

Aspen Hill Advisory Committee
Minutes of May 16, 2022

Call to Order

Chair Grey-McKenzie called the meeting to order at 7:35 p.m. The meeting was held by teleconference, with the teleconference participation guidelines in place. Delores McKoy was asked by Chair to be the scribe.

Roll Call and Introductions

Althea Grey-McKenzie, Chair, and Committee members Chris Swan, Eileen Smith, Babs Margolies, Betty Bell, Moye Stephenson, and Delores McKoy were present. The library staff present was Christine Freeman (Agency Manager); Vikram Pant (MCLB Liaison)

Chair Report - Althea Grey-McKenzie

Chair full report is attached.

1. Election of new AHLAC Chair at the June 13, 2022 LAC Meeting: Election of the Chair of the LAC will take place at the June 13, 2022 meeting. Althea asked the group to send any nominations they have to the Secretary.
2. Training: Chair is working with Delores McKoy, elected Secretary, regarding duties.
3. Meetings: Chair will send the 2022-2023 Calendar dates to our Library Manager, Christine Freeman. Normally meetings are not held in July, August or in December. However, to help us prepare for any fall activities, Chair proposed we meet for an administrative planning meeting during the summer to work through AHLAC Goals for the new year, everybody agreed (date TBD).
4. Membership: Two new members were approved at the May MCLB meeting to serve on AHLAC – Moye Stephenson and Nurani Illahi; Althea reached out to Janet Segal who is still considering joining the AHLAC.
5. Grey-McKenzie attended the MCLB meeting where Summer Reading plans were discussed. The FOLMC representatives were not present to answer questions. Grey-McKenzie received information from the Noyes Library Liaison that the LAC has been able to do outreach using the County newsletter for the Wheaton/Mid-County. Althea will share the newsletter entry as an example for AHLAC.
6. Grey-McKenzie said the volunteers are ready to make the bulletin board pretty.

AHLIB Branch Manager's Report: Christine Freeman

Book collections: Ms. Freeman shared that we received lots of new children, teens and adults books.

Programming

1. The ongoing outdoor storytime continues to be successful. If the weather condition should impact the outdoor program and the children need to go inside the building, they will have to wear masks. The in-house program for children is taking place. These programs require masks be worn by all participants aged 5 and up, except the presenter.
2. Summer reading starts on June 15, 2022 but unsure if it will be inside or outside. Ms. Freeman has the summer reading presentation and can share with the group at the June meeting.
3. The English Conversation Club is back in-house and ~~meets every other Friday~~. (correction: meets every Tuesday at this time). This is subject to change depending on the new volunteer.
4. Ms. Freeman is also interested in having other programs, and asked the group to send her any suggestions/ideas for programs. Grey-McKenzie suggested Hispanic Heritage Celebration, a community day and plan activities around that and a HOT topic on Social Justice Forum. Mrs. Grey-McKenzie asked Ms. Freeman about funding activities and timeline for submitting requests. Ms. Freeman suggested if anyone has a local group or activities they can suggest, that she will like to receive them or they can go online and submit directly to the department.

Details for all events can be found on the MCPL Website.

<https://www.montgomerycountymd.gov/library/>

Services

1. Ms. Freeman reported that foot traffic is down from pre-Covid.

Staffing: Updates

1. Ms. Freeman said that they are in the process of hiring to fill two positions. The new regional manager was to start on July 1, but that has been pushed back now. The new regional manager will preside over four branches. She anticipates that the person will onboard over the fall.

Facilities

1. A water leak was discovered in the electrical room, a work order was submitted and the leak is now fixed. Graffiti found on outside stairs.

Landscape Committee Liaison Report - Babs Margolies, Co-President (with Eileen Smith), Aspen Hill Garden Club

1. Babs Margolies, reported that instead of their regular May meeting, members went on a field trip to the Brookside Gardens on May 10, and they had a good time. Also, they enjoyed having lunch together at Leisure World.
2. The Garden Club will meet on June 14 for their planning meeting.
3. Eileen Smith commented that in the past there were suggestions for a Children's Garden or Family Garden. She said that the Garden Club members talked about the area going

down the steps as a good place to plant sunflowers. She will talk to the Landscaper. The club will keep Chair posted on all landscape and garden activities.

