

Rockville Library Advisory Committee
Meeting Minutes

2024 Rockville Library Advisory Committee Meeting Minutes

Meeting Date: 03 September 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: 01 October 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		
	Megan Bucholtz	V		

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

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


Roll Call of Attendees: 6:03 pm
Quorum: 6:03 pm

- 1) **The Committee's newest member, Meghan Bucholtz, was introduced.**
- 2) Misidentification of Committee Secretary in prior meeting minutes was raised. Amendment to those meeting minutes to be circulated as soon as they can be identified.
- 3) **Approval Minutes of 04 June 2024 meeting: 6:05 pm**
 Moved: Talia
 Second: Lillian
 For: 7 Against: 0 Abstain: 0
Approved minutes to be forwarded to [MCPL Director's Office](#).

4) Reports

A) Board Liaison [Candice Will]

i) Written report is embedded.

Board Liaison Report – June 2024	 Amended Board Liaison Report for RV
----------------------------------	--

Rockville Library Advisory Committee
Meeting Minutes

B) Regional Manager

[Adrienne Miles Holderbaum]

- i) The Regional Manager's report was discussed. Staffing changes have resulted in only one Children's information person being available. The Branch began training substitute librarians last week.
- ii) Written report is embedded

Regional Manager Report	 September 2024 RVM LAC Branch Rep
-------------------------	---

5) Old Business

- A)** Compliments from recent visits to the Teen area were shared.
- B)** Discussion continued on ways to provide information to Branch Visitors. Use of bulletin boards, easels, display cases, information tables and digital signage were evaluated as ways to make information more visible and appealing. The needs for something you can see and something you can pick up and take with you were identified. Handouts from Gaithersburg and Kensington Branches were reviewed. The Committee proposed creation of handouts as a priority.
- C)** Discussion continued on Collections, focusing on what Collections Management was ordering for the Branch. Emphasis was placed on the preference for physical, rather than digital, books; and the limited selection of cyber security books was noted. Issues with access to the [submit a suggestion link](#) were raised. Questions were posed as to whether Collections Management could resume visits to branches to gain a feel for what customers were asking for, and how long it takes between submitting a suggestion and delivery of a book to a branch.

6) New Business

- A)** Discussion held on enlisting volunteers to produce calendars and signs. Understanding that content will need to follow County guidelines and that volunteers would not be able to work on County computers, the Committee advised it can help with recruiting and organizing volunteers with digital and graphic design skills.
- B)** Although the Branch is not currently scheduled for official refresh, a discussion of desired repairs and needed touch-ups was held. Inviting the Facilities Management coordinator to a Committee meeting was suggested.
- C)** A link to the [September 16th Operating Budget forum](#) was shared and attendance was suggested.

7) Public Comment

NONE

8) Next Meeting

[Virtual](#) on 01 October 2024 at 6 pm

9) Adjournment:

6:46 pm

Moved: Talia
Second: Carolyn
For: 7 **Against: 0** **Abstain: 0**