

Rockville Library Advisory Committee
Meeting Minutes

2024 Rockville Library Advisory Committee Meeting Minutes

Meeting Date: 04 June 2024 at 6:00 pm
 Meeting Format: [Virtual](#)
 Meeting Location: <https://us06web.zoom.us/j/82058022923>
 LAC Meeting Minutes Archive: [LAC Agendas and Minutes](#)
 LAC Meeting Calendar: [MCPL Board and LAC Meeting Calendar](#)
 Next Scheduled Meeting Date: 03 September 2024 at 6:00 pm (recurs on 1st Tuesdays, monthly)

Attendees: 04

Office	Members	I V P U	Proxy	*.*
LAC Committee Chair	Tahlia Williams	V		
	Lilian Snyder	V		
	Carolyn Goshen	V		
	Shu Zhang			
LAC Committee Secretary	Chuck James	V		
	Sue Unger	V		
	Heyjung (Charlotte) Ku	V		

Office	Guests	I V P U	Proxy	*.*
Library Board Liaison	Candice Will	V		
Regional Manager	Adrienne Miles Holderbaum	V		

("I" is in Person, "V" is virtual, "P" is by proxy, "U" is a vacant Office)

Notes:

Roll Call of Attendees 6:02 pm

Quorum: 6:02 pm

1) Approval Minutes of 07 May 2024 meeting: 6:03 pm

Moved: Lillian

Second: Carolyn

For: 06 Against: 00 Abstain: 00

Approved minutes to be forwarded to [MCPL Director's Office](#).

2) Reports

A) Chair NONE

B) Board Liaison NONE


C) Regional Manager [Adrienne Miles Holderbaum]

i) The search for new a new Assistant Branch Supervisor is progressing and approval has been received to combine two part time Library Assistant positions into a single full time position.

ii) The Teen Librarian is working out well and beginning to organize summer programs. The summer reading program starts after school is out with a kickoff on 30 June. Early sign up is now available.

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- iii) The Branch has been working on improving signage and organizing Collections to make things easier to find.
- iv) The [Ask a Librarian](#) service is addressing a large volume of inquires covering a wide range of questions. Ways to triage and route questions are being explored.
- v) Written report is embedded

Regional Manager Report	 Branch Report for LAC June 2024.docx
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3) Old Business

NONE

4) New Business

NONE

- A) Discussion on flyer composition and distribution continued with suggestions on the best way to provide information in detail for those who do not use websites or are not familiar with library branches. Basic written information can be helpful for those new to or uncomfortable with English. The flyers should advertise the programs available at all branches such as Storytime and Conversation clubs.
- B) Discussion was held on the branches' Collections and the central determination of which books become available on a particular library's shelves. It was noted that the Collections Manager [updated the policy](#), which is available on the website and that Library Card Holders can [suggest additions and acquisitions](#) through the website.

5) Public Comment

NONE

6) Next Meeting

[Virtual](#) on 03 September 2024 at 6 pm

- A) The LAC will hold no meeting this summer and the next meeting is scheduled for 03 September.

7) Adjournment by unanimous consent:

6:29 pm