

Aspen Hill Library Advisory Committee Minutes of October 17, 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.

Roll Call and Introductions

Althea Grey-McKenzie, Chair, Delores McKoy, Secretary, Eileen Smith, Babs Margolies, Moya Stephenson were present; Members sending regrets: Elliot Chabot, Chris Swan and Aleen Chabot; The library staff present was Patrick Fromm, Regional Manager; MCLB Liaison, Vikram Pant, sent regrets. First-time guests: Carl Jeanty and Vicky Duguet.

Chair Report: Althea Grey-McKenzie - The Chair's full report is attached

Chair Grey-McKenzie welcomed everyone and reported that we have one of the guests attending who visited the AHLAC table during the October 15 event for Hispanic Heritage Month at the library. The idea of having an LAC table at the event was initiated by the Chair who thanked everyone for their support of the AHLAC table and the AHLIB event. It was also a time of engagement, appreciation, building tours, and creating community among the members, who were able to meet in person. Members supported the program by engaging patrons and sharing information about the library programs and the LAC. Special thanks to Eileen Smith for taking the time to give members tours of the gardens. Delores commented on the wonderful time she had supporting the event, touring the gardens, and meeting new people.

At the event, information about the library's 55th Anniversary in October was also shared by the AHLAC. We informed Christine, Patrick and Vikram about this special anniversary. Althea will be reaching out to them about what the AHLAC and the Library can do for simple celebrations this year and next.

Althea asked for continued prayers for the Chabot family and will update with any additional news. Eileen Smith made additional suggestions as to how to support the family. Althea indicated that the individual members may support as private citizens and friends of the family in the way that they choose. AHLAC cannot make charitable donations, however, cards have gone out to the family on behalf of the AHLAC.

Meetings: Althea asked everyone to please review the 2022 – 2023 calendar. Christine Freeman provided all of the zoom links associated with the meeting dates via email and there was one question about November's zoom link which she reached out to Christine to confirm.

Strategic Plan: Althea asked everyone to review and familiarize themselves with the Strategic Plan which was announced and is now available on the MCPL website.

Membership/Volunteers: Chair Grey-McKenzie reported that the member count is 15 with the inclusion of two new members (one approved and one going through the MCLB approval process) as well as one previous member withdrawing due to school obligations. Grey-

McKenzie said the volunteers are preparing the Bulletin board in the Library which will make it prettier.

Library Roof: Althea informed everyone that she shared an email from Patrick about the roof. The roof and grounds will look different because repairs have started.

The Demo was announced which will be presented by Patrick Fromm at the beginning of the meeting with time for Q&A. The normal meeting business will continue following the Demo.

Demo: Patrick Fromm presented a 20-minute Demo/Talk entitled “Getting the Most Out of Your Library”, which focused on the tools, tips, applications, and resources available online of which patrons can take the full advance. There was a great deal of comprehensive information packed into the demo. Attendees were researching the Library website as the demo progressed to access the programs Patrick suggested. There was information for all stakeholders and materials that are available in different languages. Patrick showed a wealth of materials for early learners, Veterans, job and workforce seekers, for those interested in technology and school research (to name a few).

Babs asked how we access the resources. He explained that one would need their library card and that sometimes an eCard can give you additional access to library materials. Althea thanked Patrick for the Demo which was tremendous. She asked how we can request a speaker from the Digital Strategies Team to do a demo for us, especially since our community may need more help using the technology, and entering virtual meetings and events. Patrick asked that we send any additional questions on specific resources from the Demo to him.

Secretary Report: Delores McKoy reported that May and June meeting minutes were distributed. June meeting minutes were tabled until the next meeting.

Minutes Approval: Babs moved to accept May 2022 minutes. Althea seconded. May 2022 minutes were approved.

