



LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH

March 7, 2023, Meeting Minutes

Chair Ellen Melle called the meeting to order at 7:00 PM. The meeting was held in-person at the White Oak Library.

Members present: Ellen Melle, Barbara Shansby, Cathy Stewart, Jan Bloom, Connie Oprisch, Muriel Cooper, and Paulette Wright.

Also attending: Eric Carzon, Regional Manager, Vikram Pant, MCPL Board Liaison, and Barbara Matthews, library patron.

Minutes from the January 3, 2023, meeting were approved.

Montgomery County Board Liaison's Report

Vikram Pant, Library Board Liaison, provided highlights from the February MCPL Board Meeting as well as a copy of the MCPL Director's Report. The full report of the Library Board is available on the MCPL Board website <https://www.montgomerycountymd.gov/library/board/index.html>

The Board is in the process of updating MCPL Policies and Practices, Part I – Circulation and Computers. Vikram let the LAC know that the working group on Policies and Procedures is soliciting input on the Circulation and Computer policies.

Specific questions that can be addressed are:

- How can Circulation policies be improved? Are there any shortcomings? Are changes needed in Library Cards, Borrowing, Holds, and/or Privacy?
- How can Computer policies be improved? Are there any shortcomings? Are changes or updates needed to Computer, Internet, and Wi-Fi usage policies? Are there Privacy concerns?

Vikram invited the LAC to submit any recommendations by March 28, 2023. He will submit them to the Board's working group for consideration. The current policies and procedures are available at <https://montgomerycountymd.gov/library/policies/index.html>.

Membership Report

The White Oak LAC has seven members. All members have terms that will be valid through the current fiscal year. The earliest expiration date is mid-2024. 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/g1hx790p0xihc8w/>. 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: No changes to report

Facility: The Landscaping project is awaiting input from the LAC. (Note: Extensive discussion on this matter took place in the LAC meeting and is included under "Unfinished Business" in these minutes.

Programs:

- The White Oak Library is one of the branches participating in a State and County collaboration called "Hatchlings: Ready to Hatch." The program is geared towards providing early literacy tips and training to expectant mothers. The White Oak program is scheduled for March 16th. Bilingual versions will be offered at Wheaton and Long Branch Libraries.
- In January and February, White Oak held 30 programs (totaling 782 attendees) with the highest levels of participation among adults (456) and babies/toddlers (168).
- Weekly Storytime continues to do well.
- The Meet the Government program, with guidance on how to apply for County jobs, was well received.
- The two book clubs and a regular gaming program continue to be offered.

Staffing: The branch has three vacancies, two of which have been advertised, and the third is scheduled to be advertised this month (March).

UNFINISHED BUSINESS

There was an extensive discussion on the fate and future of a landscaping project for the front of the White Oak Library. This project is a carry-over from the days of the White Oak Branch of the Friends of the Library (WO/FOL). The existing site plan and cost-estimate do not accurately reflect the current conditions. They were only used to get an idea of what might be involved in pursuing this project through the current MCPL/FOLC structure. Alternative installations were discussed, but there remain long-term maintenance concerns surrounding the landscaping proposal, as well as possible safety concerns surrounding some of the potential alternatives.

Ultimately, requests for use of FOLMC funds for Branch projects are beyond the scope of the LAC's authorities. The proposed project was officially withdrawn from LAC discussions. Going forward, community members interested in FOLMC-funded front entrance landscape projects at White Oak will directly contact the Regional Manager in concert with the Branch Supervisor.

NEW BUSINESS

None

The meeting adjourned at 7:58 PM. The next meeting is scheduled for Tuesday, May 2, 2023.

Respectfully submitted,
Paulette Wright, Secretary
White Oak LAC