimous 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 7:25 PM.