

**HARFORD COUNTY PUBLIC LIBRARY
FY 2017 BOARD OF TRUSTEES**

MEETING MINUTES

October 20, 2016

Present: Trustees William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, Judge Susan H. Hazlett, Taryn J. Martin, Durbin Vido, CEO Mary L. Hastler, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah and Kitty Duggan

Absent: Dwayne Adams, Alex Louderback Student Liaison, and County Council Representative Curtis Beulah

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:33 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

Mary Hastler welcomed and introduced Kristi Halford, the new Foundation Director of the Harford County Public Library. Mary stated that Kristi started the Tuesday after Labor Day and is doing an amazing job. Alex Allman added that within the first week she had garnered a couple of really big Gala sponsors which was great. With that, Kristi said that we are close to having raised \$100,000 and that we are now "in full Gala mode."

APPROVAL OF MINUTES

MOTION: Motion by Dr. Allen, seconded by Mr. Avery, and approved by unanimous vote to accept the Minutes of the September 22, 2016 Board Meeting.

TREASURER'S REPORT – Mr. Vido

Mr. Vido read the Treasurer's Report as prepared by CFO Kathy Cogar.

Expenditures through the month ended September 2016 were within the FY17 budget. As of September 30, 2016, encumbrances totaled \$415,000 including:

Contracted Services	\$ 14,000
Supplies/Travel	\$ 27,000
Library Materials	\$ 233,000
Furniture & Equipment	\$ 141,000
	<u>\$ 415,000</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 meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met regarding the recommended FLSA changes which take effect on December 1, 2016. The changes address the baseline at which you are required to pay overtime.

Dr. Allen asked if our handling of the FLSA changes is separate from the county's and Ms. Hastler answered affirmatively. She added that we contact the county, HCC, and other libraries to see how they are handling the new rules.

Foundation – Ms. Martin

The Foundation Committee did not meet but Ms. Taryn reiterated that it “is full steam ahead for the gala.”

SPECIAL PRESENTATIONS

Keith Novack of CliftonLarsonAllen (CLA) presented a report on the audit for 2016. He stated that he would present his report and then answer any questions.

Whenever he meets with an organization such as ours, there are certain required communications he must make. He went over those and then moved on to the financial statements and the management letter.

First off, our accounting policies are disclosed in the financial statements. There was one change in accounting policies this year. It had to do with the adoption of GASB Statement No. 72 which has no effect on us but has to do with fair value accounting for investments. It's a disclosure-only issue but because all of our investments are held in MLGIP, it had absolutely no impact on our financial statements.

There are certain estimates that are made in the financial statements. Not everything is truly cut and dry. There are certain things that take some judgement. Among them is liability for other post-employment benefits, depreciation on assets and pension liability. They take a look at how those are derived; what kind of experts were used; did they use methods that are in keeping with industry and in keeping with their various professions. Then they look to see if they are being consistently applied. There were no issues with any of those. For OPEB and pension, outside actuarial consultants were used for the OPEB. For the Pension Plan the information came from the State of Maryland and they have to rely on them and their auditors.

There were no difficulties in performing the audit. The audit went extremely smoothly this year. In fact, this is the second year the Foundation has been included in our

financial statement. This year the audit was handed into the county for inclusion in our financial statements before their deadline. Last year things were a little bit tough.

There were no uncorrected misstatements. There were certain corrected misstatements and they are attached to the letter. The corrections are marked, some of them are marked PBC which means prepared by the client or prepared by the library. The reason why they had the entries they had is because of the quick cut off and the tight turn around. Once the trial balance was given to them to start auditing, any journal entries, regardless of their source, went through CLA. That's why they were included in the report but keep in mind, those were entries that were developed and identified by the library.

There were no disagreements with management. At the end of the audit management was asked to give CLA a letter. It's about 6 pages long and basically says we gave them everything; we didn't hold anything back. We answered all of their questions truthfully and it was signed by management and the Director.

Management did not consult with any other accountants. This is a group audit because the Foundation is in it so when the Foundation was incorporated into our financial statements CLA also took a look at what the Foundation auditors did; reviewed their report, etc. and no issues were found. There were no limitations on the group audit and there is other information included in the financial statements besides the notes and the main statement such as the required supplemental information. While they do not give an opinion on that information, it is reviewed to make sure it is not inconsistent with the rest of the report.

