

ASPEN HILL PUBLIC LIBRARY ADVISORY COMMITTEE (AHLAC)

MINUTES - October 16, 2023

Attendees: Althea Grey-McKenzie, Chair, Eileen Smith, Babs Margolies, Elliot Chabot; MCPL: Adrienne Miles Holderbaum, Regional Manager; MCLB: Tim Lighter, Chair and Adaobi Ezeadum, Liaison; Sent regrets: Delores McKoy, Secretary and Ariana McKenzie.

Meeting was called to order at 7:35pm with Zoom meeting protocols in place.

Chair Grey-McKenzie welcomed everyone and asked Tim Lighter, MCLB Chair, to make introductions of our new Regional Director, Adrienne Miles-Holderbaum, who has 11 years within the libraries and was previously Regional Director over the Germantown region, as well as our new Liaison, Adaobi Ezeadum, who is also new to the MCLB. Due to some meeting requests, members agreed to table some Agenda items to move forward.

- A. Secretary Report: Chair Grey-McKenzie reported that the September minutes are in draft and will be distributed.
- B. Review & Approval of September 2023 Minutes: Minutes were tabled until the November meeting.
- C. **Chair Report:** Chair Grey-McKenzie reported that membership is still at 16 and the officers are Althea Grey-McKenzie, Chair until a chair is elected or other arrangements are made: Delores McKoy will continue until she is no longer able; Youth Volunteer Coordinator: Vacant (appointed position). Chair asked everyone to invite guests and others to join the LAC.

Outreach to youth members: We completed a 5-week informational session in September with training for youth volunteers at the Library on Saturdays from 12:30pm to 2:30pm; one could join sessions on any Saturday. We had 13-15 students and parents attend; Ariana McKenzie, outgoing Youth Volunteer Coordinator (member) and Chelsea, a Youth Volunteer (member) coordinated the efforts which included: training on application process and Student Service Learning (SSL) process; a talk led by Chelsea about her work as a youth volunteer, supplies for activities and snacks. We had 2 or 3 students submit applications for membership. Thank you to Vicky Duguet, President Aspen Hill Garden Club, for sending neighbors to participate.

Joint Meeting: Chair attended virtually and found the event interesting, learning quite a bit about banned books and she thought the speakers were great. There was not enough time for questions at the Joint meeting due to time constraints. She expressed thank yous to MCLB and everyone involved in the program. AHLAC members expressed how much they enjoyed the speakers. **ACTION: Mr. Lighter will share a copy of MCPL Director, Anita Vassallo's presentation.**

Communication: We continue tabling in the community with opportunities for our volunteers, however, it would be helpful to learn about library programs early (such as National Night Out, Halloween and other central programs) so we can have a dedicated table at those events. Perhaps there is a way to plan to have the LACs at each library event which would support directives in the LAC Handbook. **ACTION: Officers will reach out to Ms. Ekeadum to review plans for outreach.**

D. **AHLIB Branch Report:** Adrienne Miles Holderbaum, Regional Manager, reported the following:

Personnel: Added new staff – Yasmin Fuller, Part-time Adult Library Associate 1; Amy Guerrero, Full-time Library Associate 1. They are expecting an informational services employee, Part-time Adult Library Associate 1, the first week of November.

Foot traffic: 21,450 people in September.

Programs: 25 programs in September with a strong attendance of 691 for the National Night Out. Story time programs are well-attended. PreK starts on Mondays at 10:00am and Baby Storytime program is on Fridays at 10:30am. Teen programs were increased to 4-5 programs per month, including: Vicky Duguet’s program on plants (succulents) in September. In October, The Washington Metropolitan Gaming Symphony Orchestra provided career info prior to teens performing before an audience. AHLIB plans to increase adult programs next year.

Facilities: Elevator will be fixed this weekend. Windows are replaced and the roof [vent] caps were painted – they both look amazing. Work orders submitted for the 1) electrical wiring in the garden, 2) parking lot lights, and 3) crumbling wall at stairs. Chair Grey-McKenzie asked Ms. Miles Holderbaum to include in her list the lights that are out near the building entrance, which will also be reflected in the AHLAC punch list. Ms. Miles Holderbaum reminded us of the public-facing policies regarding posting on library bulletin boards. There was discussion on the postings on the AHLAC dedicated bulletin board, other flyers and posters reducing AHLAC use of dedicated bulletin board and policies that conflict with the Handbook. Chair Grey-McKenzie raised the need for support from the Regional Manager and Liaison to help her share the difficulties arising from policy conflicts. **ACTION: Chair will reach out to Ms. Ezeadum regarding specifics. ACTION: Mr. Chabot will update the punch list.**

E. **MCLB Liaison Report:** Adaobi Ezeadum, Liaison, reported that although she was unable to attend the Joint Meeting, she will share information. **ACTION: Liaison will bring the questions we have regarding processes, Open Meetings Act and handbook conflicts to the Board.** The next Joint meeting is scheduled for January 10, 2024.

F. **AHLAC Landscape Committee Report:** Babs Margolies reported that weekly watering and weeding schedule is winding down. Fall clean-up of the library gardens is being rescheduled due to rain. Gardening schedule will resume in March for the spring. The Aspen Hill Garden Club is investigating ways to create an experimental native plants garden. Eileen Smith reported that they held their October 14 meeting at the library with Master Gardener speaker, Irene Eckstrand.

G. **Old Business:** Punch List – new items to be added; reminder that we are also following up on other lights that are out inside the building. Patrick Fromm, our former Regional Manager, may have sent a work order. Chair reminded everyone to send their LAC Handbook questions, comments, concerns, suggestions, ideas, edits and changes, etc. to our new Liaison, and to cc: Chair Grey-McKenzie by the November 1 deadline.

H. **New Business:** Chair asked for the Regional Manager, Branch Manager and MCLB Chair or Liaison to work together to find a solution or solutions to the new issues that are arising based on current communication channels that seem to directly conflict with LAC Handbook directives and the Open Meetings Act.

I. **General Comments:** Adaobi Ezeadum, referring to the Zoom meeting Chat, asked why it was disabled. Ms. Miles-Holderbaum explained that there are often Zoom bombs and security issues why they disable the chat. There was discussion on the chat features, email regarding Open Meetings Act, overall meeting protocols and challenges, previous meeting solutions. Mr. Chabot indicated that there is no guidance that he has found in the Open Meetings Act regarding limiting access to the [meeting] Chat. Chair Grey-McKenzie pointed out that the MCPL email shared by our former Regional Manager, Patrick Fromm, included details about chat usage to answer questions from Ms. Ezeadum. **ACTION: Chair will make email available for Ms. Miles-Holderbaum.**

J. **Adjournment and Next Meeting update:**

Meeting adjourned at 8:39pm – Babs Margolies made the motion and Elliot Chabot seconded the motion. Next meeting, November 20, 2023