Knitting and Crochet Group - Betty Bell

1. Betty Bell reported that the knitting and crochet group will continue to meet on Zoom at least through June as the Covid numbers continue to rise. Both Aspen Hill and Olney libraries have been made aware of this decision.

MCLB Liaison Report - Vikram Pant

Mr. Pant forwarded his report to everyone

1. Mr. Pant forwarded the AHLAC questions about the new format for FOLMC to Regina Holyfield-Jewett, Administrative Specialist II. The understanding is that the FOLMC Board will answer questions at a later date, hopefully by the time of our June meeting.
2. MCLB/MCPL re: generic email permission/LAC officers meeting
Mr. Pant asked Mrs. Holyfield-Jewett if a planning meeting is an open or private meeting. He is waiting to hear back from her on that and other requests.
3. Follow-up on previous questions to LAC Handbook, LAC Activities (awards, etc.); MCLB Manual
Tim Lighter (subcommittee LAC activities) is working on the draft handbook.
4. Mr. Pant will forward to everyone the Director's report.

Friends of the Aspen Hill Library Report - Chris Swan

1. Chris Swan, announced upcoming candidates forums. Everyone is invited to attend the forums. In the past the candidates were invited to the forums hosted at a community room at the library, due to COVID the forums are now held virtually on Zoom. A candidate forum for County Executive was held on April 14. All registered political party candidates for the County Executive position were invited and attended. He said it was good to get the candidates to speak on where they stand and get members of the community to ask questions.
2. There is a new County District called District 6. The candidate that we have the option to vote for is the inaugural candidate.
3. Grey-McKenzie asked about the email that approved the candidates forum continuing at AHLIB. Chris Swan reported on compliance about the policies on posting on the library board.
4. Chris Swan will verify the name of the Friends of the Aspen Hill Library.

5. Local chapters of the Friends of the Library will have its annual officers' election meeting this Saturday, May 21, 2022 on Zoom. They will also review the bylaws for updating changes.

New Business:

1. Projects for the coming year. Use the Summer planning meeting to discuss AHLAC goals. The Chair suggested ways LAC members can promote the library, programs and efforts to increase membership.
2. Chair asked the group to let her know of any challenges with the calendar dates.

Next Meeting: June 13, 2022, @ 7:30 p.m., virtual

Adjournment

Chris Swan made the motion to adjourn the meeting. With no further business the meeting closed at 9 p.m.



Aspen Hill Library Advisory Committee

Chair Report

May 16, 2022

- A. Elections: On June 13, 2022 we will have elections for the Chair position. I am happy to continue to serve after completing our past Chair's term. Please send any nominations to our Secretary, Delores McKoy.

- B. Training: I am currently training Delores regarding Secretary duties, answering questions as she offers great ideas and suggestions about communication.

- C. Meetings: I am sending the 2022-2023 Calendar dates to our Library Manager, Christine Freeman. Right now we are planning for virtual meetings every 3rd Monday starting at 7:30pm; Normally we do not meet in December, July or August. I would also like to propose an administrative meeting during the summer to help prepare us for any fall activities; We could meet on a Monday in the summer.

- D. Membership: Two new members were approved at the May MCLB meeting to serve on our AHLAC – Moye Stephenson and Nurani Illahi; I reached out to Janet Segal who is still considering joining the AHLAC.

- E. AHLAC Goals: I would like to use the administrative (planning) meeting over the summer to work through our goals for the new year.

- F. MCLB Meeting: Attended May meeting where Summer Reading plans were discussed. Unfortunately the FOLMC representative could not attend to answer questions. Noyes Library Liaison indicated that the LAC has been able to do outreach using the County newsletter for the Wheaton/Mid-County.

