

**SILVER SPRING
BRIGADIER GENERAL CHARLES E. MCGEE LIBRARY (BGCEM)
Library Advisory Committee Minutes, October 16, 2023**

Meeting online via zoom began at 7:30 PM.

SSLAC Members:

Present: Chauna Wiggins (Chair), Martha Kyrillidou (Secretary), Jill Niebrugge Brantley, Paulette Dickerson, Scott Shoreman, Saa Fillie, Hira Girglani, Regina Germain

Others Present:

- Katrin Sweeney, Regional Manager, MCPL ([Brigadier General Charles E. McGee Library](#), [Kensington Park Library](#), and [Noyes Library for Young Children](#))
- *Vikram Pant, MCPL Board Liaison.*

Absent: Dana Anderson, Diana Holmes, Rodney Elin, Wendy Gales

Meeting started at 7:30; Roll call took place and the minutes of the previous meeting were approved (Jill Niebrugge Branley moved and Saa Fillie seconded); Paulette Dickerson abstained because she was absent in the previous meeting; Minutes were approved after a couple of corrections (Collection HQ and Vikram is not interim).

Our new regional manager, Kate Sweeney, introduced herself; she is overseeing BG, Kensington Park, and Noyes and she has been with MCPL since 2019. She has worked in the region's libraries before and she was also a school librarian for ten years; she moved to PA for a while and in 2019 she returned to this area as a senior librarian for the Kensington/Olney branches.

The LAC members took a few minutes to introduce themselves to our new manager as well (Chauna introduced herself as the chair and is involved with the group since 2020 as a newcomer to this area; Jill shared that she is serving for six years now and she was previously on the LAC for Wheaton; Paulette has served on the Board a while ago and liaised to the Silver Spring branch and has been involved on and off for about 34 years including Noyes; Vikram joined the MCPL Board in 2020 and has served as the board liaison for the BGCEM and White Oak branches; Martha has served in LAC since 2020 and was the chair last year and secretary this year; Scott joined in 2018 and has been former secretary and chair for the LAC; Saa renewed in 2020 and hopes he can continue to serve in future years; Regina served as secretary and has been serving for 4.5 years now; Hira is the newest member of the group and has been a long time user of the library for a couple of decades).

We got a new regional manager because there has been some reorganization on October 1 to give opportunities to new leaders to step into new roles. Kate Sweeney mentioned that some things feel familiar and others have changed in the branch based on her past experience. Overall, she is quite familiar with the BGCEM branch and has only been two weeks in this new assignment and is eager to learn and work with LAC. Kate reported that MCPL piloted launch pads used by children that do not require internet access and the pilot was a great success so they are expanding the launch pad to all the branches (overall expect to have 125 of them). Staffing overall looks ok for the branch; programming is picking up

in attendance. This year we have teen programming every Wed @ 4 PM and we had a successful program with the One Maryland, One Book (*There, there* by Tommy Orange) that focuses on identity, culture, and language. Adult programming on retirement savings is coming up and Kate invited LAC members to attend.

Problems with the three elevators and the four escalators continue to occur and staff submits orders for repair when that happens. A discussion about the overall cleanliness of the coffee area was mentioned (for example, the flower pots in the area appear as if they are not been taken care of; Kate did check and found out that the lobby/coffee area is not necessarily part of the library but we will see if the library cleaning crew can include it in the same routines they have for cleaning the library areas). Overall, the upkeep of that area is critical as it is the entrance to the library building and first impressions are critical. An inviting environment for the library is affected by the inviting environment on the ground floor. With the upcoming Purple Line Stop adjacent, it is paramount that cleanliness and welcoming entrance experience is something we pay attention to and ensure it is a positive experience for everyone as it reflects on the way people perceive library services. Undesirable behaviors occur more frequently in buildings that are not taken care of.

Scott asked if we can add the LAC meetings in the program listing so they are included in the automated emails that go out; Kate noted that the emails that go out list things that are library programs and not necessarily all the library events including LAC but she was going to find out how best to get our LAC meetings on calendars, automated emails, and social media. LAC meetings appear as virtual branch events and virtual events are not attached to specific branches; Kate Sweeney will talk to Digital Strategies MCPL staff to see how LAC virtual events can be included and associated with branches.

Vikram reported from the Board and hoped all attended the joint meeting of the MCPL and Friends of the Library; he is working on the LAC Handbook revisions which will be updated by March. He shared an initial draft on the chair duties and asked for feedback. Is one year the desirable service length for the position? LAC members indicated that it would be useful to have officers serve for two or three years as officers get better with some length of time on the role. Our LAC minutes need to comply with the MD open records rules (Open Meeting Act). Feedback was sought also for the secretary duties. The LAC discussed what it means to have a quorum and when the call for nominations and elections for the next year should take place. The LAC members thanked Vikram for his good service and work on the policy manual.

Moving into unfinished business, the LAC discussed the latest information from the Purple Line CAT meetings; Paulette submitted questions that can be answered at the meeting ahead of time and she also incorporated questions received from Chauna. LAC members asked when Wayne Ave will be closed. We do not know yet but it will not happen in the next six months. LAC discussed what is the protocol for notifications for utilities closings as well; Metro Transit Solutions gives 48 hour notice through the notification system and you only get it if you subscribe. The expectation is the library access will be maintained all the time. Overall, there are three phases in the Purple Line construction and we are in phase 1 right now (about 58% completed). For people to get updated on construction, they need to sign up for notifications. They can also review the monthly newsletter.

Useful links posted on the chat:

<https://www.purplelinemd.com/>

Links for CAT meetings -

<https://www.purplelinemd.com/public-involvement/community-advisory-teams-cats>

Any additional questions - <https://www.purplelinemd.com/public-involvement/public-meetings>

Reach out to Paulette if you have questions regarding the purple line and how it may affect the library.

Next we discussed the draft letter to Anita Vassalo inviting our local representatives and MC agencies to discuss the findability of the library building from the surrounding area(s). We decided to review the letter, incorporate corrections from Paulette and others, and bring it back to our next meeting in November (motion introduced by Jill and seconded by Paulette; motion was approved unanimously).

Last, we discussed the plans for the Thanksgiving Parade to be held on October 18. The acceptance and the need to spread the word is on a very tight schedule; Anita Vassalo asked MCPL if they want to attend on September 11; Eric Carson (former regional manager) will attend and is coordinating staff attendance within MCPL. Kate Sweeney will find give-aways for the parade and will communicate with Eric specifics. LAC introduced a motion to enable Chauna (chair) and Martha (secretary) to send communication regarding the parade to Anita, Kate, Friends of the Library, and other LAC members through appropriate channels (Paulette introduced the motion and Jill seconded and it was approved unanimously).

Moving into new business, it was noted that the budget forum meetings are taking place and there is one taking place on Nov 13 in the Silver Spring building and it would be useful to have representation.

Martha (former chair) shared the [annual report for the 2022-2023 year](#) that will be submitted to the MCPL (this is an annual requirement for the former chair).

The meeting was adjourned at 8:44PM.

