

Aspen Hill Public Library - Library Advisory Committee

Minutes - January 22, 2018

Call to Order: the meeting was convened at 7:40 pm by Chair Elliot Chabot.

Present: LAC Members--- Betty Bell, Aleen Chabot, Elliot Chabot, Babs Margolies, Carol Petzold, Eileen Smith, Chris Swan, Judy Tankersley; **Also Present:** James Donaldson, Acting Assistant Director, Collections and Technology, Deborah Brooks, Library Board Liaison, and Marna Cary, Aspen Hill Civic Association Liaison, Philip Sussler.

2. Secretary's Report: In the absence of Secretary Althea Grey-McKenzie, the Chair offered the minutes she provided from the November 6, LAC meeting for approval. Carol Petzold moved their adoption. The minutes were approved with two abstentions. The December meeting had been cancelled, due to weather. Judy Tankersley will record the minutes for this meeting.

3. Introductions/Staffing: Due to the 3-month family medical leave of Branch Manager Ken Lewis, Mr. James Donaldson, MCPL Acting Assistant Director, Collection and Technology, is attending the AH Library LAC meetings until April. Mr. Donaldson indicated that Eric Carzon, the Branch manager at Twinbrook will be providing Administrative back-up for day to day operations at Aspen Hill during the leave period.

4. Facilities Issues: 1) James Donaldson (JD) will check with Rita Gale about #3, additional curb cut issue, described as too costly from ADA compliance manager. 2) JD will see about work order for #6 Community Room Sink light, soap dispenser, and paper towel dispenser. 3) Concerns about #8, toilet paper dispensers remain. 4) JD will see if work order is needed to fix #9, Children's Program Room Door. 5) Staff Room Table issue #10 - JD suggested Manager check in warehouse for suitable replacement. 6) 2 Memorial plaques have not been installed (Rhoda Mantel. and Gerry Dubow.) 7) Question about installation of all Peary HS Pictures, Two years '76' & 83 might not have been in original inventory ---Judy Tankersley will check in her records.

8) JD will check with Rita Gale about #13, Fire Sprinklers/Fire Suppression. 9) Community Room Shades #15 --- are they standard installation? 10) Outdoor Benches #16 - 2 not yet ordered. 11) Fol closet door handles - JD will check on work order. 12) - #18A - only 37 chairs remain in Community Room. #18B - what is status of request for additional tables. 13) Item #19 installation of Audio Visual screen in box in staff room since re-opening for Community Room - JD will ask Eric Carzan. 14) - #20 status of working spigots for Landscaping Committee use. 15) HVAC acoustics #21 - dampers? 16) People Counters#22 on CR Door.

Additional facility Issues: Ride On Monitor wiring/appearance. Doorstop needed on new CR outside Door. Doorstop needed on stairway door at lower lever. Electrical capacity for outlet at Community Room sink.

5. Collections Mr. Donaldson reported that the existing policy on Collections is based on a 2013-2016 Policy statement that is on the MCPL website under the About Us tab. That policy is currently being reviewed and updated by the Library Board and MCPL staff and AHLAC is invited to provide input and suggestions about it. Some discussion ensued about collections overall, impact of the implementation of the policy on AH Library in Refresh in the removal of all volumes not circulated in the previous 12 months, and the loss of 5000 plus items, removal of book shelves, and reduction of options to browse and consider, in the absence of space pressures.

6. Librarian's Report - No Report

7. Membership - No Report

8. Friends of the Library Liaison Report Chris Swan announced the Library Lovers Event with the County FOL on Saturday, Feb 3 at 11 am. She announced a series of Candidate Forums, co-sponsored with Aspen Hill Civic and Strathmore Bel-Pre Civic Associations, starting Monday, Feb 12, 7:30 pm with the candidates for US House of Representatives, 6th District invited.

9. Landscape Committee Babs Margolies reported that the Garden Club was waiting to hear back about a grant application with the National Garden Club.

10. Library Board Liaison Deborah Brooks announced that she was resigning from the Library Board effective January 31, due to medical advice. A joint MCPL/FOLMC meeting tips page for upcoming Budget Support actions was distributed, as an effort to keep staff and services at their current level. The first Budget Forum on the Operating Budget will be Wed., Jan 24, at Mid County Recreation Center on Queensgard Road at 7 pm. The next Library Board Open Meeting will be Feb 14. Revision of the LAC Guidelines will be completed by January 31st.

11. Adjournment After announcing that the next LAC meeting would be Monday Feb 5, Elliot Chabot adjourned the meeting at 9:40 pm.

Judy Tankersley
Acting Recording Secretary