Those are all the required communications. With regard to the financial statements—the financial statements really did not change all that much this year. In the financial statements there are basically three sections. There is the M D & A That's where you can get good comparisons between last year and this year, find changes, and highlight things of that nature. Then there are the actual financial statements. The financial statements here are similar to our statements, so looking at the M D & A is the only place you can get the comparisons.

There are the notes to the financial statements which basically explain some of the numbers in more detail and what is called required supplemental information in the back which is primarily OPEB related, pension related. One of the biggest liability changes this year was pension liability. We really have no control over that liability because the state computes it on the plan basis and then allocates our portion to us. And that liability has grown to 1.6 million dollars making about a 26% increase this year.

As mentioned, GASB 72 was in play this year but had no impact other than that. There is also the issue of non-qualified opinion which is the highest level opinion you can get. There were no other additional footnotes.

Going forward, there will be some things that come into play that will have an impact on us. The biggest one is about two years off and that's where we will have to recognize the entire other post-employment benefit liability in our financial statements, similar to the way we are measuring or recognizing pension liabilities now. So it would be the entire liability actuarially computed less the assets that have been set aside will give you the net pension liability.

As a profession the auditors are not allowed to write “good things”, they are only allowed to write bad things. In fact, they can’t even write half good things. What they can do is write the letter that says there were no material weaknesses. So they wrote in that letter that there were no material weaknesses. The audit went extremely smoothly. There are many organizations where that statement cannot be made. The smoothness of the audit and the efficiency with which everything was done by the library staff is really a compliment to them but that cannot be put in writing.

That concluded the audit report by Mr. Novack and Mr. Allman asked for a motion to accept the FY2016 Audit Financial Report by CliftonLarsonAllen.

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

Statistics – Ms. Parry

Ms. Parry reviewed the statistics for September FY17. 335,847 items were checked out from the library; 39,385 information questions were answered by our staff; we held 461 programs; and 13,543 people attended those programs in September. 137,528 people came through our doors and 7,819 were served at our Drive Thru's. Our 303 volunteers worked 2,003 hours.

Virtual Library statistics are listed at the bottom of the September Statistical Summary Report.

September Programming Highlights – Mr. Thompson

Highlights from September include Constitution Day on Saturday, Sept. 17, whereby library visitors were able to participate in “I Signed the Constitution.” Abingdon was happy to host the very popular after-hours Foundation event, a Conversation with President Thomas Jefferson (as interviewed by Dr. William B. Allen). Just a few days earlier attendees on September 13 at Bel Air certainly weren’t throwing away their shot at enjoying an entertaining discussion about two of our most provocative founding fathers at “Hamilton v. Burr: The Duel that Changed History.” This discussion was also led by Dr. William B. Allen.

One Maryland One Book discussions were held across the county and we were able to host the authors of All American Boys, Jason Reynolds and Brendan Kiely, at the Abingdon Library on Monday, September 26. Funding for One Maryland One Book comes from the Maryland Humanities. Family History continues to sustain a great interest across the county. The popular Genealogy Discussion Group continues to meet at Whiteford the 1st Thursday of each month and drew 64 people in September! Family History Research Basics with author Reggie Bishop at Aberdeen saw 19 people interested in the topic.

On September 21 at Bel Air, Jack Gerbes and Greg Pizzuto told stories about the filming of the popular Netflix series House of Cards. Book Buzz with Penguin Random House drew an enthusiastic audience to Havre de Grace to hear about upcoming new releases from the publisher. We had 26 people participate in this month’s ArtShop at Aberdeen, which included stencil artist DJ Webster as a new presenter. In partnership with

University of Maryland Upper Chesapeake Health, we were able to offer the series Living Well: Chronic Disease Self-Management at Fallston in September.

Many branches participated in back-to-school nights, which were prime opportunities to connect with students and parents to let them know about wealth of resources available from their local public library. Aberdeen created their first outdoor StoryWalk, Brown Bear, Brown Bear. With support from the Friends, Abingdon launched their STREAM Station, giving elementary age students a great opportunity to experiment with plasma balls this month. Messy Mondays was a lot of fun at the Edgewood Library, providing hands-on activities for kids as they learned the art of decoupage to decorate a pencil or eyeglass case. Several branches continue to offer PAWS and Read! programs that allow children the opportunity to read to a certified pet therapy dog in a friendly, calm and non-judgmental setting. The dogs are excellent listeners!

