

LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH
Meeting Minutes – March 6, 2018

The meeting was held at Saint Stephen Lutheran Church and was called to order at 7:05P.M. Members present during the meeting were Frank Altrichter, Frances Schueler, Muriel Cooper, Rev. Lamar Bailey and Paulette Wright. White Oak Library Manager, Angelisa Hawes, was also in attendance.

The minutes from the meeting on January 2, 2018, were approved.

Financial Report: No update

Membership Report: No update

Agency Manager's Report: Angelisa Hawes

- Collections: no activity
- Facility:
 - Contractors are completing work on final items, mainly the replacement of the old metal pipe stair railings with new metal, wood and glass design railings and the installation of stair safety treads.
 - A construction meeting is scheduled for March 8th.
 - New furniture delivery is scheduled for March 14th. Laptop Lane has already been installed.
 - Some of the old furniture, such as study carrels and upholstered chairs, will be delivered from storage.
 - In public areas, the counters are ergonomic and adjustable. The same is true for the self-checkout stands.
 - There is new LED lighting and four windows have been replaced.
 - All restrooms have been redone to be ADA-compliant.
 - Most improvements have been done in the public areas. However, in the staff area, the countertops were damaged during the preparation for the move and have been replaced with simple, standard countertops; and, the kitchen footprint was reduced to provide additional space to make the restroom ADA compliant.
 - Staff members returned February 20th and are busy re-shelving the collection, including returns from other branches and newly ordered items. Items are stored in multiple locations, including one in Baltimore.
- Programs:
 - The reading, chess, citizenship and language tutoring groups that have been temporarily meeting at alternative sites have been notified of the re-opening dates and are planning to return to the library. Room scheduling for groups is underway. Note: *LAC/FOL*

will need to confirm their remaining dates for 2018 to ensure availability of meeting space.

- Training for the Summer Reading Program will begin in April. The Summer Reading Program is scheduled to begin June 1st.
- Hawes has been in discussions with Jehwru Bandeh, Director of the Montgomery County East Regional Office, about sending out email “blaster” to publicize our events. We are looking for better ways to coordinate our activities with other groups and organizations in our area that may be having events and special activities.

Unfinished Business:

The reopening date is set for Monday, April 2, 2018, at 10:00 A.M.

- Ribbon-cutting ceremony with County Executive Ike Leggett and other dignitaries will take place outside, weather permitting. Alternatively, it will take place inside.
- Montgomery County Schools will still be closed for Spring Break, but the Springbrook HS choir or smaller singing group from Springbrook HS is scheduled to perform (this is still being finalized)
- Refreshments will be provided by the White Oak Chapter of the FOL. (See minutes for the FOL meeting for the discussion and decisions on refreshments.)
- The 50th Anniversary celebration will be incorporated into the Re-opening celebration.

MCL Board Notes:

Jane Williams’ report is attached as a part of these minutes.

New Business:

A question was raised about the schedule for the refresh of the Praisner Branch, and what, if any, plans for accommodating the increased library traffic and workload that will impact White Oak. Hawes mentioned that we will be getting some of the staff from Praisner during their refresh, but that the schedule for the refresh has not yet been announced.

The meeting adjourned at 7:50 P.M. The next meeting will be on June 5, 2018.

Attachment

Respectfully Submitted,

Paulette Wright, Secretary

February 22, 2018

TO: Library Advisory Committees for Wheaton and White Oak
C: Angelisa Hawes, Dianne Whitaker
FROM: Jane Williams, MCL Board and Wheaton and White Oak LAC Liaison
RE: February 2018 Report

The board met February 14 and heard a presentation from James Donaldson, Acting Assistant Director for Collection and Technology. He summarized enhanced security for staff and the public (such as closed circuit security), expanded in-house laptop collections and smart TVs in meeting rooms. The funding for 21st century library enhancements for technology will be fully restored in FY 2019.

Highlights from Interim Library Director's Report

Anita Vassallo reported on the refresh projects for upcoming years:

- FY18: Long Branch, Maggie Nightingale, Marilyn J. Praisner
- FY19: Chevy Chase and Germantown
- FY20: Damascus and Potomac

As of FY19, the schedule will shift to two refresh projects per year. Germantown has been moved up and Potomac back because Germantown urgently needs its carpet replaced.

The project for the Noyes Library for Young children remains in design phase while the Noyes Children's Library Foundation completes its fundraising of approximately \$1M. Expenditures for planning, design and supervision for a new Clarksburg Library have shifted to FY23 and 24, in keeping with progress on funding for the private development of the Town Center for Clarksburg.

White Oak is scheduled to reopen April 2 at 10 a.m.; Bethesda, April 14, 10 am

Director Vassallo reviewed the steps in collection development for refresh libraries. The system uses a software application to monitor circulation of every item. While a library is closed for refresh, every item in its collection is evaluated for use, currency, condition, balance of views, space considerations and layout of collections. The system's collection development policies, including those for opening day and de-selectin, are on the website.

Recent Library Board Actions

The board approved six applications for Library Advisory Committees: Correctional Facility, Davis, Noyes, Olney (two) and Quince Orchard. Chair Kathleen Reedy and vice-chair Jensen Chiu will interview seven applicants for the three board vacancies (two of which are from recent resignations of Deborah Brooks and Art Brodsky). Brandon Rippeon, Mike Wallace and Jane Williams have applied for full terms on the.

The Legislative and Public Affairs Workgroup of the MCLB noted that there will be many occasions to meet with and hear from candidates for county executive and county council offices. Everyone is encouraged to attend meetings in their communities. Libraries are not encouraged to sponsor their own forums. If they do, the events must be equitable to all and open to all. LAC members and others can keep up with current happenings via the FOL online newsletter "In the Know."

Mike Wallace is the new chair of the LAC Workgroup. He and others on the board are consolidating comments and suggestions, in advance of a LAC handbook discussion at the March MCLB meeting.