

Aspen Hill Advisory Committee  
Minutes of June 13, 2022

**Call to Order**

Chair Grey-McKenzie called the meeting to order at 7:30 p.m. The meeting was held by teleconference, with the teleconference participation guidelines in place.

**Roll Call and Introductions**

Althea Grey-McKenzie, Chair, Delores McKoy, Secretary and Committee members Elliot Chabot, Eileen Smith, Babs Margolies, Betty Bell, Moye Stephenson. The library staff present was Christine Freeman (Agency Manager); Not present but informed Chair: Vikram Pant (MCLB Liaison)

**Meeting minutes of April Meeting:**

April 2022 Meeting Minutes: Ms. Bell moved to adopt the April meeting minutes and Ms. Margolies seconded with corrections to be made. Correction 1: Ms. Margolies recommended the minutes should be corrected to remove the word “join” and corrected to “attend”. A voice vote was taken, and voting was unanimous in favor of the motion. April meeting minutes were approved.

Nomination and Election AHLAC Chair, and Secretary (2022 – 2023 Full Year):

Chair Grey-McKenzie reported that the nomination was announced at the May 16 meeting. Also, an email was sent informing members to send any nominations for the AHLAC Chair to Delores McKoy, Secretary. She gave an overview of the nomination and election process, highlighting the roles and responsibilities of the positions, the terms of office for the Chair position, and the process of handing off documents to the library board and the new chair. Also, Chair expressed her anticipation looking forward to where the LAC’s goals can take the committee, her appreciation for the committee members, and the opportunity to serve in the role since October 2021.

1. A nomination for the chair and secretary was held during the meeting. Before the nomination session, Chair Grey-McKenzie explained the process.
  - a. A nomination was made from the floor for the Chair position. Althea Grey-McKenzie was the only candidate nominated for the position. The nomination was made by Elliot Chabot and seconded by Moye Stephenson. A voice vote was taken and all were in favor of Althea Grey-McKenzie for Chair.
  - b. A nomination was made from the floor for the secretary position to keep in line with the term limits. Elliot Chabot moved to nominate Delores McKoy,

and Betty Bell seconded. Delores McKoy was the only candidate nominated for the position and accepted. A voice vote was taken and all were in favor of Delores McKoy for the nomination.

Chair Grey-McKenzie explained the election would take place later in the meeting.

### **Chair Report - Althea Grey-McKenzie**

#### **The Chair's full report is attached**

1.Meetings: Please review the 2022 – 2023 calendar. Christine Freeman, Library Manager, sent all of the zoom links for each meeting. The Chair will send the updated 2022-2023 Calendar to Christine Freeman. Current calendar dates were discussed. She said that meetings are not usually 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 (Tentative date, August 8, date to be confirmed).

2. Membership: New youth member volunteers are anticipated. Chair shared AHLAC information with a library patron who was also interested in joining the Garden Club. There was consideration of having signage in the gardens re: how patrons could reach the Garden Club and also how to track interested patrons for the LAC and Garden Club. Chair will also share pictures of the Garden Club members at work with Babs Margolies.

3. Grey-McKenzie said the volunteers are ready to make the bulletin board pretty

### **AHLIB Branch Manager's Report: Christine Freeman**

#### **A. Programming**

The ongoing programs continue to be successful. Summer reading starts on June 15, 2022. Little Falls has a new calendar with Summer and Fall outdoor/indoor programs. Germantown's programs are also getting increased numbers. She asked for ideas on the Hispanic Heritage Month Celebration, (date TBD September or October). The Celebration is part of the AHLIB and Department effort to support the Latino community. She is also looking into a "crafter noon" type program or series for adults and she also suggested initiating a social justice stand-alone program, such as hosting forums on the topic. Christine would appreciate planning suggestions by end of July. Mask policy for indoor programs was discussed.

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

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

## **B. Services**

1. Checkouts 13,050 Renewals 9861; Total Checkouts and Renewals 22,911.
2. Received a large number of new books for both youth and adults.

## **C. Staffing: Updates**

1. Ms. Freeman reported that she will remain the manager at the Aspen Hill Library. The library is still short two open part-time circulation and two part-time information staff members' positions. They are still in the process of hiring to fill multiple positions, but the timeline is not definite. She believes there will be one general supervisor for every four or five libraries and Aspen Hill belongs to the Rockville cluster.

