

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

Minutes June 06, 2023 Meeting - Revised

1. Chair, Kathy Davies, called the meeting to order at 6:35 p.m. Other LAC members present: Hannah November, Secretary, Jane Mandelbaum, Mark Mitchell, Robert November, Geraldine (Gerry) Ostrove and Tamara Zemio. Also present: Katrin (Kate) Sweeney, Regional Manager and Linda Curvey-Brown, new Manager of the LF Library, Grace Manubay, outgoing Montgomery County Library Board (MCLB) liaison and Carla Vale incoming MCLB liaison. Absent: Irem DeMirkan, Rehana Gubin, John Stodola: No Guests or observers.
2. Approval of Agenda and Minutes of the April meeting:
 - Kathy Davis requested approval of the agenda - moved by Robert November, seconded by Jane Mandelbaum (?). Adopted unanimously by show of hands.
 - Kathy requested approval of the minutes for the April 4, 2023, LFLAC meeting. Approved unanimously with minor corrections by a show of hands.
3. Regional Manager report – Katrin (Kate) Sweeney:
 - Staffing: Currently the LF Library has four openings including a Library Assistant-1 part time and an Associate Librarian part time that are in the hiring process. Amy Guerrero recently filled a circulation desk position. Linda Curvey-Brown became the new Manager of the LF Library in April.
 - Programs: Well attended (Zoom) programs for seniors, done in conjunction with Little Falls Village, included one on Medicare Options and another on Emergency Alert Systems. The ongoing Literary Salon, Children’s Story Times and Teen Writing programs remain popular. New programs include Family Fun Nights, Booknics – kids get to sample books, a Garden Club program to learn about flower arrangements, programs for adults, especially seniors, to learn about e-reader access to resources, for example Consumer Reports and Washington Consumer Check Book. The Summer Reading Program launch “All Together Now” is scheduled for June 15-17. The “Missions” are spread throughout the summer and start with a book prize. Bookmarks and tickets replace plastic toys. Masks and COVID tests continue to be available. Federal funding ended and these are now funded by the state.
 - Introduction of Linda Curvey-Brown the new Manager of LF Library: Linda has more than 20 years’ experience working in public libraries including 10 years in MCPL – Wheaton Library, correctional facilities, and Connie Morella Library. Areas of particular interest include racial equity and social justice. She has been working with FOLMC to get the book sale restarted at LF. The volunteers are lined up for training. Linda will be asking FOLMC for funds to buy bins of different colors to help prevent confusion between book sale books and library books. Sorting can be done in the meeting room as space is very limited. She is also working with the county on options for repairing/modernizing the elevator – it stops working on and off, the doors don’t work well, and it is very slow.

4. Montgomery County Library Board (MCLB) Report – Grace Manubay and Carla Vale:
 - Introduction of Carla Vale, the new MCLB liaison to LFLAC. She, her children, and mother, all avid readers and library users. Among her motivations for joining the MCLB is to help MCPL better recognize and address the needs of the Hispanic community. She brought to the attention of the LFLAC that LF Library has few Spanish titles on the shelves although situated adjacent to Westland Middle School that houses a Spanish immersion program. The student body is 20% Hispanic. LF Library does not have a Spanish speaking librarian on the information staff. However, it was noted that two staff members are Spanish speaking and can provide translation services. Telephone translation services are also available. The Connie Morella Library has a larger collection of Spanish and other foreign language titles.
 - MCLB members toured the MCPL collection facility in Gaithersburg. They attended lectures on how the collection is managed – how selected, how long books stay on shelves, what the policies are, how decisions are made about the collection in Montgomery County and other parts of the country. They also learned how the interlibrary loan process works and how books are moved from place to place.
 - Grace reported good news - funding for this budget year for MCPL appears to be adequate to maintain library staffing.
5. Old Business – Jane Mandelbaum and Kate Sweeney:
 - Jane Mandelbaum – update on the outdoor project. She volunteered to draft a request for proposals (RFP) to hire a landscape architect to design an outdoor space for Children’s Storytime, and other children’s programs and suitable for adult programs. (Funding would come from FOLMC funds set aside for LF Library). LFLAC members agreed that it is very important to know what the library staff members think is important. Jane and Linda Curvey-Brown are already connecting with other people who can provide input, including the LF Library children’s librarian and others who can help with what is needed for teen programs. Gerry Ostrove pointed out the need to include very specific information on what space is under consideration and the sorts of programs that would be using this space. What would be needed in this proposed outdoor space to support the various programs. Kate Sweeney has provided Jane with samples of several RFPs found online for similar projects plus a draft of an unsolicited proposal.
 - Kate Sweeney - update on LF FOLMC lobby book sales. LF Library will begin receiving book sale books on 06/11/23. A shelf is being set up in Rita’s Booksale corner. The problems of being in a small space have been addressed. Books will be sorted in the meeting room. Angela Myers, liaison to FOLMC, has lined up book sale volunteers for training. Linda Curvey-Brown has made a request to FOLMC for funds to buy tubs of different colors for sorting books to distinguish between donated book sale books and Library books. Booksale funds will be held for LF Library by FOLMC and added to the already large amount of money set aside for LF Library.

6. New Business:

- Goodbye Mark Mitchell. Mark inspired the LFLAC to think about creating an outdoor space for library programs and helped get the project started. We will greatly miss him and wish him well in his new endeavors!
 - Elections for Chair and Secretary - Kathy Davies has served as the chair for two terms and is term limited. Kathy proposed that Hannah November be Chair. Hannah declined and also declined to serve a second term as Secretary. No other people volunteered to serve in these positions. (It is possible for two people to serve as Chair and Co-Chair). This could be done even with one person term limited. Kathy Davies agreed to serve as Secretary for the coming year.
 - Kate Sweeney and Grace Manubay told the LFLAC that elections for Chair and Secretary must be held by the end of June.
 - Kathy moved that a separate LFLAC meeting (Zoom) be convened to hold elections on June 20, 2023, at 6:30 PM. Seconded by Jane Mandelbaum. Passed unanimously by a show of hands. Kate Sweeney will send a Zoom link.
7. Comments from Observers: No observers.
8. Adjournment: 7:30 PM
- Date for next LFLAC Zoom meeting Tuesday, June 20, 2023, at 6:30 PM – Special meeting to hold elections.
 - Other scheduled LFLAC meetings, Tuesday, August 1, 2023, Tuesday, October 3, 2023, and Tuesday December 5, 2023
9. Action Items:
- Kathy plans to write to LFLAC members to alert absent members to the new elections meeting and determine if anyone wishes to serve as Secretary or Chair.
 - Kate plans to send Zoom Link for the 06-20-23 meeting.

Submitted by Hannah P. November, Secretary