

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

MEETING MINUTES

September 14, 2017

Present: William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, Alison N. Smith Student Liaison, Durbin Vido, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Dwayne Adams, Honorable Susan H. Hazlett, 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 6:29 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were two changes to the Agenda. Introduction of the new Foundation Director was moved to the October meeting. Presentations of the Summer Reading Challenge Trophies to winning schools will occur first. Since these changes are to accommodate everyone's scheduling needs there is no need to vote on these changes to the Agenda.

PRESENTATIONS/RECOGNITIONS - Beth

Beth LaPenotiere shared that during the 2017 Summer Reading Challenge, 19,096 registrations were completed and 116,937 books were read. If the average size of a book is 6x9 inches, the number of books read this summer would create a chain of 1,052,433 inches long, or 16.61 miles – approximately the distance from Bel Air to Havre de Grace.

Youth's Benefit Elementary School was presented with a trophy for First Place Readers 2017 and a photo taken with representatives from the school, Library Board members and Library Senior Staff.

Fallston Middle School was presented with a trophy for First Place Readers 2017 and a photo taken with representatives from the school, Library Board members and Library Senior Staff.

Bel Air High School was presented with a trophy for First Place Readers 2017 and a photo taken with representatives from the school, Library Board members and Library Senior Staff.

Congratulations to all and we hope to see you next year!

APPROVAL OF MINUTES

MOTION: Motion by Mr. Avery seconded by Mr. Cottone and approved by unanimous vote to accept the Minutes of the July 20, 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 August 2017 were within the FY18 budget. As of August 31, 2017, encumbrances totaled \$302,000 including:

Contracted Services	\$ 21,000
Supplies/Travel	\$ 31,000
Library Materials	\$ 245,000
Furniture and Equipment	\$ 5,000
	<u>\$ 302,000</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. Martin

The Foundation Board did not meet. A brief report was included in the Board packet for review.

Statistics – Daria Parry

The numbers for the summer months of July and August were great! A complete report was included in the Board packet for review.

August 2017 Programming Highlights – Beth LaPenotiere

A complete report was included in the Chief Executive Officer’s Report.

YA Highlights for August – Alison Smith

Ms. Smith shared that teens had a blast this summer, both volunteering with and participating in the Summer Reading Challenge. A complete report was included in the Chief Executive Officer’s Report.

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 purchase 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.

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.

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.

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.

Joppa – The HVAC dehumidification project needed additional zone sensors installed in the building to better control the humidity levels. The sensors have been installed and appear to be controlling the humidity – project is complete!

Whiteford – Security Cameras – Security cameras are being installed both inside (6 cameras) and outside (5 cameras) the property. Project should be completed by the end of September.

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.

Polaris 5.5 Upgrade – On August 22nd, the Library upgraded to the newest version of the Integrated Library System, ILS, Polaris 5.5. New features included in the upgrade: 1) responsive PAC design that allows customers access to full features on desktop computers, tablets, phones and other devices; 2) customers will be able to login via the Log In link at the top of the page instead of needing to go the My Accounts page; 3) customers will be able to choose to include related words in the search (example: if customers search for “puppies” it will also search for “dogs”); 4) additional functionality has been added on the staff side through Leap.

RFP for Human Resources & Payroll Services System – The Library has gone out to bid for a new payroll and HR system. ADP has been the provider for many years and the review committee are in the process of reviewing the proposals submitted. The Library has also developed a procurement page on its website where all RFP’s are posted.

Innovator of the Year – The Library has been selected as a 2017 Innovator of the Year from The Daily Record for the Bel Air Children’s Department and StreamWorks.

Staff In-Service Day – The Library’s annual Staff In-Service Day will be held on the morning of Monday, October 9. Board members are invited to attend and offer brief remarks. Proceeds from the Staff Day Bake Sale Raffle will benefit Texas and Florida libraries.

Citizens for Maryland Libraries Annual Meeting – Registration is now open for *Supporting Your Library Through Challenging Times: A Conference for Trustees, Friends & Foundation Members*. Board members wishing to attend should contact Jennifer Button to register.

VIP Reception – The Library will be hosting a VIP Reception to celebrate the opening of *The Artifacts of Outlander Exhibit* on Friday, September 29. Board members are invited to attend and may RSVP to Jennifer Button.

New Senior Staff Member – The position for Senior Administrator – Human Resources has been filled effective Monday, October 9. The new Senior Administrator will be introduced to the Board at the October meeting.

