



LIBRARY BOARD MINUTES

April 9, 2014

BOARD PRESENT: Amir, Brooks, Christman, Core, Dickerson, Lewis, Persaud, Ram, Rao, Reedy, Watts

STAFF PRESENT: B. Parker Hamilton, Director, MCPL

GUESTS: Pam Hosimer, Chair, Damascus Library Advisory Committee

The Library Board meeting was convened by Chair Lewis at 7:10 p.m.

INTRODUCTIONS:

Chair Lewis welcomed new members Anne Core and Ashutosh Rao to the Board. Board members, staff and guests were introduced.

APPROVAL OF BOARD MINUTES:

The minutes from the March 12, 2014 Board meeting were approved with one correction.

APPROVAL OF LAC APPLICATIONS:

The LAC applications were approved.

ACTION ITEM:

New members were asked, if they have not already done so, to review the new member orientation that is online.

Kathleen Reedy will be mentoring Ashutosh Rao, and Debbie Brooks will mentor Anne Core.

DIRECTOR'S REPORT:

- The Report to the Community has been on the website for awhile; there was a small number of copies printed. Board members are encouraged to read the letters from both County Executive Leggett and the Director and to familiarize themselves with what is in the report. Information from this can be used to create talking points and help with answering questions during Council visits. It would also be useful to take it to the Council visits. Councilmembers have received their own copy. The Report is something

that is done to keep the community informed and to build accountability for the resources and dollars they have given libraries.

- On March 19 there was a fire at the Collection Management (CM) Center. A heating element over the door fell into a tub and sparked a fire. It happened at about 6:30 AM, and no staff was in the building. There were six tubs of books destroyed by the fire. There were approximately 100 books in each tub. There are 25 books that need to be determined if they can be restored. Staff had not had an opportunity to go through the tubs before the fire; it is assumed the items were holds, Interlibrary loan materials and/or new materials. The CM staff who were displaced for four days were reassigned to Central during that time. MCPL's Continuity of Operations Plan (COOP) was put into place, what worked on paper did not work in reality. The plan will be reworked.
- Next week is National Library Week (NLW).
 - We have a number of activities planned, one of which is the American Library Association's initiative, a *Declaration for the Rights of Libraries*. Library systems are doing many different things such as, tweeting it and asking people to sign it. Some of MCPL staff members will read each one of the "rights" and they will be posted to Youtube, Facebook and Twitter. Board members were asked to sign a copy of the Declaration, which will also be signed by Central Staff and will be on display throughout next week. There will be displays and copies of the Declaration in each branch; customers will be encouraged to sign the Declaration.
 - April 15 is National Library Workers Day. County Executive Leggett will be asked, as in past years, to write a letter of appreciation to MCPL staff. He will also be asked to present a proclamation.
 - MCPL's annual email campaign will be conducted during NLW.
 - The Customer Satisfaction Survey will also kickoff during NLW.
- On a sad note, Charles "Cady" Eason, a former Library Board member for many years, passed last Friday.
- News was received that the grants applied for by MCPL from the State for the Twinbrook and Kensington Park refresh projects were approved. We will receive in July, \$259K for Kensington Park and \$128K for Twinbrook. The first planning meeting for the refresh projects was held today with the Department of General Services. They have made a decision that their Building and Design Unit will be working with MCPL on the projects, giving access to space planners, architects, construction management staff, etc.
- On March 25, Director Hamilton represented MCPL on the Kojo Show. Also on the show were Sam Clay, director of Fairfax County Public Library and Richard Reyes-Gavilan, the new director of DC Public Library. This was a good opportunity to brag about MCPL and answer questions from the host as well as customers who called in to the show. Some things discussed were ACE (All Children Excel) programs, world languages, providing services to diverse populations, space, etc.
- An email has been sent to the branch managers asking them to consult with their respective LACs to make recommendations about adding back hours. After receiving all feedback, a final decision will be made. Board members were asked to provide feedback if requested.
- Personnel:
 - Angelisa Hawes is the new branch manager for Aspen Hill Library. She will begin on April 21.
 - Sue Koronowski will be transferred from Twinbrook to Potomac effective Monday, April 14. She will divide her time between the two branches until the new branch manager for Twinbrook comes aboard the first week of May.

- Steve Warrick will be transferred from Olney to be the new manager of Poolesville Library.
- The Olney Grand Reopening ceremony was held outside on March 15. It was a great program. The community had wonderful, positive things to say, especially about the building. They loved the colors and the fact that the bricks from the old building were incorporated into the new design. The demographics of the community have changed, since our last evaluation. Approximately ten comments have been received asking for materials in other languages (Spanish, Korean and Chinese). The demographic information MCPL currently has, did not reflect this; more studies will be done.
- The Digital Media Lab at Long Branch will open the second week in May. Library staff will work with Mr. Leggett's office and the office of the Council members to determine a specific date.
- There was vandalism at Bethesda Library which was directed towards staff. There is an area dedicated to staff parking, some cars have been keyed at least three times. Someone kicked a car door in after an argument with the branch manager. MCPL met with the Police Department who has agreed to put a security camera in the staff parking area.
- The Director has been conducting branch visits over the past month. To date, the only branches remaining to visit are Kensington Park, Noyes, Potomac and Poolesville. The visits have included: walking in as a customer, walking around with the branch manager, meeting with the branch management team and then having a conversation with the staff. These visits and feedback help with policy reviews, strategic planning and service to residents.