AHLIB Branch: Patrick Fromm, Regional Manager - The full report is attached

Programming:

Patrick Fromm reported that Aspen Hill’s programming offerings continue. The baby Storytime and regular Storytime are successful. The Living and Dying with COVID program continues. Banned book craft programs drew few attendees. The Latin American Community Celebration was successful. Delores commented on the wonderful time she had supporting the event, touring the gardens, and meeting new people.

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

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

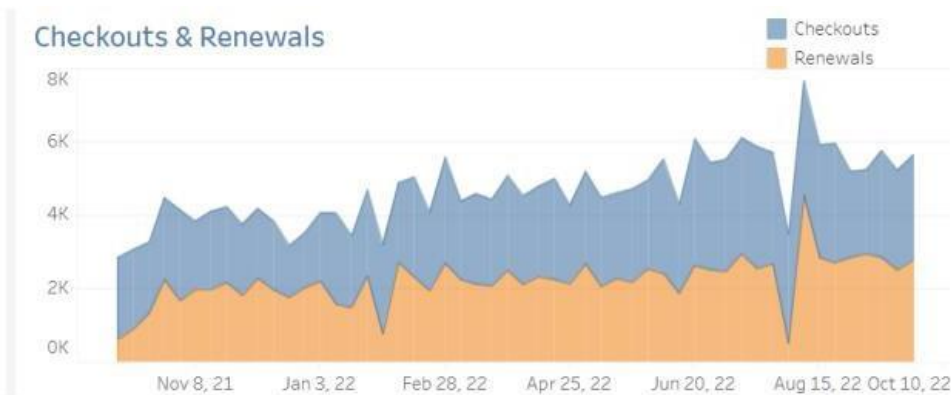
Collections and Foot traffic

No major collection changes to report. Displays for Hispanic Heritage Month and Banned Books week were well received. The checkouts and Renewals chart was shared which is accurate for the month. Foot traffic is not available as yet. A question was raised about a long-time

discussion and request for a foot counter installed in the basement meeting room on that level (2nd floor according to the elevator button). Patrick will follow up on the foot traffic count.

Staffing:

Daniel Dunlavey, Library Assistant I, joined the Aspen Hill team at the end of last month and they are happy he is onboard.



Facilities:

Work has begun on the roof at the branch. This work will go on for several weeks during which the building will remain open. We are optimistic that the roof will prevent any future leaks and also become more energy efficient.

The property manager, regional manager, and branch supervisor will be walking the property this month to cover any pending building issues and continue to evaluate the branch. Any comments or suggestions that the LAC has for the Regional Manager to share would be very helpful.

Landscape Committee Liaison Report - Babs Margolies, Co-President (with Eileen Smith), Aspen Hill Garden Club - The full report is attached

Eileen Smith invited Vicky Duguet from the Garden Club to attend the meeting. Babs reported that the garden activity is slowing down with the waning of summer gardens. Aspen Hill Garden Club members continued their efforts to keep the library gardens at their best. Weeding and watering have stopped and mulching/planting bulbs are postponed. Good comments continue from library patrons – it is nice to know that they appreciate the gardens.

The Garden Club Landscape Committee has scheduled a fall cleanup for Saturday, October 29, 2022, at 1 pm. The 4H Lucky Clovers will be collaborating with the Garden Club in these efforts.

The Garden Club's October 11 meeting was successful. They met at the home of Eileen Smith. Regina Gaither spoke to our members about bulbs and their effectiveness in our gardens. This was followed by a business meeting which was well attended. Eileen and I were the hostesses. The next Garden Club meeting is tentatively scheduled for November 8, 2022.

Knitting and Crochet (K&C) Group Report: Eileen Smith explained that the library was not able to support K&C which she learned from Christine on Oct 15. Betty Bell may share updates later. Althea made a plea for K&C to continue possibly by way of the Olney library since Olney provided alternating online coverage.

MCLB Liaison Report: Chair Grey-McKenzie gave an overview of the Liaison Report. Vikram Pant sent his report and Director's report earlier: Althea said that Vikram informed her that the Liaisons are tripling up on their duties. He is now the liaison to the Brigadier General Charles E. McGee Library (Silver Spring Library) LAC. He will be meeting with Silver Spring LAC tonight, his first time meeting with the group.

