



LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH

November 1, 2022, Meeting Minutes

Chair Ellen Melle called the meeting to order at 7:04 PM. The meeting was held in-person at the White Oak Library.

Members present: Ellen Melle, Barbara Shansby, Cathy Stewart, and Paulette Wright.

Other attendees: Vikram Pant, Montgomery County Public Library (MCPL), Board Liaison, and Eric Carson, Regional Manager.

The Minutes from the September 12, 2022, meeting were approved.

Introduction of Mid-County Regional Manager

Eric Carzon introduced himself and gave us a little of his professional background. He has both administrative and librarian experience. He has served as Branch Manager for the Twinbrook Library and the Connie Morella Library. He described the reconfiguration of MCPL Regions and said that that White Oak is now assigned to the Silver Spring Region which includes the Marilyn J. Praisner, Brigadier General Charles E. McGhee (formerly Silver Spring), and Long Branch Libraries.

Montgomery County Board Liaison's Report

Vikram Pant, Library Board Liaison, reported on the June 8th and the July 13th Library Board meetings and provided a copy of the Board Director's Report from October 12, 2022. The full reports are available on the MCPL Board website <https://www.montgomerycountymd.gov/library/board/index.html> and were not discussed in detail in the LAC meeting. However, Vikram provided the following highlights:

The Joint MCPL and FOLMC Meeting – Set for Wednesday, November 2, 2022. Will be virtual. Registration link - <https://mcpl.libnet.info/event/7435762>

MCPL FY2023-2027 Strategic Plan was released. It is available at the following link, <https://montgomerycountymd.gov/library/resources/files/about/strategicplan-fy23-fy26.pdf>. MCPL will continue to provide its core services for all, while working to achieve the goals in support of the following populations in particular:

- Children 5 and under are ready for kindergarten.
- Teens are ready for college and/or the workforce, and to be lifelong users of the library.
- Speakers of languages other than English can participate fully in American society.

- Residents with limited access to technology and/or the internet can navigate a digital world to get what they need.

MCPL Board Status - MCPL Board has five open seats which are in the process of being filled. Due to the open spots, some current members have tripled up on LACs on a temporary basis.

Six new LAC Members Approved – The Board reviewed and approved six LAC applications for Accessibility Advisory Committee, Aspen Hill, Quince Orchard, and Little Falls.

Membership Report

The White Oak LAC has eight members. Four of the current members have terms that expire in early 2023 and will have to reapply. One of the members with an expiring term has informed the LAC that she does not intend to renew. As of now, the rest intend to reapply for membership. New applications from the community are welcome! The application for the fully on-line LAC Application form is available at <https://mcgmd.wufoo.com/forms/q1hx790p0xihc8w/>. This link is on our LAC webpage behind the text "Apply to become a member of the White Oak Library Advisory Committee." It is also accessible by clicking on "Join Us" on our LAC webpage.

Regional Manager's Report

Collection:

- The Launch Pad pilot is going well. The Launch Pads have proven to be popular and easy-to use.
- CD's have been discontinued. There are, however, still some language CD's that will have to be reviewed to determine the schedule for retiring the various languages in the CD format.
- New travel books are on-order, but the specific schedule for replacement is not clear at this time.
- Circulation is up but has not returned to its pre-covid levels. There is a rise in the circulation of e-books. As e-book usage increases, there will probably continue to be a decline in circulation of non-electronic materials.
- Statistically, it appears that the circulation of materials over the October 2021-2022 period was around 252,000 items. There was some discussion of what the number actually represents, since the data do not distinguish between initial checkouts and renewals.
- A question was raised about the impact of eliminating fines on overall circulation. Apparently, it has not significantly changed the numbers, although anecdotally, it has encouraged folks to return materials that may not have been returned in the past due to large fines.

Facility:

- Landscape Project: The spigot has been approved! The next steps will involve getting a ballpark cost estimate for the proposed landscaping. There was some discussion about who is to get the estimate. County employees are prohibited from "informal solicitation." This is an item that would have been assisted by the FOL members in the past. However, the exact details of getting the volunteers for obtaining the "ballpark" estimates was left unresolved.
- A recent budget for planting trees at MCPL sites includes several trees for White Oak. Exact details and timelines are not currently available; however, it is known that several trees will be planted on the New Hampshire Avenue-facing side. This was welcome news!
- The Library continues to provide community space for meetings of non-library-based groups, such as Toastmasters and other groups needing space for meetings, as well as individuals who use the privacy of some of the study/meeting rooms to conduct personal and business activities via wi-fi using their own computers. Parking lot Wi-Fi use is also continuing to be used.
- Anne Gerlach, White Oak Adult Services Librarian, is launching a "Know Your County Government" series sponsored by MCPL. The County Alcohol and Beverage Services will have

staff and materials at the White Oak Branch from 10:30 AM to 12:30 PM on Wednesday, November 9. The County Office of Consumer Protection will have staff and materials at the White Oak Branch from noon to 2:00 PM on Thursday, December 8, to answer patrons' questions. Everyone is encouraged to stop by the table and meet representatives from these two County agencies.

Programs:

The return to in-person Family Story Time is now underway and growing. This is an important program for drawing families with young children to the Library.

Staffing:

Two newly hired staff a Library Desk Assistant and a Library Aide are coming on board. We recently also started with new Librarian 1 earlier this Fall. We will lose a part-time Library Assistant I later in the month, and we have one part-time Librarian vacancy that will eventually be re-advertised with some other Librarian positions in the system.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None

The meeting adjourned at 8:03 PM

The next meeting is scheduled for Tuesday, January 3, 2023.

Respectfully submitted,
Paulette Wright, Secretary
White Oak LAC