



## **LIBRARY BOARD MINUTES**

**July 13, 2016**

**BOARD PRESENT:** Amir, Christman, Core, Duval, Persaud, Reedy, Watts

**STAFF PRESENT:** B. Parker Hamilton, Director; Regina Holyfield, Recording Secretary; Mary Ellen Icaza, Public Services Administrator, Community Engagement, Programming and Learning

**GUESTS:** Carol Leahy, Vice President, Board of Trustees, Friends of the Library Montgomery County; Jim Montgomery, Board of Trustees, Friends of the Library Montgomery County; Jaime Robles, Chair, Silver Spring Library Advisory Committee

The Library Board meeting was convened by Chair Watts at 7:10 p.m.

### **INTRODUCTIONS:**

Board members, staff and guests self-introduced.

### **APPROVAL OF BOARD MINUTES:**

The minutes from the June 8, 2016 Board meeting were approved with one correction.

### **DIRECTOR'S REPORT:**

- Dr. Carla Hayden has been appointed as Librarian of Congress.
- **Personnel Changes**
  - As of July 10, 2016:
    - Andrea Castrogiovanni, Senior Librarian/Branch Manager, transferred from the Montgomery County Correctional Facility (MCCF) library to Collection Management where she will oversee Selection and Interlibrary Loan.
    - Linda Curvey-Brown, Senior Librarian and Acting Manager for the Wheaton Interim Library, transferred to the Branch Manager position at the MCCF library.
    - Dianne Whitaker, Collection Management Manager, will be returning to the Branch Manager position at Wheaton.
    - Lennadene Bailey, Management and Budget Specialist III, began as the Acting Business Manager.

- Effective July 24, 2016:
  - Barbara McClayton, current manager for the Olney branch, has accepted the position as the Human Resources and Accountability Manager, effective July 24, 2016. As the Human Resources and Accountability Manager, Barbara will be responsible for oversight of Staff Development and Training; Data and Statistics, Customer Accounts Coordination; Sunday Services; Substitutes; Circulation Services; workplace competency; EEO issues; recruitment and training; staff recognition; succession planning; and labor/management relations.
  - James Donaldson will be managing the Olney branch. James will be transferring from Long Branch where he is currently the Branch Manager.
  - Nathan Chadwick, Senior Librarian at the Gaithersburg branch, has been promoted to a Branch Manager position and will be managing the Long Branch library.
  - Tina Rawhouser, Senior Librarian at the Olney branch, has also been promoted to Branch Manager position. Tina Rawhouser will manage the Potomac branch.
  - Cindy Schweinfest, Librarian II at the Chevy Chase branch, has been promoted to a Branch Manager position as well. Cindy Schweinfest will manage the Marilyn Praisner branch.
  - The portfolios of the Public Services Administrators have been realigned to better move forward the work outlined in the Strategic Plan. Their titles are below; their new assignments can be found on the attached FY17 Organization Chart.
    - Rita Gale - Space Management, ADA, and Collection Management
    - Mary Ellen Icaza - Community Engagement, Programming and Learning
    - Carol Legarreta - IT Infrastructure, Digital Strategies and Emerging Technologies
  - Recruitment for the position to work with Rita Gale on ADA went out today, and will close in two weeks.
- **Rock'n Read Event**
  - July 16, 2016 at 12pm - 4pm, Rockville Town Square
  - A Nelson Mandela Day of service event to promote summer reading.
  - This event is sponsored by Velocity of Books.
  - At the request of Carolyn Thompson, Velocity of Books, MCPL will be providing storage space for items prior to the event.
  - MCPL will also have a table at the event which will be staffed by Outreach Team members.
- **Hiring Freeze**
  - On June 29, 2016, Chief Administrative Officer, Timothy Firestine, announced, he was lifting the hiring freeze and discontinuing the position exemption request process. The procurement freeze remains in effect.
- **Bedbugs at Rockville Memorial**
  - On Monday, June 20, 2016, the Rockville Memorial branch manager was made aware that a customer had sustained bites on the arm while using one of the branch's public computers on the second floor. Staff was able to see and capture bugs from the table. Ms. Hundt immediately notified the Department of General Services (DGS), Division of Facilities Management and myself. Within the hour, the DGS

Property Manager for the Rockville Memorial branch and an exterminator arrived and inspected the bugs in the jar and examined the table where staff found them and determined that they were bedbugs. The second floor of the library was closed on Monday and Tuesday, June 20 and 21 for treatment, which included removal of all of the public computers; steam cleaning the affected computer table and six of the surrounding computer tables; and treating the impacted tables with a pesticide. The tables and computers were unavailable until Wednesday, June 22 to allow the pesticide to seep into the woodwork of the tables.