MCPL Strategic Plan released – Available at the following link
<https://montgomerycountymd.gov/library/resources/files/about/strategicplan-fy23-fy26.pdf>.

MCPL will continue to provide its core services for all while working to achieve the goals in support of the following populations in particular: Children 5 and under are ready for kindergarten. Teens are ready for college and/or the workforce, and to be lifelong users of the library. Speakers of languages other than English can participate fully in American society. Residents with limited access to technology and/or the internet can navigate a digital world to get what they need.

Joint MCPL and FOLMC Meeting – Planned for November 2, 2022. Details are still being finalized. Will be virtual.

MCPL Board Status - MCPL Board has five open seats which are in the process of being filled. Due to the open spots, some current members have tripled up on LACs on a temporary basis.

Six new LAC Members Approved – During our board meeting, we reviewed the six LAC applications for Accessibility Advisory Committee, Aspen Hill, Quince Orchard, and Little Falls.

Old Business: None

New Business: None

Adjournment: Chair asked for a motion; Delores McKoy made the motion to adjourn the meeting. With no further business, the meeting ended at 9:05 p.m.

Next Meeting: November 21, 2022, 7:30 pm



Aspen Hill Library Advisory Committee (AHLAC)

Chair Report

October 17, 2022

This month marks two wonderful achievements for our Library and AHLAC: **Our 55th Anniversary for the Aspen Hill Public Library** and the start of our AHLAC monthly Mini Demo/Talks by featured speakers to align with our goals, MCPL Strategic Plan values and access for all of our stakeholders. Due to the pandemic and new changes in the administrative structure of the MCPL, we are using this anniversary year 2022 - 2023 to focus on our outreach, presence in the community and community engagement. I invite you all to read the *MCPL 2022 – 2026 Strategic Plan: Increasing Equity in Access and Opportunity*.

link: <https://montgomerycountymd.gov/library/about/index.html>

- A. Roster: The roster is being updated by Mrs. LaKrista Prather, Office Services Coordinator, myself and Delores McKoy, AHLAC Secretary. We have added new roles to our membership: Youth Member/Volunteer and Youth Volunteer Coordinator (adult member of the AHLAC). I would like to consider another role, Co-Chair for our long-term planning.

- B. Meetings: Our 2022 – 2023 Calendar is complete. Patrick Fromm, Regional Manager, will be attending AHLAC meetings representing MCPL and reporting for the AHLIB Branch. Meetings are still online via Zoom. For Spring 2023, we would like to consider starting meetings at 7:00pm.

- C. Membership/Volunteers: We received 2 new memberships since our September meeting. The MCPL Board approved one of the new AHLAC members and will review the second membership at their November meeting. One adult member who was interested in volunteering only has started school and is unable to continue as a member at this time. Membership Total: 15 (Continuing members = 10; Youth members (volunteers) = 4; Adult member (volunteer) = 1; Inactive = 1).

- D. AHLAC Goals: Continuing to find ways to increase equity and access for all of our stakeholders. Please indicate what topics you would like to have discussed or demoed at our November 2022 and January 2023 meetings. If you know of any MCPL and County

speakers/presenters we can invite for future presentations, please share. We would like to fill our calendar for the year with advanced notice for our special talks / demos.

- E. AHLIB Administration: Patrick Fromm will be reporting on AHLIB Branch activities and statistics. Christine Freeman, Library Manager, will give the report when Patrick is unavailable. I informed Patrick that we share written reports, prior to our monthly meetings, from those reporting. These written reports are included with our Minutes. We may need to have a chart or clearer understanding of the way the Regional Managers, MCPL and LAC Chairs now interact.

- F. Facilities: Patrick Fromm shared an email explaining the AHLIB roof repairs by the Department of General Services (DGS). The email was shared with the membership and questions may be sent to Patrick with cc: to the membership. Patrick will also field some questions at our meeting.