A new exhibit opened at Bel Air on September 26, "The Amazing Race: The Atlantic Slave Trade Through the Pages of Book Art." See these unique works of art created by artist Martha Edgerton in the room outside of the Passport Office.

YA Highlights for September – Mr. Louderback (Read by Joe Thompson)

In Aberdeen, Teens enjoyed their first Coding Club. Using Coding Combat, Teens explored a dungeon, using basic coding skills to move their character. Those who attended loved the program and asked when they'd be able to come back and do it again. Keeping to the dungeon theme, Teens at the Aberdeen Youth Program have been playing Dungeons and Dragons every Thursday – it has been a big hit with a group of Teens attending faithfully every Thursday. They're building group problem solving skills while using their imagination, and are checking out all of the Dungeons and Dragons books available at the library.

Teens at Abingdon had a focus on the world wide and local community in September. At one TAG meeting, they worked to bring awareness in the branch to the number of African elephants killed each year for their tusks by creating elephant origami on Elephant Appreciation Day. At the second TAG meeting, Teens used puffy paint to create grippy socks to donate to Lorien, the local nursing home in Bel Air.

Fallston's Teens got creative during their Paint Along Just for Teens program. Promising young artists mixed their own acrylic paint colors and used a variety of brushing techniques to create artworks that were unique.

After Hours in Havre de Grace continues to draw in the Teens. More than 20 Teens gathered to play board games and computer games, get creative with crafts, and eat pizza.

Meanwhile in Joppa, Teens attended their first of the STEM program series, Experiment & Explore: Just for Teens. This month's theme was tectonic plates, earthquakes, and volcanos. Teens enjoyed building and testing earthquake resistant structures on a sheet of red JELLO.

CHIEF EXECUTIVE OFFICER'S REPORT – Ms. Hastler

Building Projects

Havre de Grace Library Construction Project - The branch reopened to the public after the Ribbon Cutting on June 15, 2016. Punch list items for the branch and Schooner Cove are being worked on by the various contractors. The countertop replacement installation was completed on October 19th. The flooring for Lafayette's Landing was delayed and is now scheduled for installation the evening of Thursday, November 10th through Sunday, November 13th. The Library will be closed on Friday for Veterans Day and will need to be closed on Saturday to continue the installation.

Joppa Repairs - Windows and HVAC System - The project is now complete. Humidity problems are continuing but the County is working with Johnson Controls to resolve the issues.

Abingdon Library Leaks - Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. The County is committed to completing the necessary repairs to correct the deficiencies noted in the consultant's report. As part of the roof assessment, the County scheduled an infrared scan in the evening after sunset. The contractor began to scap the stone and apply tar and a rubber compound around the perimeter of the roof. The County has been working on obtaining vendor quotes for the extensive window repair. An estimate of approximately \$50,000 was submitted to the county on September 1, 2016. The County is asking for revisions to lower the cost. A walk through of the project is set for Thursday, October 20th with a window contractor.

Abingdon Parking Lot Lighting Upgrade - New LED pole light heads will be installed prior to the Gala for more energy efficient lighting. Contract was awarded to Benfield Electric and the project is eligible for a BGE smart energy rebate.

Jarrettsville Gutters/Sidewalk Repair - Gutters and downspouts have been installed. The next step in the project is to correct the pitch of the sidewalks to ensure proper drainage. The County has the sidewalk component on the project list.

Aberdeen Roof and Window Replacement- the County has included \$388,000 in the County Capital Fund for a new Aberdeen roof. 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. A RFP Pre-bid meeting was scheduled for September 22 at the branch. Bids were due by October 12. The County is preparing the Board of Estimates (BOE) memo to award the contract to Flynn Mid-Atlantic LP for approval at the next BOE meeting on October 25th.