Local Food Drive – The food bank at Harford County Community Action Agency is empty and their usual sources of donations have been diverted to Texas and Florida. The Library has partnered with HCAA and Char Hope Foundation to hold a local food drive of canned goods and other necessities. Donation boxes have been placed in all Library branches through the end of the month.

Meetings & Presentations – August 2017

8/4	Kiss A Pig Bingo
8/7	Cultural Arts Board Retreat
8/8	Summer Reading Challenge Ironbirds Game
8/10	Opportunity Youth Workgroup
8/10	Havre de Grace Arts Collective Meeting
8/11	Kiss A Pig Award Presentation
8/12	Good Scout Meeting
8/15-18	MACo Conference
8/16	MACo Tech Fair Demo

8/22	Good Scout Meeting
8/23	John Sauers Art Reception
8/23	The Daily Record's Path to Excellence
8/24	Harford County Benefits Consortium Meeting
8/24	Greater Bel Air Community Foundation
8/28	Good Scout Meeting
8/31	Secretary Brinkley Meeting

Marketing Report – August/September 2017

General

- Projects completed by designers: 149
- Social media now up to 5,557 likes!
- The 2017 Literary Spelling Bee took place on July 27 and 54 people competed.
- Summer Reading Challenge 2017, “Build a Better World,” officially ended on September 2 with a record number of 19,096 registrations. Of those, we had 37% complete, or 7,071. In total, the county read almost 117,000 books. The schools with the highest percentage of completions for 2017 are Youth’s Benefit Elementary School, Fallston Middle School, and Bel Air High School.
- The 2017 Kiss a Pig, benefiting the Boys and Girls Clubs of Harford County, concluded on August 11 and Team HCPL finished in 3rd place. The library’s team raised more than \$4800. Mary Hastler, Jennifer Button, and Megan Baker represented Team HCPL at the BBQ Bash, where they had the opportunity to kiss a pig.
- The fall 2017 Headlines & Happenings is now available online and in the branches.
- Graphic designer Carrie Ostheimer is now Carrie Yocum, after getting married at the end of July.

Marketing Campaigns

- 2017 Gala Sold Out
- Pop-up Author Tim Tooten
- 2017 One Maryland One Book “Purple Hibiscus”
- Impact of Incarceration on Children “Far Apart, Close in Heart”
- The Artifacts of Outlander Exhibit
- “The Seventh Wish” Book Discussions & Author Kate Messner Visit
- Mobile Printing
- Books on Tap – September/October/November
- National Library Card Sign-Up Month (September)
- Constitution Day
- Lawyer in the Library – October/November
- Sharing the Gift & Partners in Reading Volunteer Recruitment

Outreach

- The annual HCPS New Teacher Orientation was held on August 21 at Aberdeen High School. Attendees received Winter Reading mugs along with information about HCPL resources to assist with curriculum planning and staff was on hand to register new teachers for library cards.
- Aberdeen Ironbirds voucher games for Summer Reading completers were August 8 & 24. We had an outreach table at both games. Children who have completed Summer Reading were invited to march on the field prior to the start of the game.
- The final Ironbirds Community Movie Nights took place on August 4 and September 9. Our outreach table was in the concourse to promote Summer Reading, Solar Eclipse programming, and other upcoming programs/events. HCPL sunglasses and pencils were

distributed along with copies of the Summer and Fall H&H. Contact was made with approximately 250 people at each event.

- Upcoming – September 30, Harford County Wine Festival at Rockfield Manor

Advertising

Print

- Outlander Ad; *The Daily Record – Path to Excellence Program*
- Cultural Arts Board Ad; *Inspire Magazine*, Fall 2017
- Harford Chamber Ad; *2017 Harford Awards Program*, September 18
- Caregiver Ad; *Relatives Matter Program*, September 22

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor. Guests/topics this month included:
 - Pat Chambers & PJ Chambers – Kilimanjaro: Follow Our Trek Beyond Limits
 - Eddie Hopkins & Rick Ayres – Emergency Preparedness
 - Jillian Lader & Dean John Mahorne – Back to School at HCPS and HCC

Press Releases Distributed

- “Harford County Public Library Foundation Elects Sharon Lipford to Board,” July 20
- “Harford County Public Library Celebrates Solar Eclipse,” August 7
- “Pop-up Discussion, Book Signing at Abingdon Library Features WBAL-TV’s Tim Tooten,” August 23
- “Harford County Public Library Hosts Artist John Sauers Exhibit, Spirit Place,” August 30
- “Harford County Public Library Hosts One Maryland One Book Discussions,” August 31
- “Far Apart, Close in Heart,” September 8

