

LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH
Meeting Minutes – June 5, 2018

The meeting was the first LAC meeting to be held at the refreshed White Oak Branch and called to order at 7:04P.M. Members present during the meeting were Frank Altrichter, Frances Schueler, Muriel Cooper, Randi Passamanek, Catherine Stewart and Paulette Wright. Former White Oak Branch Manager, Angelisa Hawes, and the new White Oak Branch Manager, Kathie Meizner, and MCPL Board Liaison, Jane Williams were also in attendance.

The minutes from the meeting on March 6, 2018, were approved.

Financial Report: No update

Membership Report: No update

Agency Manager's Report:

Angelisa Hawes introduced the new branch manager, Kathie Meizner. Meizner's first official day on the job was the same as the meeting, so Hawes updated the group.

- Collections: no report
- Facility:
 - Reopening was a success.
 - People can now reserve collaboration rooms one week ahead time online
 - Laptop lane operational and being used.
- Staffing
 - White Oak has been affected by the county hiring freeze and is currently short two half-time information positions and 1 part-time Library Associate position.
 - White Oak needs Spanish speaking staff.
 - There is currently a staff person who speaks Amharic.
- Programs & Services
 - The three book clubs/reading groups that were scattered to different locations during the refresh are now active in the White Oak Branch
 - The Citizenship classes have resumed.
 - The Chess Club is back at White Oak.
 - The English Conversation Club is currently not active.
 - Storytime for ages 3-5 has resumed.
 - The Summer Reading Program will start June 9th.
 - Science-themed GO kits are available for children: *Little Explorers* (ages 3-6) and *Young Voyagers* (ages 7-12).

- Ten laptops are available for lending.
- The Worksource Montgomery program for resume writing and job application and search assistance is still planned; however, scheduling has not been finalized.
- Several STEM-focused programs are scheduled during the summer.

Hawes will close out the refresh blog. Meizner will continue with the Branch blog.

MCL Board Notes:

Jane Williams informed the group that this was her last meeting as MCPLB liaison with the White Oak Branch. Our new liaison will be Carrie Villar. Most items shared with the group are contained in Williams' May 11, 2018, report, which is attached to these minutes. Of particular interest was an update on the status of the LAC Handbook which is now in the County Attorney's office for review.

Williams mentioned that the cleaning contract for the branches has been changed to a performance contract. It is already in effect in several of the branches.

New Business:

An election was held to select the Chairperson and the Secretary for the White Oak LAC for the coming year. As of last year, the LAC was permitted to hold its election at the first meeting held in June, since we do not meet in May and June 1st does not often fall on a scheduled meeting date. Paulette Wright will serve as Chairperson and Frank Altrichter will serve as Secretary.

Dates were set for the meetings for the upcoming year: September 4 and November 6, 2018, and January 8, March 5 and June 4, 2019.

The meeting adjourned at 8:00 P.M. The next meeting will be on September 4, 2018.

Attachment

Respectfully Submitted,

Paulette Wright, Secretary

May 11, 2018

TO: Library Advisory Committees for Potomac, Wheaton and White Oak
C: Dianne Whitaker, David Payne, Carrie Villar
FROM: Jane Williams, MCL Board Liaison
RE: May 11 2018 Report

The board met May 9. It approved one application for membership on the Davis LAC and two for the Silver Spring LAC.

Highlights from Interim Library Director's Report

Director Vassallo began with a presentation about collections, purchases and customer needs. The MCPL Collection Management Unit will have a new manager May 13. The unit's librarians select materials in various categories, with a total budget of \$6,687,170 for FY 2018. The largest category, money-wise, this FY is for adult non-fiction (\$840,000); next, adult fiction (\$700,000); third, children's picture books. The selectors have a grid on which to allocate numbers of copies of titles for each branch. The library system uses vendors Baker & Taylor and Ingram, plus specialty vendors, for purchasing new materials, which are shipped to the unit's location in Gaithersburg for cataloging and processing. In-demand, leased titles are drop-shipped directly to branches.

Ms. Vassallo explained how the library system uses a product called "HQ" to guide de-accessioning (or weeding), using factors for each title/volume such as condition, currency and circulation. A fourth factor, "transfer," may begin to be used if a title would be useful at another branch.

Kanopy, the on-demand film-streaming service, has started. A library card-holder can access ten films per month. Kanopy also offers Kanopy Kids.

In personnel news, Ms Vssallo reported the promotion of Angelisa Hawes, formerly White Oak manager, to Assistant Director for Facilities and ADA. She noted the Libraries' FY 19 budget went before the County Council May 9. A recommendation for the reconciliation list was to add hours back to the Long Branch and Damascus schedules. The outcome will be known when the Council submits its final budget.

Library Board Actions

Visits and other contact continue with County Council and County Executive officials and candidates, as coordinated by the Advocacy Group of the Friends of Libraries and the Legislative and Public Affairs Work Group of the MCLB.

Mike Wallace, chair of the board's LAC Work Group, said the new LAC brochures are ready to be printed. LAC liaisons will introduce them to their LACs. The LAC handbook is still in the County Attorney's office for review.

The next MCLB meeting will be June 13.