CHAIR'S REPORT:

- Social Media
 - In October 2013, there was a presentation given by the County Attorney's Office on social media. There was discussion afterwards with representatives from the County Attorney's Office, Offices of the County Executive and the Silver Spring LAC.
 - The Board needs to vote on the position of social media.
 - Social media needs to fit within the Board's mission.
 - In order for the LACs to have social media sites, the Board must approve it because the LACs are subcommittees of the Board.
 - The Library Director or designee would be the site administrator for all social media platforms if social media is approved by the Board.
 - The mission of the Library Board:
 - The Library Board shall have authority on its own motion, or on reference from the County Executive, to inquire into matters affecting the county public library system including the acquisition and location of new library facilities, the adequacy of book collections, services to outlying districts and personnel needs of the department of libraries, and to make recommendations thereon to the County Executive.
 - Any social media used by the Library Board and LACs would be under the County's Social Media Policy.
 - MCPL could publicize, on behalf of the Board and LACs, programs/activities via social media and the e-newsletter.
 - There is an LAC calendar on the Board site that is not being used to the fullest.
 - Advertising is not in the missions of the Board or the LACs.

- It was moved (Reedy) and seconded (Ram) that the Library Board will not recommend the use of social media at this time. The vote on the motion: six for; two opposed; 1 abstention.
- Board appointments
 - The Board has been given approval by the County Executive's Office to use the pool of candidates from the last interviews to fill the position vacated by Art Brodsky.
 - Chair Lewis thanked the Nominating Committee for their hard work.
- Advocacy
 - Chair Lewis thanked Kim Persaud for scheduling the appointments to meet with the Council members. The scheduling went very smoothly this year.
 - During the meetings, the Council members have expressed their support of the County Executive's recommended budget.
 - Councilmember Branson has had to cancel two meetings with the Board and FOL representatives.
 - Branch tours for the Council members were not scheduled by the Board this year. The LACs were advised that they could schedule the tours.
 - Some Board members met with Beth Daly who is running for Council member at-large. Ms. Daly initiated the meeting. She is very interested in the work of the Library Board.
 - The potluck went well. All the Council members attended with the exception of Ms. Branson. The hearings have gone very well. Paulette Dickerson and Jeanette Cotter will be testifying at upcoming hearings.
 - As last year, the County Executive's meeting with the Boards, Committees and Commissions was more like a town hall meeting. The format was good, it was a small group – more intimate.
 - Remind LACs if they have petitions, they should send them to Ari Brooks by April 20 to be presented at the April 21 Council session.
 - American Library Association Legislative Day is usually the beginning of May. Information will be sent out when the date and time have been verified.
 - The candidate forum with the candidates running for County Executive will be held before the primary election. The Library Board and the Friends of the Library are hosting this forum with the arts and humanities community. It is scheduled for May 20, 6-7 PM at the Imagination Stage in Bethesda. The three questions will be sent to the Board members for review. Board members will let Chair Lewis know this week if they have any suggestions for a host.
 - Questions should include: Do you consider public libraries a part of education? Should libraries be under the Health and Human Services Committee of the Council or under an education committee?
- An agenda item for the July meeting is filling the Legislative Liaison position.

BOARD AND LAC ACTIVITIES REPORT:

- LAC Awards
 - The purpose of the Achievement Awards is to publicly recognize and honor projects, activities and/or special achievements by Library Advisory Committees (LACs). The Achievement Awards are intended to inspire LACs to become more active and creative in working on projects to benefit their libraries and communities, to acknowledge and to encourage their colleagues, and to encourage

LAC innovative initiatives throughout the County. The Achievement Awards are approved by the Library Board and are presented annually at a meeting of the Board and LACs.

- Each year Board members are asked to nominate candidates.
 - How can a Board member nominate a candidate and then be asked to evaluate that candidate?
 - The Board member who nominated a candidate would recuse him/herself from evaluating that candidate.
- Nominations are due by May 1 and are to be submitted electronically.
- The LAC recognition ceremony will be held during the June Board meeting.

OUTREACH REPORT:

- The Board did not have anything in MCPL's last e-newsletter. The group did not receive the notice of when the item was due.
 - The e-newsletter goes out the first of the month. It is ideal to get the information in at least five days prior.
 - The Board could also submit items for the Branch Out section of the e-newsletter.

PUBLIC COMMENT:

- *Sowing Seeds* is an event that was held in Damascus last Wednesday which focused on growing our own food, seed saving, etc. The event was with master gardeners and librarians; there were 89 master gardeners and librarians who attended. The event included demonstrations, presentations, a panel of speakers and table displays. The debriefing for this event was held today and the response from librarians was overwhelmingly positive.

NEW BUSINESS:

Question: How is the local authors program going?

Answer: One is in the works for Gaithersburg branch. There are approximately four or five other branches with local author sections. We are thinking about expanding it, and calling it a local community center. We have lots of local authors as well as painters and photographers. We want to create a space that is not limited to books. We cannot afford to purchase collections in all languages requested, these spaces would be open for anyone who would want to donate books in other world languages.

ADJOURNMENT:

The meeting was adjourned at 8:30 p.m.

B. Parker Hamilton