Recent Articles and Mentions Received

- “Jessop Named Executive Director of Havre de Grace Arts Collective,” *The Record*, July 14; *I95 Business*, August 2017
- “HdG Independence Day 2017 Parade Winners are Announced,” *The Record*, July 14
- “Thank You for Donations to Vets,” *The Record*, July 14
- “Harford County Public Library Branches to Serve as Cooling Centers,” *The Dagger*, July 20; *Baltimoresun.com*, July 21; *The Aegis*, July 21
- “Sharon Lipford Elected to HCPL Foundation Board,” *Patch- Aberdeen, Bel Air, Fallston, Havre de Grace, Bel Air News & Views, The Dagger, Harford County Living, Citybizlist*, July 20; *The Bargaineer*, July 28
- “Boost in Summer Reading,” *The Aegis*, July 21
- “Literary Spelling Bee at Farm Fair,” *The Aegis*, July 21; *The Aegis*, August 2; *Baltimoresun.com*, August 3; *The Aegis*, August 4
- “Extended Hours at 10 HCPL Branches,” *The Bargaineer*, July 21
- “Havre de Grace Installs 7th Little Free Library,” *The Dagger*, July 24; *The Bargaineer*, July 28; *The Record*, August 4
- “People on the Move – Jackie Siejack,” *The Baltimore Sun*, July 26
- “CEO Tries to Ease Concerns about Health Care Changes,” *The Aegis*, July 26; *The Record*, July 28
- “Enjoying Nature at Eden Mill,” *The Aegis*, July 26
- “Success by Reading,” *The Aegis*, July 26
- “Five Women Who Changed My Life – Mary Hastler,” *The Daily Record – Path to Excellence (print)*, August 2017; *The Daily Record – Path to Excellence (online)*, August 29
- “Solar Eclipse Celebration,” *Bel Air News & Views, Harford County Living, Patch- Aberdeen, Bel Air, Fallston, Havre de Grace*, August 7; *The Bargaineer*, August 11; *The Dagger*, August 15; *The Aegis*, August 16; *The Record*, August 18
- “Harford Chamber Welcomes New Board,” *The Aegis*, August 16

- “Libraries Join Opioid Addiction Fight through Narcan Training,” *Baltimoresun.com*, August 21; *The Baltimore Sun*, August 22; *The Aegis*, August 23
- “Pop-up Author WBAL-TV’s Tim Tooten,” *Bel Air News & Views*, *Harford County Living*, August 23; *The Bargaineer*, August 25
- “Relatives Matter: Helping You Help Your Family,” *The Bargaineer*, August 25
- “Harford Education Foundation’s Stuff the Bus,” *The Aegis*, August 25
- “Harford County Public Library Hosts Artist John Sauers Exhibit, Spirit of Place,” *Citybizlist*, August 30
- “2017 One Maryland One Book Purple Hibiscus,” *Bel Air News & Views*, *Harford County Living*, *Patch- Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, August 31; *The Aegis*, September 1
- “Man Shot, Roads Closed by Police in Edgewood during Five-Hour Search for Suspect,” *Baltimoresun.com*, September 1
- “2017 Innovator of the Year Winners,” *The Daily Record*, September 1
- “Far Apart, Close in Heart,” *Patch- Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, September 8
- “Joppa Community Information Meeting,” *The Aegis*, September 8
- “Wreckage of 9/11 Goes On, Friend of Victim Says,” *The Aegis*, September 8
- “My Lady’s Manor Farm Couple are Living Treasures,” *The Aegis*, September 8
- “2017 Fish, Fowl, Folk Festival,” *The Aegis*, September 8

Foundation Report – August 2017

Tickets for the Gala are SOLD OUT! The Gala auction sub-committee is working on following up with a few silent auction donors and expects everything to be secured by the end of September. We are still working on securing a sponsor for the Bourbon and Oyster room.

The Library has a new Foundation Director, Jenny Dombeck. She started with the library on Tuesday, September 5th, is very excited to be here, and is looking forward to meeting everyone.

The Foundation audit is complete and will be reviewed by the Foundation Board at its September meeting.

