

General Charles E. McGee Library (BGCEM) Library Advisory Committee (LAC)  
Monday, September 16, 2024 | 7:30 PM  
Meeting Minutes

**Action Items**

- [ ] Kate will look into details for a dedication ceremony for the Brigadier General Charles E McGee monument and share details with the committee.
- [ ] Kate will connect with Regina in the director's office regarding LAC attendance requirements.

**1. Roll Call - [Chauna Wiggins]**

1.1. Approval of LAC Minutes from June 17, 2024 – The chairperson noted the absence of a quorum during the meeting, which prevented any official business from being conducted. As a result, the approval of the minutes from the June 17, 2024 meeting was deferred, and no voting occurred on issues requiring a quorum.

1.2. Mary Beth St. Denis, guest of Martha Kyrillidou, greeted the Committee and expressed appreciation for the opportunity to observe.

**2. Agency Manager's Report – [Kate Sweeney]**

2.1. The window glass was replaced quickly after the last meeting, and the door at the Wayne Avenue entrance was repaired the same day after being smashed by a vandal.

2.2. The Distinguished Flying Cross monument in honor of Brigadier General McGee has been installed next to the stairs on the third floor, and a dedication ceremony is planned.

2.3. The Bump and Grind Cafe has moved out of its space, and Montgomery County is seeking new tenants for the vacant cafe space.

**3. Staffing Changes and Open Positions – [Kate Sweeney]**

3.1. Three part-time librarian positions were combined into one full-time position, and a staff member transferred into it.

3.2. One full-time children's staff member transferred out, and the position was filled through a transfer.

3.3. The expected retirement of a circulation staff member happened on schedule, and another part-time circulation staff member also retired at the end of September.

3.4. The Brigadier General Charles E McGee library had two branch supervisors, one of whom transferred to another branch, leaving the position unfilled.

**4. Programming Highlights and Upcoming Events – [Kate Sweeney]**

4.1. The system-wide events "MCPL in the Park" on July 22, a three-session Linux for adults class in August, and popular Vinyl Day 2024 on August 10.

4.2. Upcoming events include a careers with animals program for teens and tweens on September 25, a movie matinee in October, an intro to GIMP digital art for teens on October 9, and an intermediate computer class on October 26.

4.3. A Halloween party for teens is scheduled for October 30, and an LGBTQ+ teens clothing swap will take place in November.

## **5. Checkouts and Program Attendance – [Kate Sweeney]**

### **5.1. Checkouts**

<b>MONTH</b>	<b>COUNT</b>
<b>June</b>	27,879
<b>July</b>	26,961
<b>August</b>	25,793

### **5.2. Attendance**

<b>MONTH</b>	<b>COUNT</b>
<b>June</b>	952
<b>July</b>	990
<b>August</b>	1,457 (Vinyl Day in August contributed to the high attendance)

## **6. Questions About Holds and Circulation – [Kate Sweeney]**

6.1. In response to Scott's inquiry regarding the trend of holds and circulation, Kate

6.1.1. confirms that circulation is up year over year.

6.1.2. explained the process of handling unclaimed holds and removing unclaimed items after 10 days.

6.1.3. mentioned that the library used to charge a \$1 fee for unclaimed holds but has since done away with fines.

## **7. Recruitment Event Feedback - [Chauna Wiggins]**

7.1. The chairperson shared feedback from the recruitment event at the Farmers Market:

7.1.1. Expressed appreciation for LAC members who (wo)manned the table

7.1.2. Noted that connection was made with over 50 people and more than 50 bookmarks were given away.

7.1.3. Mentioned that some people signed the sign-in sheets, and she followed up with them the next week.

7.1.4. Encouraged persons to attend Vinyl Day at the library.

7.1.5. Highlighted the feedback received, including requests for better elevator maintenance and refurbishment.

## **8. Thanksgiving Day Parade and October Meeting**

8.1. The chairperson discussed that the application for the Thanksgiving Day Parade has been submitted, thanked Paulette Dickerson for her assistance, and reported on the positive support and feedback received from the committee.

8.2. The need to move the January and February meetings due to holidays was mentioned and it is suggested that they be moved to the following Monday.

8.3. With the consensus of those present, chairperson confirmed that the January 20 meeting will be moved to January 27, and the February 17 meeting will be moved to February 24.

## **9. New Business and Announcements**

9.1. Kate announced the county executive's nominee for library director will be interviewed by the council, and the meeting will be streamed.

9.2. In response to the chairperson's invitation to Jennifer, if she has any comments as an observer, Jennifer expressed her appreciation for permission to observe

9.3. Dana extended her guest, Valerie Bogle's regrets and expressed her interest in attending the next LAC meeting.

9.4. The chairperson closed the meeting, thanking everyone for their participation, wishing us all a joyful 24 – 25 season, and looking forward to the next meeting in October.