

**McGee (Silver Spring) Library Advisory Committee Minutes, September 19, 2022**

Meeting online via Zoom began at 7:38 p.m.

**SSLAC Members:**

*Present:* Martha Kyrillidou (Chair), Dana Anderson, Jill Niebrugge Brantley, Scott Shoreman, Chauna Wiggins, Rebecca Calcagno, Paulette Dickerson, Wendy Gales

*Absent:* Rodney Elin, Regina Germain, Ella Hu, Laura Briskin-Limehouse

**Others Present:**

Eric Carzon, Silver Spring Regional Manager

Kathlin Smith, Friends of Library, Brig. General Charles E. McGee Library Chapter

**1. Roll Call and Introductions**

<b>ROLL CALL</b>		
<b>First Name</b>	<b>Last Name</b>	<b>9/19/2022</b>
Rodney	Elin	Absent
Jill	Brantley	Present
Paulette	Dickerson	Present
Diana	Holmes	Absent
Dana	Anderson	Present
Scott	Shoreman	Present
Regina	Germain	Present
Ella	Hu	Absent
Chauna	Wiggins	Present
Martha	Kyrillidou (Chair)	Present
Wendy	Gales	Present
Laura	Briskin-Limehouse (Liaison)	Absent Resigned from the Board
Eric	Carzon, Silver Spring Region Manager	Present
Guests:		
Kathlin	Smith (FOL guest)	Present

Self-Introductions were made in the following order: Eric Carzon, The Silver Spring Region Manager, Martha Kyrillidou (Chair, LAC Chapter, BGCM Library); Paulette Dickerson, Scott Shoreman, Jill Niebrugge Brantley, Kathlin Smith, Chauna Wiggins, Regina Germain, Dana Anderson, Wendy Gales

- a. Per Chair: we will continue to hold the meetings via Zoon (it’s a convenient tool) They are convenient, but I do hope that we will find opportunities to have in person gathering at the library. She tanked Scott for his support in making a smooth transition in leadership.
- b. Eric Carzon will investigate the status of Regina Germain’s renewal application.

**2. Approval of Minutes of Previous Meeting & Approval of Current Agenda**

Paulette Dickerson motioned for approval of the June 21, 2022 meeting minutes. Jill Niebrugge Brantley seconded her motion. There were no objections. The June 21, 2022 minutes were approved unanimously.

Paulette Dickerson motioned for approval of the current agenda. Scott Shoreman seconded her motion. The agenda was approved unanimously.

### **3. Regional Manager's Report – Eric Carzon**

- a. Staffing has improved
- b. New: 2 Branch Supervisors – will be reviewed for possible application to other large branches
- c. New HR Director, Dr. Lolitta Smith
- d. Must fill the Staff Development Coordinator position
- e. Vacancies:
  - i. 3 Library Desk Assistants
  - ii. 1 Library Aide
  - iii. 1 Full-time Library Assistant I
- f. Numbers Ranking
  - i. #9 – Check In
  - ii. #4 Check out
- g. New children's pre-programmed tablet which replaces Go Kits
  - i. Incremental replacements of contents
- h. The Assistant Director of Technology is working on a contract that will allow us to replace the automated sorting technology. High funding priority with the County Attorney.
- i. Regular programs
  - i. English Conversation Club
  - ii. Computer Classes
  - iii. 2 Storytimes/Week
- j. Facilities
  - i. Elevators have been repaired
  - ii. HVAC System has been up and down
  - iii. A workgroup has been stood up to investigate and remedy
  - iv. Escalator- still out of service - waiting on parts
- k. Preparation for Branch Refresh
  - i. Scott Shoreman said he would send the Regional Manager a letter that was approved by the LAC and sent to County Council last February advocating for refresh the branch which represents what the committee felt as a whole about the issue in general and specific things that could be done during a refresh.
- l. finally installed the last of the (6' high) plexiglass shields on the fifth floor.
- m. Synopsis of the return of the Regional Manager (formerly known as Library Regional Administrators)
  - i. No longer have a Deputy Director nor an Associate Director. Replaced by Manager 2, know titled Assistant Directors
  - ii. Branch and Assistant Branch Supervisors to be hired to complete the leadership staffing

- iii. Martha expressed interest in seeing the new organizational chart once it is published and available to the public.
- iv. In response to a question from Jill, Eric stated that he would provide a written report. The impetus for the restructuring is to improve internal decision making and communications

Martha asked if we can get usage statistics for our branch in relation to usage statistics from other branches.

#### **4. MCLB Report – Laura Briskin-Limehouse**

- a. Absent of a representative, no report was given. Eric stated that the strategic plan is almost ready with some editing.