DRAFT Statement of Financial Position as of July 31, 2017

Assets:	
Checking/Savings	\$ 303,459.88
Accounts Receivable	64,500.00
Total Current Assets:	\$ <u>344,982.70</u>
Liabilities & Equity:	
Accounts Payable	\$ 2,700.00
Other Liabilities	<u>1,783.72</u>
Total Current Liabilities:	\$ <u>4,483.72</u>
Equity:	
Temporarily Restricted Net Assets	\$ 203,897.92
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	97,645.38
Net Income	<u>51,183.79</u>
Total Equity:	\$ <u>363,476.16</u>

Total Liabilities & Equity

\$ 367,959.88

Branch Programming Report July-August 2017

July and August programming revolved around the Summer Reading Challenge: Build a Better World. The Extreme Balloon Man, the Mike Rose Magic Show, and the Susquehannock Wildlife Society were some of the programs that entertained huge crowds. We finished the summer with a record number of 19,096 registrations. A total of 116,937 books were read! Some interesting facts: The average size of a book is 6” x 9”. If we put these books end to end it would be a chain of 1,052,433 inches or 16.61 miles. This is roughly the distance from Bel Air to Havre de Grace (15.6 miles)!

Aberdeen’s Didgeridoo Down Under was a great success with 50 children, adults, and families attending, including the Aberdeen mayor and his family. Attendees enjoyed learning about Australia, the Australian aboriginal peoples, didgeridoos, and the importance of being kind to others. There were many positive comments and everyone had a wonderful time.

The Abingdon librarians hosted an after-hours trivia night program. With 36 adults and teens attending, it was a great success. Truly, it was wonderful to see the wide age of attendees (from recently graduated 18 year olds to seniors) interacting.

The Harford County Cultural Arts Board and Harford County Commission on Disabilities’ Art Without Boundaries exhibit was in the Bel Air exhibit room; it was attention-getting and many customers came through to look at the artwork. To celebrate the installation, Bel Air hosted an after-hours reception on July 14th with 134 people attended the reception.

Movie Theater Thursdays at Edgewood enjoyed record numbers in conjunction with the HCPS free lunch program! Customers gathered each Thursday to watch The Lego Batman Movie, Iron Giant, Spark: A Space Tail and Rock Dog. One young child was overheard saying, “I’m going to dinner and a movie.”

At Fallston, 34 attendees enjoyed participating in the production of The Magic Tree by InterActStory Theatre. There was plenty of acting, singing, and humor as audience members learned the African folktale of the magic tree named Awongalema. Havre de Grace’s 3-D printing club had become so popular that it moved off of Lafayette’s Landing and into the meeting room. The July edition of 3-D Printing club maxed out at 26.

Chesapeake Therapeutic Riding Changing Lives Presents: Pony Express-Trails and Tales went on without a “hitch” even with the rainy weather in Jarrettsville. They were able to have both sessions outside under the overhang at the entrance. Buttons the pony was very patient. They went Live on Facebook during the program and received lots of likes.

Despite the rain and having to rework the event to fit inside the branch, the Joppa staff was able to host a successful Summer Fair with numbers comparable to prior years. Many families let staff know how much fun they were having throughout the event. Rita’s and the K9 demo by the Sheriff’s Dept. were great hits, as they have been in the past. Joppa had a positive response on their Facebook page as well. Some even contributed photos for posting.

Norrisville’s summer session of Chalk Our Walks, held in the morning was a great success. Attendees enjoyed decorating the sidewalks and blowing bubbles, all before it got very hot later that day!

There was a great community turn out for the “Whiteford Rocks” maker space program. Over 80 people stopped in to paint cheerful messages and pictures on rocks.

August brought the Eclipse. All branches distributed viewing glasses. Eight branches held specific eclipse programs, which were very popular.

It was a great summer this year at HCPL!

Teen Highlights 2017

Teens had a blast this summer at the library, with middle and high schoolers volunteering at all branches, helping register and complete families for the Summer Reading Challenge. And, of course, they also participated in the Summer Reading Challenge themselves, often celebrating their completion in fun and unique ways. In Fallston, for example, teens collaborated to paint a city skyline on the windows of the teen room whenever they completed their three books.

Teens embraced the Summer Reading theme this year, Build a Better World, through their reading selections as well. Branches put up displays of books, showcasing stories and ideas about how to change the world. In Havre de Grace, teens participated in the Multicultural Book Club, where they participated in discussions around books that expanded their worlds. On the Aberdeen Facebook page, teens and families have enjoyed getting a book recommendation from Jake Hutton, the teen librarian, every Thursday. Recommending books from a variety of genres, Jake is using these videos to inspire Aberdeen customers to build up their reading world!

Teen programs were also a big hit this summer. Teens built sculptures out of junk food in Jarrettsville, reverse tie-dyed dark t-shirts in Fallston, decorated sidewalks throughout the county during Chalk Our Walks, and collaborated with adults and younger kids during a Break Out session at Edgewood. The programming highlight of the summer for Teens, though, would be the Teen Lock In. Held in Abingdon this year, 59 teens attended and had an awesome time staying up all night playing capture the flag, creating green screen photos, making crafts, and challenging each other to video games.

