

## **DAVIS LIBRARY ADVISORY COMMITTEE (DVLAC) AUGUST 4, 2020 VIRTUAL MEETING MINUTES**

7:05 P.M. call to order and welcoming words by Co-Chair, Linda Pottern. Attendees: Major Giese (Co-Chair), Jonina Duker, Diane Marcus, Linda Hubbard, Connie Locraft, Moutusi Sau, Steven Warwick (Library Manager), Dan Melnick (MCPL Board Liaison) and a community guest.

### Comments from Co-Chair, Linda Pottern:

As per LAC guidelines, nominations/election of Officers (Chair, Co-Chairs and Secretary) for the upcoming Fiscal year are required. Officers serve a year and may be re-elected to a second one-year term but not more than two consecutive terms in the same office. The committee nominated Linda Pottern as Co-Chair 1 and Major Giese as Co-Chair 2 of the DVLAC. The vote for approval was unanimous. No names for Secretary position were nominated. L. Pottern agreed to serve as interim Secretary. *(DVLAC members expressed significant gratitude to Linda Pottern for continuing as their devoted co chair and willing to act as secretary as well which represents a major commitment to the functioning and effectiveness of this Library Advisory committee.)*

LAC members are appointed to serve a term of three years and can be reappointed for another term. The current DVLAC roster of six was reviewed with members. Three of the members' term dates expire in October 2020. They each officially stated that they wanted to continue for another three years when their term ends in October (new term, October 2020-October 2023). The fourth member Connie LoCraft's term ends in February 2021 and stated that she wants to continue her term through February 2024.

Our newest member, Moutusi Sau was welcomed to the committee. Membership term from July 2020-July 2023 and may consider reappointment at the end of this term.

### Davis Library Manager's Report (by Steven Warrick):

#### +Status of Library Openings:

As of now, MCPL branches are physically closed to the public but are open for phone calls and a contactless hold service called Holds to Go. The time frame for putting the libraries into a fuller operation is an on-going process primarily due to limited capacity of library space, distancing and timing issues of visits and resource use. However, library staff members are in the library actively working on various tasks to assist public access to materials. They continue to quarantine returned library materials, sanitize work surfaces and are providing reference requests and hold services via telephone, processing returned materials and shelving these materials. Staff is placing materials outside (or in the vestibule if raining) for pick-up of holds with the Holds to Go service that was implemented.

As of August 2, new hours are Mon, Weds, Fri and Sat - 10:00-6:00; Tues and Thurs. 10:00-8:00; and Sun 1:00-5:00. During the open hours, librarians are available to answer questions and provide service over the telephone. The book drop has been open since June 23 and remains open 24/7. One hour after we open each day the

**Holds to Go** service begins and this service ends one hour prior to closing. You can also follow this link for more information regarding this service:

<https://montgomerycountymd.gov/library/services/holds-to-go.html>

+Staffing Updates:

Staff members are involved in multiple job-related tasks with everyone pitching in and they are performing admirably. Library pages and volunteers who shelved books are missed. Currently, MCPL is only hiring essential job titles and there are occasionally voluntary transfers which are approved by the administration. Davis staff members have been busy training /learning use of technology and presenting virtual programs.

*(The DVLAC commended the hard work and dedication of all Davis employees and encouraged me to request funds from the Davis FOL Board to obtain any necessary/essential technology or supplies.)*

+New Resources – Electronic

There are multiple electronic resources that are available for the community to use on line. [Hoopla](#) A digital platform that provides access to a variety of eBook's, audiobooks, comics, movies, music, and television shows. All content is available immediately Overdrive Fiction and nonfiction e-books for adults, young adults and children in Adobe, Kindle formats <https://mcplmd.overdrive.com>  
<https://mcplmd.Hoopla.com>

+Current/future Programs and activities:

Popular on-line Zoom activities at the library are on going: adult and young adult book discussions, children story-times led by Children librarian. New program - Virtual first Friday film festival. *DVLAC members suggested that library patrons could be informed about upcoming activities or changes to the library through a specially created flyer or bookmark inserted in To Go books. We have been looking into this and other marketing approaches.* <https://montgomerycountymd.gov/library/about/connect.html>

+ Update on facility issues:

Minimal wear and tear in Davis. Installation of changing table in men's rest room on main level has not been completed. Heavy rain has caused clogged drains outside. Huge rut in driveway outside Kid's Museum has not yet been repaired

MCPL Board Liaison Report (by Dan Melnick)

+Update of the MCPL Director's July 2020 Report.

DVLAC members were sent the report prior to this meeting. However the report delivered at the Board meeting was updated based on her testimony at the Council meeting and subsequent budgetary actions (highlights below): The key point is that the MCPL's cut was not 6% but rather it ended up being about 4.5%. Much of the cut was made up by transferring funds from state grants and also by savings they achieved due to the closing of buildings. The cut will not hit full-time or permanent employees but they have had to curtail the use of some hourly employees--such as "pages" [the people who shelve books] and some book sorters--who are not on the permanent rolls of the

MCPL. They also are not using substitutes. All of these personnel cuts are savings achieved because the branches are not open. The Council members expressed strong support for the MCPL and promised that they would try to make up the cut later in the year if the situation improved. They expressed strong support for bringing back the hourly employees when this was possible and needed.

+DVLAC role in encouraging and informing the community about digital resources  
*DVLAC members along with input from the Library Manager have recommended ways to market various library resources. See the section Current/future Programs and activities in the manager's report above.*

+ Review of steps taken by Davis and new ways from other branches to increase LAC membership.

New Business:

Kid Museum update: museum is closed, a plan for physical or virtual reopening is not known. A staff member visits once a week to check the facility and mail.

MCPL Career Online High School program: In 2016, the DVLAC was informed that the MCPL board endorsed purchase of the "Gale On-line Career High School Program". A Davis LAC member questioned why the Library system and not the MCPS were sponsoring this program. After a year into the program, more detailed information was needed to address issues such as: number of students enrolled and certification completion, supply expenditures, and cost and number of MCPL and contract employees overseeing the program (cost vs. benefit results). In 2017, the member attempted to obtain answers through writing and submitting a Freedom of Information request covered under the Public Information Act (PIA) in MD. Although some feedback was received, it was incomplete. Available resources and reports were then assessed. This program is still ongoing and supported by MCPL.

In July 2020, the member uncovered that an earlier document provided conflicting information re salary of a Montgomery County employee running the program. This remains an ongoing issue that needs further resolution by MCPL due to the impact of the pandemic on the budget.

The next DVLAC meeting will be in October after the MCPL Oct 14 board meeting (date to be decided).

The meeting was adjourned at 8:15 P.M.

Respectfully submitted,

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Linda Pottorn, Davis Library Advisory Committee Co-Chair

8/21/20