## **D. Facilities**

1. The one leak has been fixed. Someone broke a library window on Saturday or Sunday and it has been boarded up. Repairs will be done soon. Stairs are still awaiting repair (rust concerns).

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

1. Ms. Smith reported that the Aspen Hill Library Gardens have been nourished by the rain and the gardens have burst into bloom. The Garden Club members have continued with their weekly weeding/watering schedule, thus keeping the Gardens neat and tidy.
2. The Garden Club Landscape Committee is planning on planting some additional annuals and perennials in the library gardens. Committee members will also spread new mulch.
3. The next Aspen Hill Garden Club monthly meeting will be on June 14th at 6:30 p.m. on Zoom. It will be a planning meeting, so there will be no special educational programming. They are thinking about transitioning to new leadership and how the Garden Club will proceed. Babs will share updates.
4. Open discussion: Chair Grey-McKenzie thanked Babs and Eileen. She also shared that there are people interested in the Garden Club but do not necessarily want to attend meetings. Christine suggested that LAC volunteers

should become a member and attend meetings and that the disqualification of membership should be based on the number of meetings attended, so members can be automatically dropped. Mr. Chabot responded that if a person does not have the time to attend every meeting but can volunteer to do a task that should be permitted.

### **Knitting and Crochet Group - Betty Bell**

Betty Bell reported that the knitting and crocheting group will continue to meet on Zoom for at least through June as the COVID-19 numbers continue to rise. Both Aspen Hill and Olney libraries have been made aware of this decision. There is concern for seniors gathering in person and precautions continue.

### **MCLB Liaison Report - Vikram Pant**

**Attached below is the report Mr. Pant sent to everyone by email on June 8, along with the full board report.**

Chair Grey-McKenzie asked everyone to send any questions they may have to Mr. Pant and to cc: the other members.

Main topics covered in June Board Meeting were:

1. FOLMC Presentation by Pam (Exec Dir) and Ari (President)
2. 2022-2025 MCPL Strategic Plan by Kate Frades
3. Book Sales will start again branch by branch
4. Volunteer training has started for FOLMC volunteers; Volunteer Manager was hired.
5. LAC Handbook updates

### **Friends of the Aspen Hill Library Report - Elliot Chabot**

1. Chair Elliot Chabot reported on the local chapters of the Friends of the Library annual officer election, which was on May 21, 2022. The bylaws were reviewed and some changes were made to the Bylaws and the Articles of Incorporation. They are not using the long name of the Friends of the Aspen Hill Library (FOAHL). The FOAHL have traditionally supported the AHLIB, Literary programs for the MCPL and multiple library services.
2. Chabot announced the upcoming virtual political candidates' forum for the Montgomery state Attorney is scheduled for June 15, the last forum before primaries. Everyone is invited to attend the forum. He said that all the registered political party candidates for the County Executive position were invited and

attended the last forum. He said if there is still a race after the primary a forum will be scheduled in the fall since Montgomery County circuit court judges run in more than one primary.

### **Election for Chair and Secretary Position:**

An election for the Chair and Secretary positions was held during the meeting. Elliot Chabot moved to elect Grey-McKenzie as Chair, seconded by Babs Margolies. A voice vote was taken and all were in favor of Althea Grey-McKenzie for AHLAC Chair.

A nomination was made from the floor for the secretary position earlier in the meeting. McKoy was the only candidate nominated for the position. Babs Margolies moved to elect Delores McKoy for Secretary and Betty Bell seconded. A voice vote was taken and all were in favor of Delores McKoy for Secretary.

### **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 put forth efforts to increase membership.
2. Chair asked the group to let her know of any challenges with the calendar dates.
3. Local event on was shared with the group: "Your Health is Your Wealth through Dance", June 25, 2022, 10am – 2pm at 13618 Layhill Road, Silver Spring, MD 20906.

