Montgomery County Public Libraries
Accessibility Advisory Committee

June 18, 2024
6:30 - 8:30 pm
Hybrid meeting at the Rockville Memorial Library and on Teams*

AGENDA

6:30 p.m. Welcome, Teams tips and introductions

6:35 Approval of the December 2023 meeting minutes

6:40 Library Board report -- Tim Lighter, MCPL Board Chair

6:50 Updates since the March meeting -- Francie Gilman

7:00 Refresh tour discussion and recommendations for Brigadier General

Charles E. McGee Library (Silver Spring)

7:40 Library report -- Elizabeth Lang, MCPL Assistant Facilities and

Accessibility Program Manager

8:00 County ADA report -- Matt Barkley, Montgomery County ADA

Compliance Officer

8:15 Action items summary

8:30 Adjourn

The next AAC meeting is on September 10, 2024.

Please contact the Library Administration at 240-777-0002 at least five
days prior to the meeting to request reasonable accommodations.

*Teams access:
To attend virtually, using Microsoft Teams: Join the meeting now
Meeting ID:248 722 457 082 Passcode: cdUQzo
Or dial in by phone: +1 443-692-5768,,595504956#
Phone conference ID:595 504 956#

Teams tips:

For computer users
Toggle mute = ctrl + shift + m
Temporarily unmute = ctrl + spacebar
Raise/lower hand = ctrl + shift + k
Webpage: Microsoft has a <u>page devoted to accessibility tools for Teams</u>, which has links to the keyboard shortcuts, information about captioning, reducing distractions in Teams, customizing the view, <u>using Teams with a screen reader</u> and more, for those who want to explore further.

For callers
*1 Privately play a description of the available commands.
*3 Privately play the name of each participant in the conference.
*4 Mute audience or return mute control to participants. Important: Turning off audience muting does not unmute individual participants. When you turn off audience muting, participants hear a message explaining how to unmute themselves.
*5 Raise or lower your hand (there may be a delay before this is visible to other participants)
*6 Mute or unmute your microphone.
*9 Enable or disable announcements for participants entering and exiting the conference. Announcements are heard by everyone in the meeting
*22 Mute all participants except the organizer.
Webpage with general information on calling in:
https://support.microsoft.com/en-au/office/join-a-teams-meeting-by-phone-1e710768-bde6-4289-a1f9-17a20ff9b8ee