

LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH
Meeting Minutes – November 7, 2017

The meeting was held at Saint Stephen Lutheran Church and was called to order at 7:07P.M. Members present were Frank Altrichter, Randi Passamaneck, Frances Schueler, Cathy Stewart, Muriel Cooper and Paulette Wright. White Oak Library Manager, Angelisa Hawes, MCPL Board representative, Jane Williams, and FOLMC Liaison, Laura Rich were also present.

The minutes from the September 5, 2017, meeting were reviewed and approved.

Financial Report: No update

Membership Report: No update

Agency Manager's Report: Angelisa Hawes

- Collections: no activity
- Facility:
 - Abatement of asbestos is being done in connection with the updating of the roof and drains;
 - The bathroom that backed up to the kitchen area has been torn out;
 - Construction of the collaboration areas has been completed;
 - Drywall in public bathrooms being installed;
 - Ceiling tiles are being replaced and brighter lighting is being installed;
 - Drywall is being primed and painted;
 - Carpeting is scheduled to begin after the painting is completed;
 - Revised opening date will probably not be until sometime in the Spring; and,
 - Opening will be announced and publicized beginning 4 weeks before the opening date.

Services: Nothing new to report

Programming:

- The Book Groups (3) and the Chess Group continue to meet at the White Oak Community Center.
- The Citizenship group and the Vietnamese tutoring group are continuing to meet at St. Stephen Lutheran Church.

Unfinished Business:

In previous meetings, there had been discussions of the possible areas where the Friends of the Library (FOL) could provide support for things to complement the refresh project. One of the possibilities that has been discussed—improvements in the staff kitchen area—has been tabled for now, due to changes that will be necessitated by the renovations to the bathroom that backed up to the area. A revised layout and pricing proposal will need to be provided. This will be done later.

MCL Board Notes: Jane Williams reported on the following items of interest:

- The final draft of the LAC Handbook is out for comments;
- The LAC Recruitment Brochure is scheduled to be updated before the end of the year;
- The use of “Hold Lockers” for picking up materials outside of regular library business hours was described (Silver Spring given as example); and,
- The use of “Vending Machine-type” installations to issue DVDs and books was described.

New Business: No new business

The meeting was adjourned at 7:30 P.M. The next meeting will be on Jan. 2, 2018.

Respectfully Submitted,
Paulette Wright, Secretary