**Next Meeting:** August 8, 2022 (to be announced)

### **Adjournment**

After asking if there was further business, and seeing none, Althea asked for a motion to close out the meeting. Delores 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**

**June 8, 2022**

Thank you all so much for your energy, time and input in helping me to transition to the Chair position since October 2021. Our year has been quite interesting and a bit challenging as we learn more about the role of our LAC within the framework of the MCPL structure and future plans for the Department. We are ending our year with new members, a new Liaison, a new Secretary, reduced meeting times, new relationships through our “Community Voices” section, engaging in ways to strengthen our relationships with current partners, and new opportunities within the Strategic Plan process. I look forward to where the LAC’s goals can take the Committee and thank you for the honor to serve.

- A. Elections: Please send any nominations for AHLAC Chair to Delores. Elections will occur at our June meeting.
- B. Meetings: Please review the 2022 – 2023 calendar. Christine sent all of the zoom links. Request for a date change in November can be discussed at the June meeting. Also, please see note for the Feb 2023 meeting.
- C. Volunteers/Membership: Invitations to join the AHLAC as volunteers to support our regular business and to help update materials, is underway; links to join the LAC were shared and I hope new youth members will join too. Awaiting status of membership approvals from Vikram and MCLB/MCPL.
- D. AHLAC Goals: Please think about our overarching goals for 2022-2023. We had some great input over the year and being able to plan early in August will support.

Please think about what types of programs the AHLIB could suggest for the Fall and next year. Christine would like to continue hearing ideas on Hispanic Heritage, Crafts, Social Justice.

- E. Outreach: I sent the Noyes Library LAC outreach entry from the Mid-County/Wheaton newsletter in a separate email. This entry could serve as an example to follow for future outreach in newsletters, etc.

Virkram, Delores and I met to discuss other ways to plan outreach, invite members to join and consider options that would meet all stakeholders’ needs.

- F. Garden Club: Visited the Library while garden maintenance occurred. Met two members of the Garden Club and got a wonderful lesson in planting irises. Another library patron visited the gardens and asked about becoming a member of the Garden Club.
- G. AHLIB Administration: Christine Freeman has shared that she will continue as the Library Manager and under the new administrative structure, there will also be a Regional Manager announced, perhaps next year.
- H. MCLB Meeting: According to the MCLB June Agenda, plans continue to have the FOLMC representative(s) attend to answer questions.
- I. MCPL is reaching out the LACs for a list of LAC Chairs who would like to join or be included in a group to exchange ideas, etc.

## Aspen Hill Manager's Report

### For April

Foot Traffic- Avg. count: 618

Total Checkouts and Renewals- 19,989

Total Checkouts-10,343

Total Renewals-9,644

PLEASE SEE END REPORT FOR JUNE ONGOING

### Total Attendance and Program Count

Arts, Crafts and Hobbies- 55 (6 programs)

Games and Play- 14 (1 program)

Language Learning 3 (2 programs)

Lectures and Discussions 15 (5 programs)

Performance and Dance 11 (1 program)

Storytime 126 (3 programs)

Workforce and Job seekers 8 (1 program)

Grand Total 232 (19 programs)

**Collectinon Updates-** We are receiving a large amount of new books for both youth and adult.

**Staffing Updates-** None to report. We are still short 2 PT Circ staff members and 2 PT Info staff members

Building facilities- We did have one leak which seems to be resolved. It did not leak that last few times it rained. Steps are still waiting to be repaired.

### For June ongoiong

Living and Dying with Covid 19

Aspen Hill and Olney Knitting and Crocheting

Aspen Hill Book Discussion is on Hiatus for Summer. Hoping to return in person in the Fall

