

Little Falls Library Advisory Committee (LFLAC) - Zoom and in person Meeting

Minutes December 6, 2022, Meeting

1. Chair, Kathy Davies called the meeting to order at 6:30 p.m. Other LAC members present: Hannah November, Secretary, Robert November, and John Stodola. Also present: Katrin (Kate) Sweeney, Regional Manager, and Grace Manubay, Montgomery County Library Board (MCLB) liaison. Absent: Irem DeMirkan, Rehana Gubin, Mark Mitchell. No Guests or observers.
2. The minutes of the October 10, 2022, LFLAC meeting were previously approved via email. Kathy Davis requested approval of the agenda - moved by Robert November seconded by John Stodola. Adopted unanimously by show of hands.
3. Regional Manager report – Katrin (Kate) Sweeney:
 - Little Falls (LF) Library continues to have two Library Associate positions and one library Assistant position vacant. The Library Associates are information positions and require robust training. These positions take longer to fill, and Montgomery County Public Libraries (MCPL) is unable to fill all of them. LF Library expects to be able to fill the Library Assistant position soon.
 - Margot Sussman has left LF Library and Tim (Last Name?) has been detailed to LF Library while his library is having a “refresh” (January – March).
 - Story-Times for young children, the teen book club, Star Wars Program, Chinese for Beginners language classes, and lectures, continue to be very popular.
 - New security cameras were installed on 12/06/22. The new cameras cover a larger area and are capable of recording. They make it possible to monitor both upstairs and the lower level of the library (where the children’s room is located).
 - LF Library continues recruiting for FOL volunteers interested in running the book sale.
4. Montgomery County Library Board (MCLB) Report – Grace Manubay
 - Grace attended the joint FOLMC – MCLB meeting in November
 - A Montgomery County Budget Forum Meeting (in person and remote) will be held on 12/14/2022 at 7:00 – 8:30 PM. People can ask the County Executive questions, e.g., regarding support for on early childhood programs, etc.
<https://www.montgomerycountymd.gov/OPI/budget-forums.html> Grace plans to send additional information about the meeting.
 - The MCLB members and Library Advisory Committee (LAC) chairs have a party scheduled for 12/14/22.
 - County Budget FY 2024 meetings that are open to the public continue in the new year. Grace plans to send information about the meetings. People can attend these meetings, advocate for the library, and raise any concerns about funding for the library.
5. LAC Chair report – Katherine (Kathy) Davies
 - LF may sell LF Library book sale books that are already on the book sale shelves but cannot get more FOL book sale books without volunteers who can run this program coordinated by the FOLMC. FOLMC did not respond the Kathy’s queries but did contact Katrin.

- The management of all the Montgomery County branch library FOL chapters is now under the FOLMC. Each branch has access to their own funds, now managed centrally by FOLMC. Branch FOL Chapters are no longer responsible for filing tax reports. Reportedly, this works well for the branch FOL Chapters. More information is available at <https://www.folmc.org/chapters/>
- As requested, FOLMC made signs asking for volunteers to be used for LF Library. Kylie Sparks the LF Library Senior Librarian posted these signs.
- There may now be 3-4 volunteers for LF book sale activities. This might be enough to qualify for the FOLMC book sales training program. We need to find out how many people are available and if any volunteers who previously ran the book sale at LF Library are interested. More information about branch FOL book sales is available at <https://www.folmc.org/folmc-branch-booksales/>

6. Old Business:

- Rehana Gubin located a Landscaper, Lee Miller, President of Stoneworks and Landscapes, who designs and installs outdoor spaces and is willing to volunteer his time to draw up plans to improve the outdoor space at LF Library. Lee Miller met with Katrin Sweeny and members of the LAC (Kathy Davis, Rehana Gubin, Hannah November, and Robert November) on 11/17/22. We walked around the grounds and discussed what improvements are desired and how that might be accomplished. Lee Miller indicated that he could draw up plans in January / February 2023.
- Several issues need to be clarified before moving ahead: These were brought up by Katrin after her conversation with Angelisa Hawes, Assistant Library Director, Facilities and ADA at Montgomery County Public Libraries, (see attached e-mail from Katrin Sweeney to LFLAC 11/18/22). Does Lee Miller understand that if he draws up plans, they would be executed by the Montgomery County landscape contractor? Would he still be willing to draft the plans *pro bono* knowing that his company could not be hired to do the landscaping work? If he was not willing to work *pro bono*, what would he charge? The County is required to use qualified, licensed Landscape Architects and to follow all pertinent ADA regulations. Is he properly licensed to meet the County requirements? The landscape plan could be funded by funds reserved for LF Library by FOLMC (if he is not volunteering his time). The initial plans are a starting point, and the actual price of the landscape project might need to be adjusted up or down.

7. New Business:

- John Stodola volunteered to write an article for his local Bannockburn newsletter “The Back 9” <https://bannockburncommunity.org/newsletter/> to also be used by other newsletters in the neighborhoods served by LF library to make people aware of services and programs offered by LF Library. He will send copies of his previous LF Library articles published in the Bannockburn newsletter. Katrin asked John to work with Jamie Flores the librarian who does outreach for LF.
- LAC members asked if Kylie Sparks, the LF Library Senior Librarian responsible for day-to-day library functions, could be included in the LFLAC meetings. Katrin indicated that in the new model for the MCPL System, it is the responsibility of the Regional

Director to be the LAC liaison for all the libraries (4) in the Region. Other MCPL LACs have also asked whether Senior Librarians can regularly participate in LAC meetings. Grace said she could bring up the question regarding inclusion of the Senior Librarians in the LAC meetings at the 6MCLB meeting.

8. Comments from Observers: No observers.

9. Adjournment: 7:29 PM

- Date for next LFLAC Zoom meeting Tuesday, February 7, 2023, at 6:30 PM. Other scheduled LFLAC meetings: Tuesday, April 4, 2023, Tuesday, June 6, 2023, and Tuesday, August 1, 2023

10. Action Items:

- Katrin will look into the licensing requirements for landscape architects. Also, see questions in Old Business.
- Kathy volunteered to talk to Lee Miller to find out if he is a licensed landscape architect and make sure that he understands that drafting the plans for the LF Library grounds project cannot lead to getting a contract for doing the landscape work because the MCPL must use the County landscape contractor.

Submitted by Hannah P. November, Secretary