- On Saturday, July 2, a staff member who was training members of the public in the Rockville Memorial Library second floor computer lab reported insect bites on his leg to the Branch Manager. The Branch Manager immediately closed the lab and contacted the emergency Facilities Management number as well as the cell phone for the Rockville Memorial Library Property Manager. On Tuesday July 5, the Property Manager inspected the Computer Lab and made arrangements for the exterminator to come and do a thorough examination of the lab. That examination, on Wednesday, July 6, revealed the presence of dead carpet beetles (mature and larvae) in the chairs. No bedbugs were found. The exterminator recommended no chemical treatment for the carpet beetles since they feed on pollen and die quickly when inside buildings.
- As of Wednesday, July 6, the Department of General Services has informed the Library Department that they have eliminated the problem causing the insect bites on the second floor of the Rockville Memorial Library.
- In an effort to be proactive and to take every step to ensure eradication of bedbugs in the building, the Library Department has asked Facilities Management to have the exterminator bring in a canine unit trained to detect the presence of bedbugs. The canine will go through staff and public areas on the first and second floor of the Rockville Memorial Library as well as Suite 310 and Room 346 on the third floor of the library building on July 21 (this is 30 days after the pesticide treatment for bedbugs on June 20-21; this is the minimum period of time that must transpire before the canine unit can be brought into the building). If evidence of bedbugs is found, the Department will authorize recommended treatment in the area where the infestation is identified.
- **Refresh Projects**
  - The Little Falls Library closed on Saturday, July 9 at 6 p.m. The Davis Library will close on Saturday July 16 at 6 p.m. Both libraries will be closed for approximately six months.
  - To lessen the impact on neighboring branches (Bethesda, Chevy Chase and Potomac), staff of the branches being refreshed have been temporarily assigned to the three neighboring branches.
- **NACo Awards**
  - MCPL is honored to receive three 2016 NACo Awards:
    - Library Refresh Program – Supporting Community Needs@Montgomery County, MD
    - Interact, Explore, Discover@Your Own Pace: STEM Stations for Young Children@Montgomery County Public Libraries, MD
    - Learn, Engage & Create Together: Programs and Services for Active Seniors@Montgomery County Public Libraries, MD

- **Career Online High School**
  - Since our mid-June launch, 15 students have completed the online self-assessment test. Seven of those continued on and registered for the pre-requisite course and of those seven, four are working their way through the course. Most importantly, two have already completed (and passed!) the pre-requisite and are now ready to be interviewed.

## **CHAIR'S REPORT**

- Steve Schmal, Chair, Chevy Chase LAC has sent emails to regarding:
  - LAC approval notification process
    - Action: Notification will now include an updated roster.
  - In favor of the refresh process, has concerns regarding the order refreshes will take place being vague.
    - Action: All branches will be placed on a refresh roster.
    - Director Hamilton will assist in drafting a response to Mr. Schmal.
  - Fines/Fees – will share with the workgroup.
- Work Plan – Begin to work on the FY17 work plan which will include a review of the fine structure.
- Ari Brooks, FOLMC Executive Director, has suggested having an informal meet and greet with Library Board and FOLMC board in August - #bettertogether
  - The Board would like to entertain this.
- Next year the Bethesda, Gaithersburg, Germantown, Rockville Memorial and Silver Spring branches (“urban libraries”) will be open until 9 PM on Fridays and Saturdays during the summer.
- Chair Watts thanked Director Hamilton and Regina Holyfield-Jewett for their support during her tenure as chair.

## **NEW/OLD BUSINESS**

- The update bylaws need to be voted upon.
- Elections will be tabled (moved and seconded).
- Robyn Watts to remain chair until a formal election (moved and seconded).
- Have a process in place for September.
- Chair Watts will draft a list of duties and responsibilities to send to the full Board regarding the Chair position.
- Bill Duvall has a nomination for the LAC awards.
- Fine/Fees Update:
  - Would like to seek community input in a more formal format.
  - Other library systems have implemented some programs to eliminate fines for children’s materials.
  - One system is considering abolishing fines for adult materials because the children’s fine abolishment went so well.
  - Howard County has automatic renewals.
    - This is a policy issue.
  - The Library Board sets fine rates.
  - The Board can make recommendations regarding loan periods.

- Anne Core has indicated that she will not be reapplying for the Library Board when her term ends.
  - A new liaison will be assigned to the Silver Spring LAC.
  - Anne has made a tremendous difference on the Board.

**PUBLIC COMMENT:**

- Will there be websites for the other LACs like the one for Twinbrook? (Robles)
  - The LAC website for Twinbrook was a pilot.
  - Once it has been determined how it worked at Twinbrook, websites will be created for other LACs.

**ADJOURNMENT:**

The meeting was adjourned at 8:30 PM.

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B. Parker Hamilton