

LITTLE FALLS Library Advisory Committee  
MEETING (via Zoom) Minutes  
June 2, 2020

1. The (virtual) meeting was called to order at approximately 7:00 p.m.  
Attendees included: Carolyn Bogardus (Library Manager), Kathy Davies (Member), Diane Mesirov (Member), Robert November (Member), Hannah November (member), Kathryn Scott (Member), Dave Shumaker (Chair), Mike Wallace (MCLB Liaison)  
Visitors and Guests attending - Mae Reinhart, Germantown library staff member
  
2. Minutes of the February 4, 2020 meeting were corrected and adopted.
  
3. The Chair, Dave Shumaker, reported that Tom Legro, Secretary of the Little Falls LAC had to resign from the Little Falls LAC and that the position of secretary had to be filled. Election of the Chair and Secretary for LACs should be completed by June. A quorum was present on the Zoom call. The Little Falls LAC unanimously elected Dave Shumaker for his second term as Chair and Kathy Davies as the new Secretary.
  
4. The minutes of the 02/04/2020 LFLAC meeting were approved with minor changes.
  
5. Branch Manager Carolyn Bogardus presented her report (full report attached)
  - Personnel: Two new hires completed orientation - Shawna Leonard, part-time young adult librarian is now in training (virtually) and Judy Ehrenstein, full-time children's librarian, promoted to Librarian II, Head of Children's Services is now working at Little Falls (virtually). Two vacancies remain – an information part-time Library Associate and a circulation full-time Library Assistant II.
  
  - Facility: Due to COVID-19 pandemic guidelines all branches are being rearranged for social distancing – furniture is being stored, toys removed, plexiglass installed. Face masks will be issued to county employees and deep cleaning done before they return to buildings (with only a small number of people in the building at one time).
  
  - Programs: All programs including the Children's Summer Read and Learn program will be offered via the MCP website <https://www.montgomerycountymd.gov/LIBRARY?/> and will continue to be available after staff return. Virtual programs will be available for the foreseeable future. Montgomery County Library staff met with Mr. Elrich, the County Executive, and discussed plans for dealing with COVID-19. He was very supportive of their efforts.
  
  - Services: A task force has been assigned to develop policies and procedures for Contactless Holds Pickups. Initially, staff will return to branches to set them up before opening buildings to public. Staff will work in the branches to provide information services via phone and to get materials to customers.

6. MCLB Liaison Mike Wallace presented his report. Before beginning he praised Carolyn's clear and informative report. He then told the LFLAC that Germantown was the next library scheduled for a refresh. We discussed why Chevy Chase Library was not the next on the list. It appears that the job was too complicated because this library is in a mixed-use facility. He announced that the next (virtual) meeting of the Montgomery County Library Board would be held on 06/10/2020.

7. Old Business. On 01/06/2020 Mike Wallace e-mailed Dave Shumaker's memo of 10/14/2019 and a follow-up memo sent after the December LAC meeting voicing the LFLAC's continued concerns about impact of multiple staff vacancies at LF Library to the Chair and Vice Chair of the Montgomery County Library Board. He sent a second email to them on 01/27/2020 after no response was received asking if the concerns had been addressed. As of the LFLAC's 02/04/2020 meeting he had not gotten a response.

A memo from Sonja S. Roberts, Chair of the MCLB, and Anita Vassallo, Director, Montgomery County Public Libraries responding to Dave Shumaker dated 05/21/2020 indicated that the concerns of the LFLAC were discussed at the MCLB meetings in February and March and that County Executive and County Office of Human Resources had efforts underway to streamline hiring, transfers, promotions, training and development, reduce vacancies and speed-up hiring. On 03/16/2020, the County Executive's proposed 2020-21 budget called for extending hours in some locations and having specialized new positions. Impacts of the COVID-19 pandemic in the months ahead are unclear.

Although it is unclear if the LFLAC memo had any effect on the hiring process, The LFLAC members are happy that new staff is now in place (filling two of the four vacancies) at Little Falls library and want to thank Mike Wallace for his help in bringing the staffing concerns to the attention of the Montgomery County Library Board and for his continued support.

The LFLAC also wanted to respond to Sonja S. Roberts and Anita Vassallo with a "thank you" memo, letting them know we are pleased that some of the positions have been filled and that the county had conducted a systematic review of hiring. We are aware that they need to concentrate on COVID-19 issues at present but look forward to a time when they can focus more on improving hiring and other HS practices. The Chair agreed to draft a follow-up memo circulate it to the other LFLAC members and when approved send it to Ms. Roberts and Ms.Vassallo.

8. New Business. None.

9. Comments from Observers. None.

10. Adjournment. After setting dates for future meetings as Tues, 08/04/2020, Tues,10/06/2020, and Tues, 12/01/2020 (first Tues of the month) the Meeting was adjourned at approximately 9:00 PM.

Submitted by Hannah P. November Acting Secretary for the 06/02/2020 LFLAC meeting