

# **TWINBROOK LAC MINUTES**

**November 9, 2017**

## **LAC MEMBERS PRESENT**

Andrea Hall (Chair), Beatrice Mitchell, Ron Morreale (Secretary),

## **BOARD/MCPL REPRESENTATIVES PRESENT**

Eric Carzon, Twinbrook Library Services Manager, Bill Duval, Library Board Liaison

## **MEMBERS OF THE PUBLIC PRESENT**

George Carlisle

### **I. CALL TO ORDER** (called to order by Chair Hall at 6:35 p.m.)

#### **A) Approval of Minutes**

The minutes for the September 14<sup>th</sup> meeting were reviewed, motioned and seconded for approval.

#### **B) Announcements**

##### **1. Elections**

Chair Hall stated that the 2018 county election primary will occur on June 26, 2018 and the election itself will occur on November 6, 2018.

##### **2. Joint Meetings**

a. A brief list of key attendees was provided:

- i. Ike Leggett, County Executive
- ii. Patrick Lacefield, Director, Public Information Office
- iii. Michael T. Wallace, MCPL Board member, (former Twinbrook LAC member).

##### **3. LAC Table to announce LAC Meeting (11/4)**

- a. Six hours presenting to the public
- b. 22+ contacts made

##### **4. Sign for LAC Visibility**

- a. A subcommittee was proposed
- b. A sign-up sheet was passed around for member participation.

##### **5. Library Program Attendance**

- a. Members were encouraged to attend branch programs before the next meeting
- b. A sign-up sheet was passed around for member participation

## **II. PREPARATION FOR the NEXT MEETING**

### **A) Online Catalogue**

1. Branch Manager Carzon gave an orientation on various software platforms for library search engines.
2. Branch Manager Carzon cited numerous examples of which platforms were being used by various library systems.
3. LAC members were encouraged to explore the catalogs and search tutorials for the next meeting.

### **B) Tutoring on Search Engine Usage**

1. LAC member informed that there is a current tutoring program at the Gaithersburg Library.
2. Mr. Carzon stated that a similar program had been developed at the Twinbrook Branch, but that there was a delivery issue in that four sessions only drew one attendee.
3. Branch Manager Carzon mentioned that he is presenting this tutoring program at the Rockville Senior Center.

## **III. MCLB LIAISON REPORT**

### **A. Report Summary**

1. Bill Duval, Liaison to the Board provided a summary of the Director's Report to the Montgomery County Library Board on October 11th, 2017. A copy of that report has been attached. He summarized the report including comments on the following topics.
  - a. Operating budget
  - b. Security
  - c. Branch refreshes
    - i. The Quince Orchard branch is scheduled to re-open in December
    - ii. The White Oak branch has a delayed re-opening due to asbestos discovery
    - iii. The Bethesda branch is scheduled to re-open on time.

## **IV. REPORT FROM THE AGENCY MANAGER**

### **A. Briefing on Services, Collections, Programs**

1. Services
  - a. Hours have been increased
  - b. Staff has been increased. Program management capacity has been filled for both the Juvenile Head of Services and the Adult Head of Services
2. Programs
  - a. STEM: Rocket Races event was a success
  - b. 4 new Spanish Business program events have been scheduled.
  - c. A Financial Education pilot program is being developed for 2018 in cooperation with the MCPL Director, Anita Vassallo.
  - d. An AARP Driving class will begin soon
  - e. Weekly story-time is back
3. Collections

- a. The branch now has 2 loaner tablets equipped with children's learning programs.
- b. Google Expedition Virtual Reality Glasses have been obtained.
  - i. A teaching event to introduce children and adults to this technology is in development.

**B. Facilities**

**1. General items**

- a. The dumpster which was moved during the parking lot renovation will be moved back to its original spot.
- b. The roof and bathroom drainage issues have been resolved.
- c. Some furniture items that were not replaced during the refresh are ready to be replaced now.
- d. Security camera
  - i. The installation of a security camera was discussed to make the basement space more useful in two ways:
    - a) To create a quiet space lost during the refresh
    - b) To introduce a broadcast program space (e.g. NASA broadcasts)

**2. Utilities and Maintenance**

- a. Utilities funds are in a non-departmental account.
  - i. The County's Department of General Services manages the costs and the work of:
    - a) heating
    - b) cooling
    - c) cleaning
    - d) maintenance

**3. Energy Usage**

- a. Energy conversion is complete with upgrading for the following items:
  - i. Lights
  - ii. Energy transformers
  - iii. A/C controller

**V. ADJOURNMENT**

The meeting was adjourned at 7:53 p.m.