- G. Minutes: We are still working on March, May, June, August and September minutes. May 2022 minutes were updated and distributed with the draft June minutes. August and September draft minutes are being reviewed. Thank you all for your corrections.

- H. Events: Saturday, October 15, 2022 – AHLAC Tabling at Latin American Community Celebration. The day proved to be wonderful weather for the event which was both indoor and outdoor with activities for all ages. AHLAC members and youth member volunteers helped to share information about the AHLAC, signed up patrons interested in learning more about LACs, MCPL, and future programs, gave away books and supported and participated in indoor programs; Members learned from each other about the libraries, AHLAC activities, met Christine Freeman and other staffers, and received tours of the building and gardens. Patrons enjoyed the crafts, asked about opportunities for internships, events that would serve as resource events/programs, technology at the library and bringing more arts programs to the library.

- I. Community Voices: I reached out to professors and staff at Montgomery College regarding how the library can support their student body and staff. The suggestions included increasing access to software that is vital for student testing and how to increase the collection and materials in languages other than English.

- J. Chabot Family: We extend condolences and prayers to the Chabot family for the recent loss of their patriarch, Herbert L Chabot. An appropriate show of sympathy is being considered by the membership.



Aspen Hill Branch Report—October

Building

Work has begun on the roof at the branch. This work will go on for several weeks during which the building will remain open. We are optimistic that the roof will prevent any future leaks and also be more energy efficient.

The property manager, regional manager, and branch supervisor will be walking the property this month to cover any pending building issues and continue to evaluate the branch. Any comments or suggestions that the LAC has for the RM to share would be very helpful.

Programming

Aspen Hill's programming offerings continue. The baby storytimes and regular storytimes are successful. The Living and Dying with Covid programs continues. Banned book craft programs drew a couple of attendees. The Latin American Community Celebration was successful.

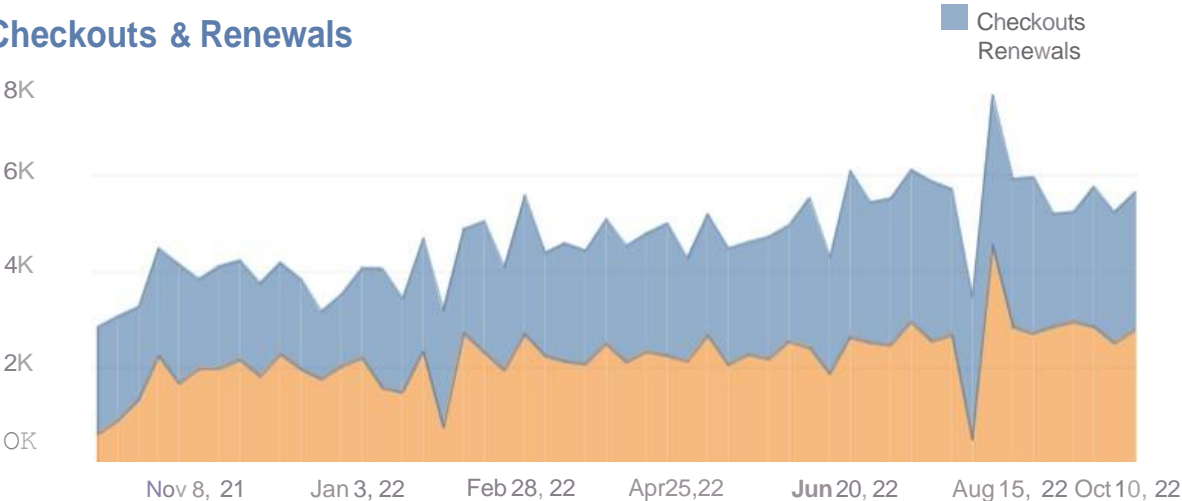
Collection

No major collection changes to report. Displays for Hispanic Heritage Month and Banned Books week were well received.