Aberdeen Egress/Entrance - The city of Aberdeen requested to have additional parking near the branch. As part of this request, the city also requested to have the back lot of the Aberdeen branch extended so that an exit on to Rogers Avenue would allow for a drive thru book drop. The design has been completed by the County. Storm drain placement is being reviewed. The County expects to have the project completed by calendar year end. As part of this project two trees will be removed for the egress, as well as a tree near the front entrance which is causing problems with the roof and a dead tree.

Planning Advisory Board - Ms. Hastler and Ms. Cogar attended the June 12th Harford County Planning Advisory Board to review the library's FY 2018 Capital Improvement Program and Requests. In addition, Ms. Hastler provided an update on FY 2016 capital projects including the new Havre de Grace Library. The PAB members thanked the

library for all the new projects and services that have been launched or in progress, and expressed their support.

National Geographic LIVE Speaker Series: Exploring the Red Planet - Thursday, October 27, 2016, 7:30 p.m., at the Chesapeake Center, sponsored by HCPL in partnership with HCC. As the sponsor, HCPL has tickets available and please let Ms. Hastler know if you would like to attend. The Library has agreed to sponsor a second series beginning in spring 2017.

Marketing Report - October 2016

General

- Projects completed by designers: 126
- Amelia Gossman (NOR) joined the Marketing Department as a temporary graphic designer and will be assisting through December.
- The Winter Headlines & Happenings (Dec/Jan/Feb) is in the final stages of layout and will be sent to the printer by November 1st.
- Design and layout of the 2015-16 Annual Report continues, with the project expected to be completed by the end of next week.
- Winter Reading 2017 will begin December 21st and the graphics for this year's mug are being finalized.
- Final preparations for the Foundation's Annual Gala are well underway! Gala week is always a busy week for the Marketing Department and everyone is getting ready.

Marketing Campaigns

- Comic-Con 2016
- Lawyer in the Library
- The Atlantic Slave Trade Exhibition
- Breast Cancer Awareness Month (October)
- Gala 2016 - 70 Years in the Family Business

Outreach

- Healthy Harford, September 24, 9 am-1 pm: Promoted Learning Sharing Collection, STEM programs, LEAP and Little Leaper Kits; distributed 100 HCPL sunglasses, Tales Jr stickers and temporary tattoos.
- Harford County Wine Festival @ Rockfield Manor, September 24, 12-6 pm: Promoted Books on Tap, Charm City Sundays and Gala Happy Hour; distributed 500 HCPL wine glass holders and 150 HCPL Sunglasses.
- HCPS College Fair, October 11, 6-8:30 pm: Promoted Practical Parenting in the 21st Century series, College & Career collection, HCPL databases and online resources; distributed HCPL sunglasses, Tales Jr stickers and temporary tattoos.

Advertising

- Gala 16 Sponsors - October 2016; *I95 Business*
- Gala 16 Sponsor Thank You - October 7, 21 & November 11; *The Daily Record*

Publicity

Media Coverage

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeats on Saturday. The Library is program sponsor. During the show the Library will have guests; opening and closing billboards; two sixty second commercials. Also included is a link to our website on WAMD's webpage; 20 show promos per week and bonus interviews whenever requested.
 - Michele Borba - Parenting in the 21st Century series

- John Dixon – Meet the Author/Comic-Con
- Martha Edgerton – The Amazing Race Exhibition

Press Releases Distributed

- “Think Pink: A Survivor’s Discussion,” September 30
- “Tracing the Atlantic Slave Trade Through Book Art,” October 3
- “Mini Comic-Con at Harford County Public Library,” October 5
- “Lawyer in the Library,” October 7
- “Bel Air Library Receives Donation of Discovery Carts,” October 13