Outdoor Storytime Mondays at 10:30

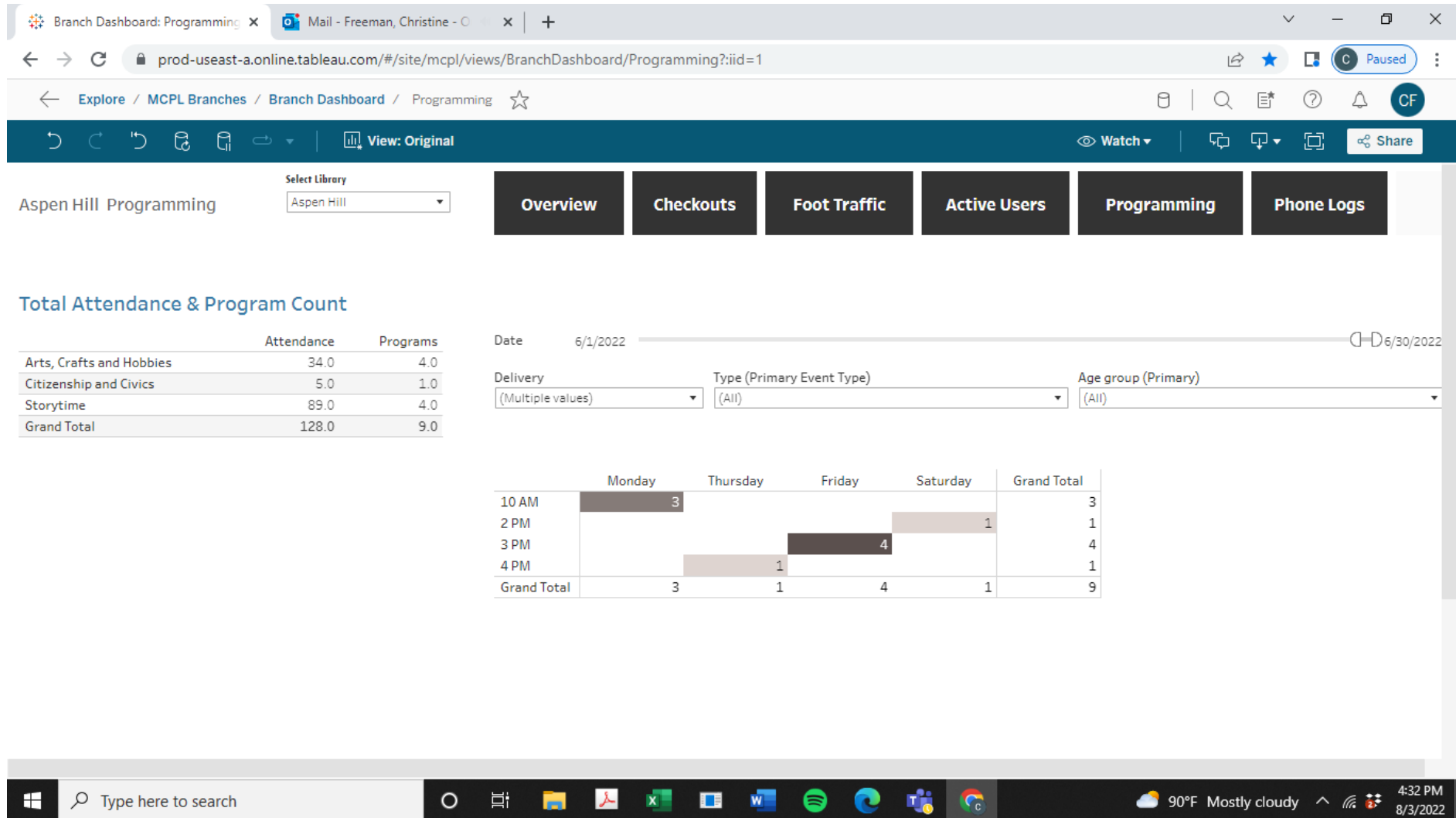
DIY Storytime (Passive Progam)