Aspen Hill Report May 2022

Branch Dashboard: Programming x +

prod-useast-a.online.tableau.com/#/site/mcpl/views/BranchDashboard/Programming?iid=1

Explore / MCPL Branches / Branch Dashboard / Programming ☆

View: Original Watch Share

Aspen Hill Programming Select Library: Aspen Hill

Overview Checkouts Foot Traffic Active Users Programming Phone Logs

Total Attendance & Program Count

	Attendance	Programs
Arts, Crafts and Hobbies	37.0	4.0
Citizenship and Civics	10.0	1.0
Games and Play	18.0	1.0
Health and Wellness	12.0	1.0
Language Learning	5.0	5.0
Lectures and Discussions	14.0	2.0
Outreach	43.0	2.0
Storytime	177.0	4.0
Grand Total	316.0	20.0

Date: 5/1/2022 to 5/31/2022

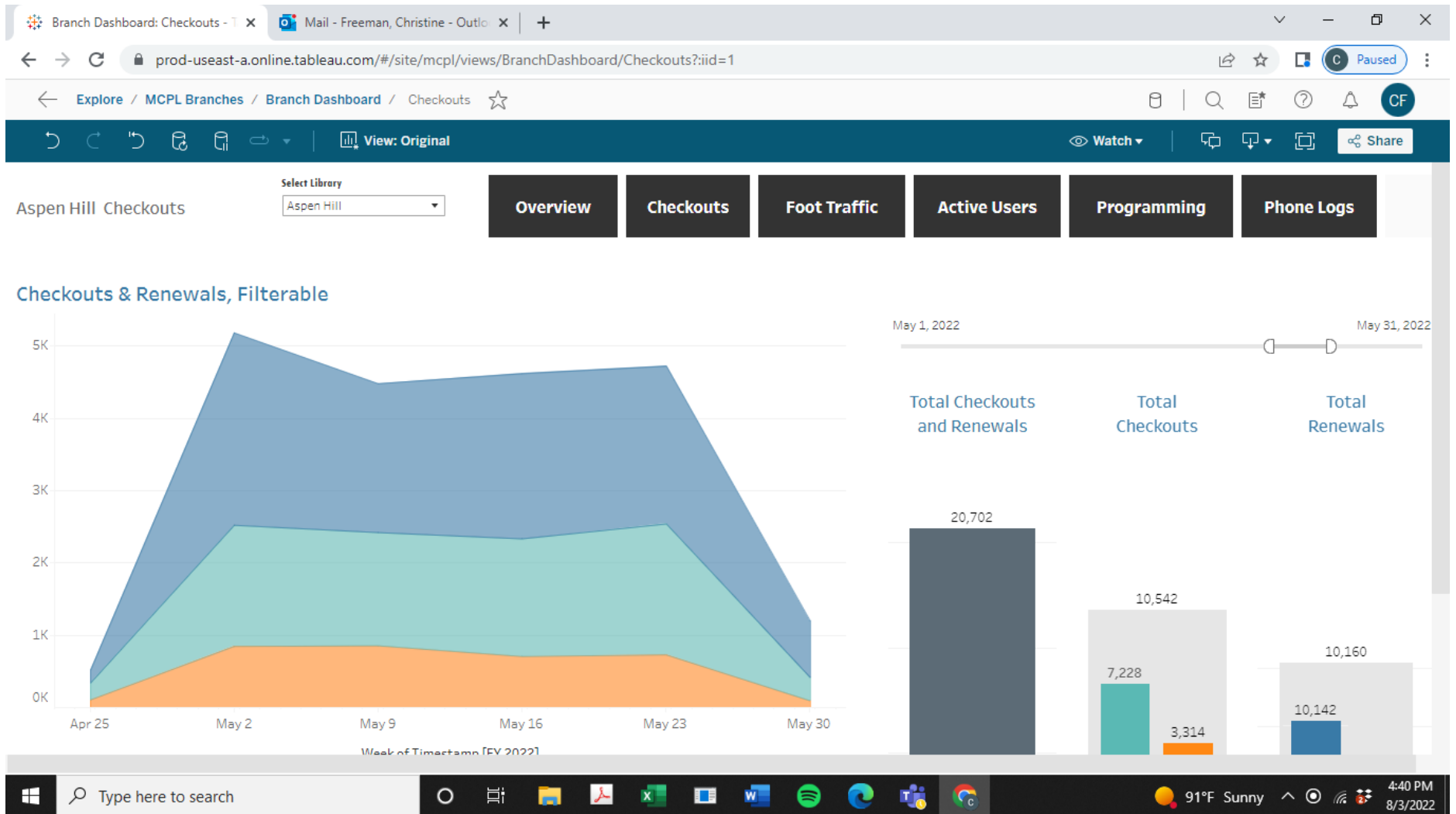
Delivery: (Multiple values) Type (Primary Event Type): (All) Age group (Primary): (All)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
10 AM	4						4
1 PM	1	5					6
2 PM						1	1
3 PM					4		4
4 PM				1			1
6 PM		1	1	1			3
7 PM	1						1
Grand Total	6	6	1	2	4	1	20