Recent Articles and Mentions Received

- “A Conversation with Thomas Jefferson Event Draws Nearly 200 to Abingdon Library,” *Bel Air News & Views*, September 23
- “Harford County Public Library Hosts Authors of One Maryland One Book at Abingdon Library on Sept 26,” *The Dagger*, September 24
- “Harford County Public Library Introduces LEAP Music Collection,” *The Dagger*, September 25
- “Things To Do This Weekend Around Bel Air (Sept. 30-Oct. 2),” *Bel Air News & Views*, September 28
- “People on the Move: Spotlight On – Kristi Halford,” *Baltimore Business Journal*, September 30
- “The Amazing Race: The Atlantic Slave Trade Through the Pages of Book Art on Display at the Bel Air Library through November 13,” *Bel Air News & Views*, October 4
- “Thomas Jefferson Talks About The Constitution,” *The Aegis*, October 5
- “Harford Launches ‘SOCKtober’ Drive,” *The Aegis*, October 5
- “Writers for Teens Visit Harford County Oct. 16,” *The Aegis*, October 5
- “Harford Launches ‘SOCKtober’ Winter Donation Drive,” *The Record*, October 7
- “Writers for Teens to Visit on Oct. 16,” *The Record*, October 7
- “SOCKtober Help,” *The Aegis*, October 7
- “Harford Day School’s Mackenzie Newburg-Snyder Wins Countywide Short Story Contest,” *The Aegis*, October 7
- “Think Pink: A Survivor’s Discussion,” *The Aegis*, October 7
- “Vido Named Bar Foundation Director,” *The Aegis*, October 12
- “Library Exhibit Traces Atlantic Slave Trade,” *The Aegis*, October 12
- “70 Years of Reading,” *The Aegis*, October 12
- “Kristi Halford is Named New Director of Library Foundation,” *The Aegis*, October 12
- “Mini Comic-Con Coming to Harford Libraries,” *The Aegis*, October 12
- “Explore the Red Planet,” *The Aegis*, October 12
- “Get Free Legal Advice from the Lawyer in the Library,” *The Aegis*, October 14

eNews Library Online Newsletter

- Sent out weekly on Thursday morning

Flat Screen Slides

- Slides for branch-specific programs were created for all branches.
- New: Comic-Con 2016; The Amazing Race; Jumpstart Read for the Record; Meet the Author: Lucy Maddox; Preschool Halloween Events; Early Voting 2016; Maryland STEM Festival; Foodies & Farmers Fair; Charm City Sundays; Technology for Today; Meet the Author: Becky Diamond; Innovation Roadshow.

Webslides

- Comic-Con 2016; General Election Voting 2016; LEAP Music; Lynda.com; YA Roadtrip; Think Pink: Geralyn Lucas; Meet the Author: Laura Amy Schlitz;

Cancelled - Meet the Author: Laura Amy Schlitz; Liriodendron Book Talk & Luncheon; Science Café; National Geographic Live;
Social Media NOW UP TO 5,176 LIKES!

Foundation Report

The next meeting of the HCPL Foundation Board of Directors will be October 25, 2016.

2016 Gala - To date, we have raised \$96,500 in sponsorships. In-kind support continues to grow and is currently valued at \$107,000.

Winter Reading Program - The Winter Reading Program will kick off December 21. Advanced Eye Care and Shaffer, McLaughlin, & Stover have returned as sponsors. This year's theme is *A good book is MUSIC to my ears!* which ties into the Library's STREAM (Science, Technology, Reading, Engineering, Art and Math) initiatives and our new Leap MUSIC collection.

Summer Reading Challenge - Planning has begun for the Summer Reading Challenge. Solicitation of sponsors will begin after the Gala.

DRAFT Statement of Financial Position as of September 30, 2016

Assets:	
.....	
Checking/Savings	\$ 224,221.39
Accounts Receivable	100,000.00
Total Current Assets:	\$ <u>324,221.39</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 2,550.00
Other Liabilities	<u>1,009.51</u>
Total Current Liabilities:	<u>3,559.51</u>
Equity:	
.....	
Temporarily Restricted Net Assets	187,687.74
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	31,350.61
Net Income	<u>90,872.46</u>
Total Equity:	<u>320,661.88</u>
Total Liabilities & Equity	\$ <u>324,221.39</u>

Meetings & Presentations - September 2016

9/1 WBAL Interview (Bel Air Children's Dept)
9/1 WJZ Interview (Bel Air Children's Dept)
9/1 Ribbon Cutting, Bel Air Children's Area
9/7 GBCF
9/7 Keene Dodge
9/7 Celebration of Cultures
9/8 Chamber Executive Board
9/9 RUMP Meeting

