

**Aspen Hill Public Library – Library Advisory Committee  
Minutes – August 28, 2017**

**1. Call to Order:** The meeting was called to order at 7:45 p.m. by Elliot Chabot.

**Present:** LAC Members: Betty Bell, Aleen Chabot, Elliot Chabot, Althea Grey-McKenzie, Eileen Smith, Chris Swan, Judy Tankersley. **Also present:** Deborah H. Brooks, Library Board Liaison; Agency Manager, Ken Lewis, was not present.

**2. Secretary's Report:** Althea Grey-McKenzie reported that the draft July 2017 minutes were completed and distributed.

**Approval of Minutes:** July minutes were tabled until the next meeting.

**3. Facilities Issues:** Elliot presented the punch list that Ken had requested, based on the facility requests and concerns raised at the July LAC meeting. Elliot shared Ken Lewis' report on the facilities punch list.

a. Status of punch-list items: 1) Machine Room Sump Pump - Ken said that staff and customers were surprised that there was flooding in the building after DGS addressed the first problem. No reoccurrences of the flooding since the last DGS visit. 2) Curb Color – The curb color was fixed today. 3) Other items: curb cuts, community room signage, returning the community room clock, sink lights and soap dispensers, rest room signage, doors to Children' program room, missing table from staff room, and Fire Marshall inspection, are being reviewed. Ken indicated that he is working with the Aspen Hill Project Team. Deborah shared that Rita Gale and her contractors are on the team. 4) Wall Hangings – Ken said that all vital items have been received and will be kept safe. Judy said that she and Carol Petzold passed on everything to the Library. She shared that Carol repaired some of the backings and facings of the hangings quickly. Judy thought we should work with Ken to develop a plan for rehangings, making measurements, etc. We discussed touring the library for correct placement of the pictures.

b. Other facilities issues: - Elliot recommended there should be a curb cut at the entrance. Eileen thought there should be a curb cut near the meeting room entrance to support customers with ADA needs, wheel chairs, walkers, strollers, equipment. Chris explained that the bench was moved to a precarious location and hopes this is a temporary placement – the current placement is not ideal. Betty Bell asked about the community room sprinkler system. Elliot was not sure where they were and wanted to

know what type of system is being used. We could not identify the location of the sprinklers in the meeting room. Aleen asked about the shades. Elliot showed us that the new shades were installed, but allow people to see into the community room at night. Deborah asked if we have enough chairs and if they are in the right areas of the library. There are 30 in the community room and others in the mechanical room – some chairs were taken up to the first level. At the December 2015 LAC meeting, Rita had said we would have 100 chairs for the community room. Also, Chris thought that the small/narrower tables we now have in the Community Room could be placed in the Children's Program Room where Fran Kaplan is adding homework help and other programs. We need the larger-sized rectangular tables in the Community Room. Also, one spigot for water is not functioning. Elliot said that before the refresh we had 4 or 5 working spigots and Rita Gale indicated that these would be fixed. We discussed the sound issue regarding the air system over the reference desk. Betty experienced difficulty in communicating with staff while the air system was running. Deborah asked if the staff reported the issue. Betty was not sure.

Punch-list: The following items are being added to the punch list – 1) fire sprinklers – missing from the community room and the rest of the downstairs, 2) Door knobs – community room closet door knobs have become loose and need tightening, 3) TV Monitor – estimated time for TV monitor installment, 4) Shades – safety issues regarding type of shade – anyone walking by can see inside, 5) Tables and Chairs (Community Room, Children's Program Room), 6) Spigots, 7) HVAC is very loud at the adult side of the main service desk, to the point that it interferes with patrons' ability to talk with staff, 8) Outdoor lighting – many of the pole lights are not working, 9) Outside bench – is behind the safety railing and precariously perched.

Deborah appreciated the list of continuing concerns and will share them as the next board meeting in a few weeks. She thought we could get an answer soon.

Outdoor issues: Judy was concerned about the ADA paving. She noticed that the new patched area does not look good and needs to be redone. Elliot will raise this issue with Ken. Chris was concerned with the outside lights. She thought we could get a better impression on our way out after the meeting.