Staff

Daniel Dunlavey joined the Aspen Hill team at the end of last month. We're excited to have him onboard!

Checkouts & Renewals



Landscape Committee Report for October 17, 2022, LAC Meeting

Fall has arrived and with it the waning of summer gardens. Our Aspen Hill Library Gardens continue to bloom, but early changes are evident. Aspen Hill Garden Club members continue their efforts to diligently weed and water the Library Gardens to keep them at their best.

The Garden Club Landscape Committee has scheduled a fall cleanup for Saturday, October 29th beginning at 1pm. The 4H Lucky Clovers will be assisting us with this effort. Work on mulching and planting bulbs has been postponed until the spring.

The Club's October meeting was held in the afternoon of October 11th at the home of Eileen Smith. Regina Gaither spoke to our members about Bulbs and Their Effective Use in our Aspen Hill Library Gardens. This was followed by a business meeting. Eileen and I were the hostesses. We made an extensive salad luncheon for our guests.

The next Garden Club meeting is tentatively scheduled for November 8th .

Babette Margolies
Eileen Smith

MCPL Board Report – October 17, 2022

Providing a high-level recap of the October board meeting. Included in the email is October Director's Report.

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Montgomery County Library Board

Director's Report

October 12, 2022

- **Personnel:** The following staff changes took place during the months of September:
 - New Hires:
 - Adrien Abijomaa, Library Assistant I, Potomac
 - Jaime Flores, Assistant Director (MIII) for Outreach and Programs, Administrative Offices
 - Laila Asi, Librarian I/Part-time, White Oak
 - Leide Barros, Library Assistant I, Connie Morella
 - Eric Hepp, Library Assistant I, Long Branch
 - Daniel Dunlavey, Library Assistant I, Aspen Hill
 - Promotions:
 - Oscar Reyes, Library Assistant I (Aspen Hill) to Library Assistant II (Little Falls)
 - Jefferson Apolonio, Library Assistant I (Gaithersburg) to Library Assistant II (Kensington Park)
 - George Shaw, Library Assistant I (Brigadier General Charles E. McGee) to Library Assistant II (Long Branch)
 - Separated from County Service:
 - Chelsea Shapiro, Librarian I, Twinbrook
 - Su-Huey Tsai, Library Desk Assistant, Chevy Chase
 - Other Changes:
 - Yerwen Sha, Library Assistant I/Full-time to Library Assistant I/Part-time, Quince Orchard
 - Matthew Fowler, Library Assistant I/Part-time to Library Assistant I/Full-time, Marilyn Praisner
- **Refresh/Construction Updates**
 - FY23-28 CIP Library Refurbishment – Under Review with the Office of Management and Budget, the Department of General Services and the County Executive.
 - Damascus – Task Order Contract was sent to Sheladia Associates with the scopes of work for both Damascus Library and Senior Center refurbishments. Sheladia began preparing their proposal to do the design work.
 - Silver Spring – Facility Assessment scheduled for January 2023.
 - POTOMAC LIBRARY - Construction progress continues. Blog with updates and pictures are on MCPL website/Potomac. Work status:
 - Plumbing, electrical, and lighting rough-in are complete.
 - Painting of interior has commenced.
 - Exterior brick repair, railings, bollard, soffit, and window sealing are all underway.
 - Added Add Alt #1, Monument Sign (2-sided), was added to the scope of work based on MCPL's commitment to pay for it using 21st Century funds.
 - Division of Building Design and Construction preparing a budget justification for replacing the millwork in the staff area to Hamid in next week for approval of use of contingency funds.
 - CDCI subcontractor replaced segmental block retaining walls without disturbing any flower garden club plants.
 - Noyes - Planning for a spring closure. Request for Proposals (RFP) will be submitted soon.
 - Clarksburg – Program of Requirements has been under review.
- MCPL's [FY23 – FY26 Strategic Plan](#) was [released](#) on September 20.