Game Days- Tween and Teen

Conversation Clubs-

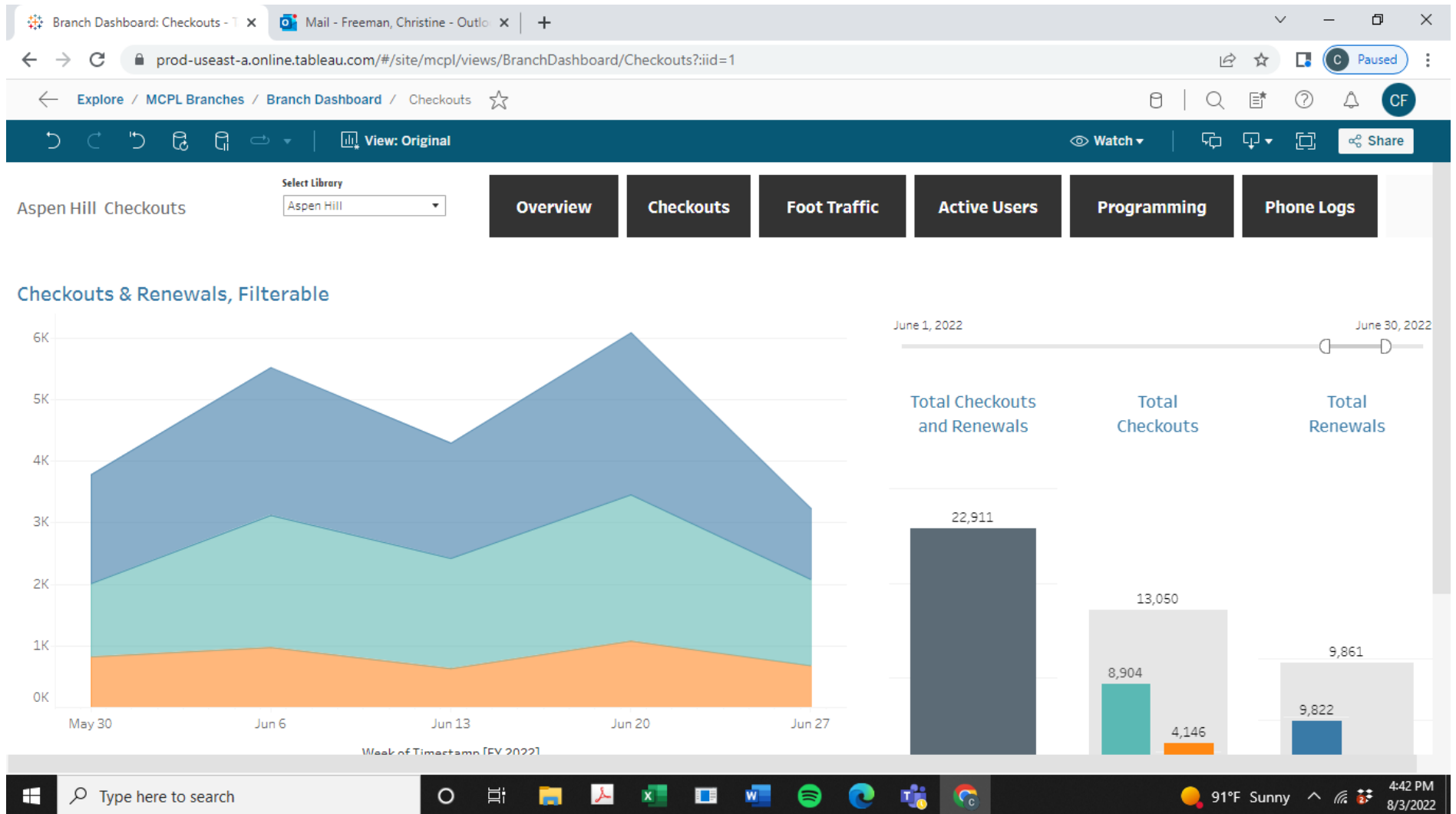


## Aspen Hill Report June 2022



Total count: 20949 Avg. 698

Total Checkouts and Renewals 22,911 Checkouts 13,050 Renewals 9861



## **Landscape Committee Report for June 13, 2022, LAC Meeting**

May has dissolved into June. Our Aspen Hill Library Gardens have been nourished by the rain and our gardens have burst into bloom. Aspen Hill Garden Club members have continued with their weekly weeding/watering schedule, thus keeping our Gardens neat and tidy.

The Garden Club Landscape Committee is planning on planting some additional annuals and perennials in the Library gardens. Committee members will also spread mulch.

Our next Aspen Hill Garden Club monthly meeting will be June 14<sup>th</sup>. It will be a planning meeting, so there will be no special educational programming. The meeting will take place on ZOOM beginning at 6:30 PM.

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

## **MCPL Board Report – June 13, 2022**

Providing a high-level recap of the June 8<sup>th</sup> board meeting. Included in email is June's Director's Report.

Two main topics covered in June Board Meeting were:

1. FOLMC Presentation by Pam (Exec Dir) and Ari (President)
2. 2022-2025 MCPL Strategic Plan

**FOLMC Presentation by Pam (Exec Dir) and Ari (President)** - Pam and Ari gave a prepared/scripted 20-25 minute presentation and no questions were able to be asked.

