


Noyes Library Advisory Committee
September 6, 2018, 7:15pm ET 
Kensington Park Public Library

Attendees: Sarah Stanton Huxta (chair), Mark Winek (secretary), Laura Pomerance, Toni Negro (Library Board liaison), Christine Freeman (Agency Manager), Kirsten Tellam Withrow, Joanne Gillespie, Brigitte Dubois, Beth Meyer, Amanda Burks (Foundation Representative)

1. Call to order - 7:18pm ET
2. Introductions
3. Approval of May 2018 Minutes - Approved with no objections or abstentions.
4. Chair's Report
 - a. There are currently 13 members.
5. Schedule of future meetings
 - a. Space has booked and are posted for dates in October, November, December, January, February, March, April, and May.
 - b. The consensus is that 5 meetings will be sufficient, with elections being planned for the April meeting. Due to the holidays, it would be appropriate to cancel the January date. Meeting in February would be important. The remaining meeting dates would stand.
 - c. The schedule of meetings will be set for October 4 and November 1, February 7, April 4, and May 2. December and January meetings will be dropped.
6. Consider spending time on each of the Library's Strategic Plan segments (Literate Montgomery, Connected Montgomery, Strong & Vibrant Montgomery, and Delighted Montgomery)
 - a. Christine noted that all of the segments are applicable to programming at Noyes. Toni asked if there would be someone from the Library who could come into the meetings to discuss the goals? Christine will bring in the brochures for the Strategic Plan for a future meeting.
 - b. There was general interest in discussing the goals as a part of future meetings.
7. Old Business
 - a. Signs
 - i. No new information is available at this time on this issue. Toni brought up the issue at the July board meeting and it was indicated that the issue was still being reviewed. Toni will raise it at the Board meeting on Wednesday, September 12. Sarah and Christine will also query the issue.
 - ii. Toni noted that this is an appropriate time to raise the issue, particularly if addressed before the September 12 board meeting.
 - b. Parking
 - i. Brigitte had previously reported that there was an informal arrangement for visitors to use the Warner Circle or the Warner Mansion parking, but individuals cannot be directed to the parking by Noyes staff.

- ii. The hope was that there could be an enlarged area of one hour parking without a permit, which would be a change required of the Town of Kensington.
- iii. Christine does not report specific complaints from visitors about parking issues, but recognizes that parking can be an issue during events.
- iv. Paulette had previously investigated town parking arrangements in the area of Noyes. Brigitte will get in touch with Paulette to see if she learned anything. If not, she will inquire make inquiries with the town.

8. Agency Manager's Report and Needs

a. Staffing:

- i. There has been some staff turnover during the summer months. One staff member is at Noyes permanently until the new Librarian II is available. Fran Kaplan has been with the for many years. Specifics to programming at Noyes are being settled, including particulars regarding baby storytime.
- ii. The Librarian II would work open times at Noyes, including every Saturday and Wednesday nights with Fridays at Administration. The position has been posted and available to internal Librarian 1 and external candidates. The individual would not be expected to start for several months.

b. Landscaping

- i. Christine reminded the LAC that the landscaping is done on a volunteer basis.

c. Facilities

- i. No new reports

d. Collections

- i. There is constant turnover with new books arriving everyday. Items rotated out are sent to other libraries in the system or discarded.

9. Discussion/Feedback with Agency Manager

- a. The Librarian I position is in the process of being exempted and would work all Saturdays. Every open position requires an exemption to meet current budget requirements.
- b. Brigitte remarked that the intimacy of Noyes is a very important part of the space and the known, regular library staff are a very important part of that environment. Others noted that, with irregular staff, there is a little more "chaos" in the library, as staff are not as experienced with managing situations with smaller children. Christine noted that there are specifics to scheduling storytimes (especially those for babies).
- c. Sarah asked about the responsibility of the Library Assistant. Christine outlined that the Library Assistant is clerical - makes library cards, checks in and out. This fits within the established job specifications as a union position. Reader advisory questions would be handled by the Librarians I and II.
- d. Beth expressed that Noyes may be the only library in the System that where the Librarian II on staff is not in charge of the branch, which could make the open

position less desirable. Christine indicated that Noyes could also be a desirable location due to its small size, no public computers, and a limited clientele.

- e. Joanne asked about other volunteer work. Christine outlined that volunteers do cleanup, shelving, cutting out materials for programming or displays, sometimes with programming implementation.
 - f. No programming is planned for the National Library Card Signup but Christine will inquire.
 - g. New “Go Kits” are in circulation (version 2), which include a DVD in addition to the regular materials.
 - h. The parent collection is appreciated and very well curated.
10. Updates from Affiliated Organizations
- a. Noyes Foundation
 - i. Future Events
 - 1. Train Show, September 8, 11am-5pm
 - 2. Teddy Bear Picnic, September 15 (tickets already sold, so the event is not being promoted at this time)
 - 3. 125th Birthday of Noyes Picnic at Pumpkin Rock and Roll, October 27
 - 4. Kensington Ladies Winedown, October 10 will be held at Noyes
 - 5. Owl Drink to That, October 13, hosted by the Warner Gardeners Committee
 - 6. Noyes gala, dance party planned for January 2019
 - ii. Past events
 - 1. Sales made at all summer events
 - 2. New bookmarks are available with more condensed information for distribution at Noyes
 - 3. Coloring pages of the rendering of the renovation project for kids to color at the Noyes
 - 4. \$800,000 has been raised for the goal, which is the halfway mark - a goal ‘thermometer’ is on the way
 - 5. Corporate donor packets are almost ready
 - 6. Now on LinkedIn, Facebook, Twitter, Instagram
 - 7. Achieved Bronze Certification from GuideStar
 - b. Library Board
 - i. No new updates, as the board does not regularly meet in the summer months.
 - ii. Toni advised that the LAC plan ahead on new projects to take on for the new term. Christine noted that ideas for Saturday programming are always welcome.
 - iii. Toni recommended to the chair of the Library Board that there be some mechanism to round up the different ideas that LACs across the system are developing for distribution to other LACs.

11. New Business

- a. Achievement Awards

- i. The sign project is a possibility for nomination for the achievement award.
 - b. Engagement with the school system
 - i. Are there possibilities for reaching out to kindergartens and the public school system? Christine noted that when groups contact Noyes for class visits or preschools, she works to accommodate them according to space or staffing constraints. Noyes or System staff can also go out to groups.
 - ii. Ideas for groups in or around Kensington to reach out to offer programming
12. Open Floor
 - a. No submissions.
13. Adjournment - 8:44pm ET

Action Items:

- Develop ideas for Saturday programming.
- Explore groups in the area to partner with for programming.