#### **5. Chair’s Report – Martha Kyrillidou**

- a. The Chair asked for nominations and/or a volunteer to serve as Secretary.
- b. Paulette Dickerson suggested that at the end of one meeting a member volunteer to do the secretary job for the next meeting. If we can’t fill in somebody for the whole year.
- c. Paulette Dickerson agreed to volunteer to serve as Secretary for October 2022
- d. The Regional Manager reminded the group that not having one individual elected to the role of being Secretary for the entire year can result in challenges.
- e. In response to Eric’s inquiry, Regina Germain and Scott Shoreman encouraged others to take on the role of Secretary.

#### **6. Old Business - Purple Line (invitation sent by Paulette Dickerson.**

- a. No RSVP received for today’s meeting. The POCs have the dates and times of our October 2022 and November 2022 meetings
- b. Local changes we want to propose:
  - i. Fix the signage, which doesn't include the library over on the left-hand side of the building.
  - ii. Be sure that they would be able to keep access and the building would be safe for egress for the duration of the project.
  - iii. Change the signage for the station itself. Since the library is no longer called the Silver Spring Library since it is the Brigadier General Charles E. McGee Library.
    - 1. The names of the Purple Line stations were finalized several years ago through an intensive review process. Other work zone signage can be updated. They have Project Leaders that are aware of the library's name. They appreciate the fact that we tried to figure out how to get the main name into the station name, but the fact is the station name can only have 25 letters. Even if they go through the process to change the station name. It is not likely that they could write the name of the library onto that station. So that's not likely.
    - 2. They have RSVP’d to talk with us possibly next month.
    - 3. The Purple Line Corridor Coalition, which is a group that got put together before the purple line was even financed is having an in-person meeting on Sept. 28, 2022. They've been meeting for approximately 10 years to brainstorm ways to

ensure that the building of the purple line does not exclude low-income people, small businesses, or affordable housing in general. Paulette stated that if she is unable to attend, she will obtain the material distributed and share them with the committee

4. Community Action Team (CAT) and MDOT will be meeting. We hope they will accept an invitation to speak to the LAC.

## **7. New Business**

- a. Presence at the Silver Spring Thanksgiving Parade (Dana Anderson)
  - i. Eric stated he would ask the leadership whether MCPL was involved in the parade
  - ii. Kathlin Smith stated she would investigate the availability of banners we may be able to hold during the parade if the help is needed.
  - iii. Paulette Dickenson informed the committee that applications to be in the parade were due today, but we should nonetheless make the inquiry
  - iv. The Chair suggested that if we can't participate this year, we should schedule submitting our interest to the Board for 2023.
- b. Strategic Plan – 4 Goals (Eric Carzon)
  - i. Goal 1: Children five and under are ready for kindergarten
  - ii. Goal 2: Teens are ready for college and or the workforce and to be lifelong users of the library
  - iii. Goal 3: Speakers of languages other than English can participate fully in American society, and
  - iv. Goal 4: Residents with limited access to technology and where the internet can navigate a digital world to get what they need
  - v. In response to Martha's question, Eric stated there will more than likely be a system Teen Advisory Group as opposed to a branch Team Advisory Group. He agreed to look into it. The Chair expressed an interest in having a Teen Representative on the LAC.
- c. FOL transition
  - i. In response to the Chair's inquiry, Kathlin Smith stated she had no knowledge of the status of the Central Office of the FOL.
  - ii. The Board continues to wait for the IRS reinstatement. Reinstatement at the state level is complete. Plans cannot be made until a decision of the IRS is reached.
  - iii. The Regional Manager reported he did not have system wide information status either and gave some status of individual chapter developments.
  - iv. The Chair encouraged FOL members to continue its partnership with the LAC and apply for LAC membership.

## **8. Comments from Observers (3 minutes per observer)**

- i. In response to the Chair's request, the Regional Manager stated he would attempt to obtain copies previous assessments to ascertain what issues are focused on? This information will be useful to know if it covers all the things we have noticed in the past and whether we need to capture any additional information.
- ii. In response to Paulette Dickenson's inquiry as to whether there is a possibility of adding a pedestrian bridge to the refresh request, the Regional Manager said he would ask.

- iii. Wendy Gales expressed her concern over the relaxed COVID – 19 safety protocols and general housekeeping of the library. The Regional Manager responded that more than likely because the Country has resumed to normal operations, cleaning now occurs once daily. He stated he would inquire what the cleaning contract specifies.

**9. Adjournment**

- a. The meeting was adjourned at 9:15 P.M.