ACTION ITEMS

Personnel Changes

Ms. Hastler submitted for review and confirmation the following human resources changes for August:

NEW HIRES:

Carmen Cortez, Circulation Substitute, Home Branch – Edgewood, On-call hours per week. Effective Date: July 17, 2017.

Jenny Dombeck, Foundation Director of the Harford County Public Library, Administrative Office. Effective Date: September 5, 2017.

PROMOTIONS:

Liliana Brown, Library Assistant I – Technical Services, Administrative Offices was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to her regularly scheduled position as a Library Assistant I – Technical Services . Effective Date: July 17, 2017.

Mackenzie Malanog, Page, Edgewood Branch was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to her regularly scheduled position as a Page. Effective Date: July 17, 2017.

Rian Mitchell, Page, Abingdon Branch was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to his regularly scheduled position as a Page. Effective Date: July 17, 2017.

Debra Wilson, Facilities & Operations Assistant, Havre de Grace Branch was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to her regularly scheduled position as a Facilities & Operations Assistant. Effective Date: August 7, 2017.

Rachel Crane, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week has been promoted to the position of Library Assistant III – Rolling Reader, Edgewood Branch, 37.5 hours per week. Effective Date: September 24, 2017.

Lynn Verk, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Edgewood Branch, 37.5 hours per week. Effective Date: September 24, 2017.

OTHER CHANGES:

Andrea Pentz, Specialist II – Business Services, Grade 8. Her position was reclassified to Specialist IV – Facilities & Operations and Purchasing, Grade 10. Effective Date: July 2, 2017.

Phyllis Gallagher, Assistant Branch Manager II – Children’s Services, Abingdon Branch has transferred to the position of Assistant Branch Manager, Whiteford Branch. Effective Date: August 13, 2017.

Maureen Benesch, Library Assistant I – Circulation, Bel Air Branch requested and was granted a reduction in work hours from 19 hours per week to 15 hours per week. Effective Date: August 27, 2017.

Daniel Rutherford, Library Assistant I – Circulation, Bel Air Branch has accepted an increase in work hours from 15 hours per week to 19 hours per week. Effective Date: August 27, 2017.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Lauren Gray, Page II, Bel Air Branch, 18 hours per week. Effective Date: August 11, 2017.

LEAVE OF ABSENCE REQUESTS:

An employee has requested a medical leave of absence under the FMLA for a Family Member. Start Date: September 1, 2017. Estimated End Date: September 1, 2018.

An employee has requested a medical leave of absence under the FMLA. Start Date: October 6, 2017. Estimated End Date: January 6, 2018.

OPEN POSITIONS:

- **Library Associate I**, Abingdon Branch, 15 hours per week (2 positions). *Search extended. Reposted internally/externally. Closed August 18, 2017. Scheduling interviews for September 20 & 21, 2017.*

- **Library Associate I**, Adult Services, Bel Air Branch, 15 hours per week. *Search extended. Reposted internally/externally. Closed August 18, 2017. Scheduling interviews for September 20 & 21, 2017.*
- **Library Associate I**, Edgewood Branch, 15 hours per week. *Search extended. Reposted internally/externally. Closed August 18, 2017. Scheduling interviews for September 20 & 21, 2017.*
- **Assistant Branch Manager II – Children’s Services**, Abingdon Branch, 37.5 hour hours per week. *Posted internally/externally. Best consideration date to apply is September 29, 2017; open until filled.*
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017.*
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *Posted internally/externally. Closing date September 25, 2017.*
- **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.*
- **Specialist III – Web Services**, Administrative Services, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Human Resources Director**, Administrative Services, 37.5 hours per week. *Posted internally and externally using outside recruiting service.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

- Abingdon Branch - 2

New Hires: 0

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

Committee Assignments – Board Committees assignments will remain the same for FY2018. Board members interested in being added to a committee should contact Mr. Allman.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

The confidential FY2018 Board Directory was reviewed by Board members; Those in attendance verified that correct contact information was on file.

The Executive Session was postponed until the October meeting, as the September meeting was abbreviated in order to allow Board members to attend back to school nights and/or *Facing Addiction in Harford County, a conversation with the 19th Surgeon General of the United States, Dr. Vivek Murthy* at Bel Air High School. Board members were advised to anticipate a lengthy meeting next month.

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 6:43PM.