**4. Librarians Report:** Ken Lewis could not attend this meeting and sent his report concerning the collection.

a. Collection: Ken indicated that the library reopened with new titles, non-fiction and fiction for teens and adults, juvenile. Staff placed the items on shelves. The trends

and demands have been considered as well as the need of certain titles that the library lacks. They are asking customers to request these items from staff.

i. Size of the collections prior to and after the refresh: Ken indicated that the branch had 78,200 volumes (books) before the refresh and opened on July 15 with 73,500 volumes (books) a loss of approximately 5000 volumes. He believes the amount will increase by late Spring and in the fiscal year beginning in July 2018 and that the collection will continue to increase. There is concern that certain areas of the collection are much smaller than they were before which could be based on shelf allocation (an example of this is the science fiction). Chris thought that the adult fiction section is considerably smaller and needs more substance. Betty explained the paperbacks were easier to hold and although the hardback books are nice, it would be good to have the paperback copies back. Chris thought we should have materials with large print as well due to the demographic the library serves. We discussed the budget, money in the budget for collection and problems with reducing the collection to maintain staff to run the libraries. Deborah suggested that we keep up with the favorite authors, peruse the shelves and share with the front desk what is missing, etc.

ii. Other collection-related items: Elliot thought that the weeding out of books was being done too aggressively and that the library was looking like Borders did just before their bankruptcy. Customers are going to other libraries for their materials and many people are upset and complaining about the sizable reduction of our collection. Elliot will ask for a copy of the collection and weeding policy.

b. Programming: Ken indicated that the library programs were completed during the summer and the Re-opening was a memorable occasion. They are planning to have all of the fall programs scheduled. Betty shared that the conversation group that meets on Friday morning with about 30 participants needs the clock returned. It helped with their meetings and in keeping transportation schedules. She also asked about the copying policy for Library programs and how the person that runs the conversation group can have access to copying her program materials as a courtesy. There was discussion on the clock, color copies, extending courtesies to our MCPL authorized programs and reporting issues to Ken. Deborah shared that the copying policy for MCPL is that those conducting programs under MCPL at the branches have access to copying services. However, those that bring programs to the libraries have to provide their own copies. Deborah will report back about the collection development and the copying policy.

**5. Landscape Committee Report:** Eileen Smith reported that Babs Margolies met with Ken and she may present her report at the next meeting. At the last AHFOL meeting she suggested a casement that could be placed in the front of the library to house the hoses for watering the library gardens. It is a struggle to have equipment moved from outside to inside the library and tracking dirt on the new floors. The casement would provide convenience and storage. At that meeting she also asked about a timer on the sprinkler system. She suggested having a sign in the front of the building that would say “video monitoring” to deter would be vandals or those trying to open the casement. She also reported that they now have a watering and weeding schedule.

**6. Library Board Liaison Report:** Deborah Brooks distributed her report and reported that the Library Board chose not to have an August meeting and had no formal actions to report. Several of the board members attended the formal re-opening of the Little Falls Branch Library on August 26, 2017. She commented on Little Falls and their how impressed she was with their refresh. She noticed that their meeting room and children’s room were smaller than Aspen Hill’s similar spaces. She enjoyed the beautiful mural behind the checkout desk. She is enamored by the unique architecture of the MCPL buildings. She appreciates that they are not “cookie-cutter” structures as she has seen in other cities. Deborah attended the 50<sup>th</sup> anniversary celebration at Chevy Chase Library. They had good attendance and good public relations – she is noticing more news cameras at the refresh re-openings. The next Library Board meeting is September 13, 2017 at 7pm, Rockville Memorial Library, 3<sup>rd</sup> floor Conference Room. All are welcome and they will have refreshments.

**7. Friends of the Aspen Hill Library Liaison Report:** Chris Swan reported on the Annual AHFOL meeting this past Saturday. They elected officers and received new members. She explained that the 26<sup>th</sup> annual community festival is in three weeks on September 16, 2017. They will have a free book giveaway, KD Puppets, Lewis Guy percussion, fun activities, and they hope for good weather. The 50<sup>th</sup> Anniversary of the AHLIB is on October 7, 2017. She is asking for any vignettes or stories that you can share for that day to email: [aspenhil@folmc.org](mailto:aspenhil@folmc.org). She plans to start promoting soon and has made contact with the publicity relations group for the library system to send a message out to the public. Parker Hamilton, our former MCPL Director, plans to be there since she was the librarian for Aspen Hill at once time. October 28<sup>th</sup> is the Book Sale.

**8. Membership:** Elliot reported that there are two new persons who are potential new members.

**9. Meeting Schedule for rest of 2017:** Elliot said that our meeting next month is Thursday, September 14, 2017. There is no October meeting due to the 50<sup>th</sup> Celebration on October 7 at 10am and the AHFOL Community Book Sale on October 28, 2017. We will meet on Monday, November 6, 2017, 7:30am and December 2, 2017 from 10am – 11am at the Library.

**10. Other Business:** An article on the Twinbook Library was handed out by Betty. It highlighted the closing of the newly refreshed Twinbrook library from September 2 to September 6 to fix plumbing issues.

**11. Adjournment and Next Meeting:** The meeting was adjourned at approximately 9:09 p.m. Next meeting planned for Thursday, September 14, 2017, 7:30pm at Aspen Hill Library.