

QUINCE ORCHARD LIBRARY

LAC MEETING MINUTES

JULY 19, 2017

Held at Gaithersburg Library, 7 p.m.

The meeting of the Quince Orchard LAC held at the Gaithersburg Library on July 19 from 7:15-9 p.m. was begun at 7:15 PM by James Stewart, Branch Manager. People in attendance included Greg Neuschafer, chair, Toni Negro, Library Board Liaison, and Linda Raden, who also kept the minutes. Greg shared the wish list from the previous meeting. Jim's update on these issues are in italics: *fix divider in meeting room; ...The divider is being replaced with a motorized model as part of the QO refresh, add Wi-Fi in the meeting room; ...QO Library (along with other branches) has been transferred to the County's much more reliable and stronger system —Jim will verify that the system is working properly and improved, before the branch reopening; fix blinds everywhere ...This will be completed as part of the QO Refresh, with motorized and remotely operated blinds to be added in the meeting room and to the lounge area picture window at the front of the building, fix projector screen ...Will be completed as part of the QO Refresh; add a portico over the book drop ...QO bookdrop will be replaced with a new one that should solve the problem of books getting damaged by water, add a coffee bar ...Jim will discuss this initiative with Rita Gale to determine its feasibility under current Department policy and will report at the next meeting; make juvenile keyboards spill resistant ...Jim will discuss with the Department and report at next meeting—currently, there are no plans to change the J keyboards; replace DVD/CD racks ...This is being done with new shelving as part of the current QO Refresh; add a consultation meeting room ...This will get strong consideration at the branch's next Refresh about 7 years from now; make bathrooms ADA compliant ...this is being done as part of the current QO Refresh; improve temperature control especially in skylight area ...This is not being considered at this time, but may be, as part of the branch's next Refresh—the situation will be monitored by the branch.*

A need for increased LAC membership was discussed as being very important, and Jim distributed application forms to members so potential new members could be contacted and approved by the September meeting of the Library Board. In addition to current members checking with people they know who may be interested, a flyer will be posted at nearby branches as part of this initiative.

Jim shared photos of the current condition of the library. Prior to closing, the collection was weeded and enclosed in plastic. The old info area has been cleared to facilitate the creation of a lounge area and the cement floor is visible throughout the branch. Trenching for new cables has been completed in the public area and in the area designated for the new information and circulation desks, which will be adjustable for height, and work will be started in the staff work room, which will also be trenched and refreshed thanks to a large grant from Quince Orchard's Friends of the Library to support the Department's efforts. The branch workroom will have all new furniture and the partitions between cubicles will not be as high as currently, so as to promote better staff coordination and communication. Much of the painting has been

completed in the main library and doorway access to the Discovery Room has been relocated to allow the former entrance space to be converted to much-needed storage space (partly for the Go! Kits that will be coming to Quince Orchard upon the library's reopening). The divider in the meeting room and all blinds (except those in the Discovery Room) will be motorized and remotely operated by the time work is completed. Blackout shades will also be added to the meeting room, which will have a digital display screen and two projector screens. HVAC will not be upgraded at this time, but this will be reassessed later. It will continue to be repaired, as is currently done, when breakdowns occur. Refresh updates are available on the QO Library webpage in the form of the branch blog as well as photos and video. Currently, branch Refreshes are scheduled on a 7-year basis.

It is expected that most of the current staff will be returning after the refresh to reopen the branch. A reopening celebration was discussed without specifics.

Each LAC also has an individual web page for promotional goals added to the branch's webpage. Jim provided a printout of the current QO LAC webpage and its features were discussed. Among these is an online form for those interested in applying for membership in the LAC.

Jim asked the question from the Department: *What materials have you gone to bookstores, Amazon, and other library systems to obtain and why?* Attendees could not think of answers immediately, but indicated that they would consider the question and respond by email to Jim if they had a response.

Jim also asked, *What feedback have you received from the community on programs, collections, services, and facilities?* This garnered the same result and Jim asked that members consider this question and come prepared to discuss these issues for each meeting in the future since it will be on each future agenda as it was this evening.

Toni shared her Library Board Liaison report. Much community background was offered. LAC handbooks and manuals are being updated. Toni shared copies of the current handbook. Parker Hamilton is retiring effective August 1. Anita Vassallo will serve as Interim MCPL Director until a new County Executive is elected who will be responsible for making a permanent appointment. The next meeting of the Library Board will be September 13.

It was felt that the community is very appreciative of QO Library and happy with services provided. A suggestion was discussed to possibly create additional table space at the front of the building based on the success of this approach at the Gaithersburg Library. Everyone especially likes the table space in the entry area at Gaithersburg and the group would like this to be considered for Quince Orchard, perhaps as part of the next Refresh. Prior purchase of a variety of games might provide a pleasing opportunity if such a space existed.

The group has agreed that at the next LAC meeting scheduled for October 18th at 7 p.m., a new Chair and new Secretary would be elected.

Future QO LAC meetings will be held on the 3rd Wednesday of alternate months: 10/18, 12/20, 2/21, 4/18, 6/20.