Windows taskbar: Type here to search, 90°F Mostly cloudy, 4:21 PM 8/3/2022

Door Count-19,785 Avg. 638

Total Checkouts and renewals 20,702 Checkouts 10,542 Renewals 10,160



Landscape Committee Report for May 16, 2022, LAC Meeting

Neither April's cold weather nor May's excessive rains have deterred the Aspen Hill Library Gardens from thriving. Aspen Hill Garden Club members have continued with their weekly weeding/watering schedule and regularly checking on the garden's condition.

Instead of a May ZOOM meeting this month, several of our members took the opportunity for an in-person get-together. Our May 10th field trip took us to Brookside Gardens and then to Leisure World's Lanai for a yummy lunch and conversation. An enjoyable time was had by all who attended the event.

Our next Aspen Hill Garden Club monthly meeting will be June 14th. It will be a planning meeting, so there will be no special educational programming. Details are forthcoming as to whether the meeting will take place in person or on ZOOM.

Babette Margolies, Co-President Aspen Hill Garden Club
Eileen Smith, Co-President Aspen Hill Garden Club

MCPL Board Report – May 16, 2022

Providing a recap of the May 11th board meeting.

FOLMC In-person Delayed Until June Meeting – Prior to the meeting we learned that the FOLMC representatives couldn't make this meeting as planned. The Director mentioned that FOLMC is planning to attend June meeting to answer questions.

Two New AHLAC Members Appointed – Congrats to Moye and Nurani.

Summer Reading Program for Kids – A presentation on the library's summer reading program was presented in place. This year's theme is our oceans and water. It was asked if presenters could share slides once I get them will forward.

Creating a "Gmail" for LAC – Working an action item below, Regina asked the group the oversees Boards, Committees and they had a question...

Please see below from the CE's BCC Office:

How would a shared email account work? Would the members all have access to the email and it would allow all of them to answer questions from residents?

Or would they use it to communicate amongst themselves? I can't remember if we've discussed before, but are the LACs subject to the Open Meetings Act? If so they really shouldn't conduct business by email, if that's what they planned to do with the group email address.

Action Item Tracker - I'd like to track action items and keep the LAC apprised of movement on those. Especially those that the board can help with.

STATUS	DATE CREATED	ACTION ITEM	HISTORY
NEW	4/1/22	Stamps / Sending info to non-computer users and those unable to enter library	<ul style="list-style-type: none">- Vikram to ask about "stamps or posting/sending information to those who are unable to enter the library and do not use a computer. The AHLAC can help send out mail and other information for those seeking access to LAC info, etc."- 5/16 – Focused on FOLMC and Email Address ask, haven't brought this up yet. Will do after our meeting Friday along with response to County's BCC ask.
ON-GOING	2/28/22	Creation of a LAC Chair Email Alias	<ul style="list-style-type: none">- Per guidance from Regina, no county owned .org or .gov addresses can be created for LAC- Next Step – Vikram to reach out to Regina about @gmail.com approval – can LACs just create them or is there a process?- 5/16 – BCC has ask above

**ON-
GOING**

2/28/22

LAC specifics:

- Intra-LAC electronic forums or venue
- Handbook and Manual

- No updates from April meeting
- May Update – LAC Handbook made New Business agenda item, but no new progress yet, but it does seem to be on the list of working group to tackle.