- **Book Sales** - They did say they would be starting up branch by branch but did not give a timeline.
- **Volunteers** - It seems that the Book Sales may start after each branch's volunteers are re/trained (specifics of training wasn't covered)
- **Volunteer Training** - A surprising note in the presentation was that a training session already occurred. It seems that FOLMC volunteers from Gaithersburg and Germantown branches have already been trained, though no other details shared.
- **Volunteer Manager** - Both Pam and Ari mentioned that this new role was being hired. From the roles/resp of this role, it sounds as if this individual would oversee all branches and volunteers.

After the presentation, FOLMC representatives dropped off the board meeting.

**2022-2025 MCPL Strategic Plan** - Kate Frades presented a draft of the MCPL Strategic Plan for 2022-2025. Between now and July Board Meeting the draft is being reviewed and commented on. I don't have a date when we can share it, but I do believe later this summer it should be near final and ready for release.

**LAC Handbook updates** – The LAC Working Group stated a revised draft LAC Handbook will be sent to board members this week for review.

**Montgomery County Library Board**  
**MCPL Director's Report**  
**June 8, 2022**

- **Personnel:**

- New Hires:
  - Elizabeth Quinn, Librarian I, Connie Morella
  - Kayleigh Bekisz, Librarian I, Maggie Nightingale
  - Ricardo Alvarez Rivas, Librarian I, Germantown
- Promotions:
  - Gray Dickerson, Librarian I to Librarian II, Brigadier General Charles E. McGee
  - Anna Morrison, Librarian I (PT) to Librarian I (FT), Brigadier General Charles E. McGee
- Transfers:
  - Dyanne Tsai, Library Desk Assistant, Davis to Germantown
  - Alan Hecht, Librarian I, White Oak to Wheaton
  - Laura Sanchez-Bustamante, Library Desk Assistant, Germantown to Gaithersburg
  - Yoojin Lee, Library Assistant I (Olney) to Library Desk Assistant (Wheaton)

- **Hiring**

- I am very pleased to announce that our new Human Resources Manager, Dr. Lolita Smith, joined our organization on June 6, 2022. Dr. Smith comes to us from the Army Medical Logistics Command in Frederick, Maryland, where she was the Director of Human Resources. She has many years of experience in Human Resources matters, including personnel management, recruitment and retention, employee-management relations, benefits and career development. In addition to her position with the Army, Dr. Smith was on the faculty of the College of Business at Trident University International, where she taught courses in Human Resources Management, Team Building, HR Information Systems and others.
- Many of our positions with a high number of vacancies have already been recruited and are moving to the interview or offer stage. We currently have eligible lists which should fill more than 30 of our vacant positions. In addition, many of our positions that do not require a Masters in Library Science are first offered internally to County employees, and so are not posted publicly on our social media unless we find that we do not have enough applications.
- **Assistant Director for Programming and Outreach** - closes June 24, 2022.

- **Refresh/Construction Updates**

- Maggie Nightingale - Reopened on Saturday, May 21, 2022 at 11:30 AM.
- Damascus - Draft Facility Assessment under review by the Department of General Services, Division of Building Design and Construction.
- Potomac - Closed on May 22, 2022 for refresh project. Movers have packed book and material collections and stored them. Furniture and other items are being removed from the building this week.
- Noyes – Added back into the Capital Improvement Plan. Expected closure spring 2023.
- Clarksburg – The Department of General Services Division of Building Design and Construction submitted a Program of Requirements for the new Clarksburg library for MCPL to review. MCPL is reviewing and updating outdated items.

- **Upcoming Events**

- **Summer Reading Challenge Kickoff Party**, Saturday, June 18 at the Rockville Memorial Library. The event will include:
  - A Chesapeake Bay Foundation hands-on educational table
  - Strolling magician Abracadabra Alex
  - Possible visit from Washington Nationals mascot, Screech

- Summer Reading Challenge! signups and book giveaways
  - Craft tables
- [Summer Reading Challenge signup](#) begins June 15.
- **Rededication of Brigadier General Charles E. McGee Library** is scheduled for Saturday, June 18, 10 AM.