9/10 An Evening in the Vineyard
9/13 Laurie Huber Art Donation at Joppa
9/14 EDAB
9/14 Good Scout Award Reception
9/15 SLRC Commission
9/17 Clay Jenkinson/Thomas Jefferson
9/18 AACPL Board Presentation
9/20 Martha Mollonee - UCHS
9/20 Foundation Board Meeting
9/20 President's Circle HCC Foundation
9/21 MLA Office - Budgeting
9/21 MLA Executive Board/Steering Committee
9/22 Local Management Board Meeting
9/23 MLLI TF
9/23 Lawyers in the Library -Planning
9/23 EDAB
9/24 Harford Wine Festival
9/24 Healthy Harford
9/26 Smash Hits Radio - OMOB
9/26 OMOB program with Jason Reynolds and Brendan Kiely
9/27 Discovery Cart Photo in Bel Air
9/27 Foundation Gala Happy Hour
9/28 Jeff St Pierre Interview
9/29 Legislative Session
9/29 HLA New Leaders at Harford Mutual

ACTION ITEMS

FLSA Overtime Charge - Mr. Allman stated that it is very important that the policy be clearly stated for the staff because it is a change. Whether you're exempt or non-exempt, it affects compensation, time you spend at work, and how you record your time. He asked if there was discussion or questions about this change and Board HR Committee recommendation. He said that it is an important policy and very important from a legal perspective that it is put in correctly. The recommendation is outlined below:

Harford County Public Library Board of Trustees
HR Committee
FLSA Recommended Changes

Implementation of new Department of Labor - Fair Labor Standards Act changes effective December 1, 2016. This change reflects that in order to qualify for an Exempt status (no requirement for overtime pay), the minimum annual salary must be \$47,476.

As of November 6, 2016:

- The Library will no longer grant compensatory time for any staff member (exempt or non-exempt). All timesheets will be changed to reflect this change. Accrued compensatory time reflected on any staff member's time sheet for the pay period ending November 5, 2016 will be paid for those hours at the straight time hourly rate in the pay of November 18, 2016.

- Increase the salary scale minimum pay for Grade 11 from \$47,334 to \$47,476, an increase of \$142 annually. (This will immediately affect one employee recently promoted to Assistant Branch Manager and any future hires in this pay grade).
- All staff in Grade 10 or lower, currently classified as exempt, will have their exemption status changed to non-exempt. Categories affected include Circulation/ Page Supervisor, Circulation Manager, Specialist II, III & IV positions in Administrative Offices (HR, Payroll, Finance, etc.), Library Associate II and Librarian.
- All non-exempt staff who need to work additional hours on any work day or are requested to work additional hours on any work day, should adjust their hours for the remainder of the work week so they do not work more than their regularly scheduled hours in that work week. The work week runs Sunday through Saturday. If the supervisor and employee determine that adjusting work hours is not feasible, then the employee will be paid straight time up to 40 hours; and time and one-half over 40 hours.
- Exempt staff in grades 11-17 shall make every effort to accomplish their work during their regularly scheduled work hours.
- Overtime compensation for special projects, parades, and Sunday hours for all staff must be pre-approved by Library Administration.
- Information sessions will be conducted by HR staff to share these changes and address any questions or concerns by staff.

Mr. Allman then entertained a motion to approve the FLSA recommended changes for overtime dated October 20, 2016.

MOTION: Motion by Mr. Avery, seconded by Judge Hazlett, and approved by unanimous vote to accept the recommended FLSA changes for overtime.

Personnel Changes - Terri Schell

The following Human Resources changes are submitted for review and confirmation:

NEW HIRES:

Lorrie Rodgers, Library Assistant I - Circulation, Abingdon Branch, 15 hours per week. Effective Date, October 4, 2016.

Jaime Bink, Librarian - Children's Services - Abingdon, 37.5 hours per week. Effective Date: November 14, 2016.

Carly Reighard, Librarian - Children's Services - Bel Air Branch, 37.5 hours per week. Effective Date: November 14, 2016.

PROMOTIONS:

Beth LaPenotiere, Branch Manager II – Bel Air Branch, 37.5 hours per week, has accepted the position of Senior Administrator – Public Services, Administrative Offices, 37.5 hours per week. Effective Date: October 24, 2016.

Caitlin Vogtman, Library Assistant I – Circulation, Bel Air Branch, 19 hours per week, has accepted the position of Circulation Supervisor, Bel Air Branch, 37.5 hours per week. Effective Date: November 6, 2016.

Leann Keller, Library Assistant I – Circulation, Fallston Branch, 15 hours per week, has accepted the position of Page Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: November 6, 2016.

OTHER CHANGES:

None

RESIGNATIONS/TERMINATIONS:

Jenny Novacescu, Assistant Manager II – Branch – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: November 26, 2016.

RETIREMENTS:

Edie White, Library Associate II – Adult Services, Bel Air Branch. Edie joined the library in October 1993 as a reference substitute. Ms. White started as a volunteer at the Bel Air and worked her entire career at that Bel Air. Ms. White has demonstrated wonderful customer service to both staff and the public throughout her career and was a Roenna Fahrney Recognition Award winner in 2003. Effective Date: January 1, 2017.

LEAVE OF ABSENCE REQUESTS:

Maurice Coleman, Specialist III – Technical Trainer, Administrative Offices, 37.5 hours per week has requested a medical leave of absence under the FMLA. Start date: October 12, 2016. Estimated End Date: November 2, 2016.

Ellen Truant, Specialist III – Benefits, Administrative Offices, 37.5 hours per week has requested a medical leave of absence under the FMLA. Start date: October 20, 2016. Estimated End Date: October 31, 2016.

OPEN POSITIONS:

- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Posted internally and externally.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. *To be posted.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *To be posted.*
- **F&O Assistant** – Havre de Grace Branch (New Position), 19 hours per week.
- **Library Associate I/II – Children’s Services** – Bel Air Branch, 37.5 hours per week. *To be posted internally and externally.*
- **Library Associate I/II – Children’s Services – Special Needs**, Bel Air Branch, 37.5 hours per week. *Posted internally.*
- **Circulation Manager**, Fallston Branch, 37.5 hours per week. *Re- Posted internally and externally.*
- **Graphic Artist**, Marketing Department, 37.5 hours per week. *To be posted.*
- **Executive Secretary**, Administrative Office, 37.5 hours per week. *To be posted.*
- **Branch Manager II** – Bel Air Branch, 37.5 hours per week. *To be posted.*
- **Finance Administrator**, Administrative Offices, 37.5 hours per week. *To be posted.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week.

- **Manager I – Marketing**, Marketing Department, Administrative Office, 37.5 hours per week. *To be posted.*
- **Manager I – Computer Network**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing 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**, 37.5 hours per week. *Assessing position.*

PAGE STAFF REPORT:
No changes

MOTION: Motion by Dr. Allen, seconded by Judge Hazlett and carried by unanimous vote to approve the personnel changes for October 2016 as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

There was none.

BUSINESS FROM BOARD MEMBERS

Mr. Allman wished Joe Thompson well upon his leaving HCPL for Carroll County Public Library. He offered congratulations to Beth LaPenotiere on her new position as Sr. Public Services Administrator and again to Beth and Mark Gregory for each of them winning the coveted Roenna Fahrney Award. He thanked Dr. Allen again for his participation in the conversation with Thomas Jefferson.

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

Mary Hastler thanked Joe for his work over the last two and a half years. She stated that she also like his new title of “Director of Public Services for Carroll County Public Library.”

Ms. Hastler also thanked Kathy Cogar for her hard work and for doing an amazing job in a very difficult situation with short staff during the audit. She said it is never easy working with auditors and even as kind as Keith was, it is still challenging and Kathy handled it very well.

She went on to thank Daria Parry who is attending the Citizens for Maryland Libraries (CML) to represent us, along with Joe. She is taking the Color Bot and the hologram projector so she can demonstrate that.

Ms. Hastler went on to thank Terri Schell because she had been making numerous phone calls hiring people, and coaching people off the ledge this week. It has been a very interesting week at Riverside.

Mary then thanked Mark Gregory who had responded to a call from Aberdeen police in the middle of the night (at 2 am) to discover that Halloween decorations had been hung in the meeting room and when the air came on they would move. So Mark got the ladder and took down some twenty decorations to stop them from setting off the alarm and motion detector.

She closed by thanking the Board for all that they do for the Library. She appreciated the thoughtful analysis and hard work they put in on the FLSA changes.

ADJOURNMENT OF PUBLIC MEETING

As there were no further comments or questions, the public meeting was adjourned at 7:09 PM.