



LIBRARY BOARD MINUTES

March 8, 2017

BOARD PRESENT: Brooks, Christman, Duval, Negro, Reedy, Rippeon, Wray

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield-Jewett, Recording Secretary; Mary Ellen Icaza, Public Services Administrator, Community Engagement, Programming and Learning; Rita Gale, Public Services Administrator, Space Management, ADA and Collection Management; Anita Vassallo, Public Services Administrator, IT Infrastructure, Digital Strategies and Emerging Technologies; Linda Curvey-Brown, Manager, Montgomery County Correctional Facility

GUESTS: Jensen Chiu, Kimberly Durcho, Jane Williams

The Library Board meeting was convened by Chair Reedy at 7:05 PM

INTRODUCTIONS: Board members, staff and guest self-introduced

APPROVAL OF BOARD MINUTES:

The minutes from the February 8, 2017 Board meeting were approved.

LAC APPLICATIONS:

All LAC applications were approved.

DIRECTOR'S REPORT:

- Dedication of the **Jan Jablonski Early Literacy Training Center** is scheduled for Saturday, March 11, 10 AM at the Noyes Library.
- The County Executive will announce his **Recommended FY18 Operating Budget** on March 14, Noon, 101 Monroe Street (Executive Office Building), Lobby Level Auditorium.
- The Library Board's (Boards, Committees and Commissions) **annual meeting** with the County Executive has been scheduled for March 16, 7-9 PM, 101 Monroe Street (Executive Office Building), Lobby Level Auditorium. This meeting will include a number of other BCCs.

- I submitted testimony on behalf of MCPL in support of **HB151/SB171** regarding continuing State aid to public libraries. (Attachment A)
- **Contemporary Conversations @ MCPL**
 - The inaugural event featuring Kojo Nnamdi on March 4 was a great success. There were approximately 240 people in attendance. County Executive Leggett introduced Mr. Nnamdi and remained for the entire two-hour program.
 - The next event in the series is award-winning, bestselling author David Ignatius on April 1, 7 PM at the Gaithersburg branch.
 - The Friends of the Library, Montgomery County are co-sponsoring the series.
- **Refresh Projects**
 - There will be a formal ceremony to reopen the **Davis** branch on April 8 at 10 AM, after which, the library will be open to the public.
 - The **Little Falls** branch reopening is anticipated for mid-May. (Press Release Attachment B)
 - The closing of the **Bethesda** branch for refreshing will be delayed until both Davis and Little Falls have reopened.
- The **renaming of the Poolesville branch** is scheduled for April 29, 2 PM. It will be renamed for the late Maggie Nightingale.
- **National Library Legislative Day** is scheduled for May 2, 2017.
- **Go! Kits** will be available in all branches after March 28.
- The State-funded **new Assistive Tech workstations** are in place at Chevy Chase, Damascus, Gaithersburg, Germantown, Long Branch, Marilyn Praisner, MCCF, Olney, Poolesville, Quince Orchard, Rockville Memorial, Silver Spring, Wheaton Interim, and White Oak. These branches will be visited in the next few weeks by Technology Management staff, who will complete the installation process.
- On March 1 and 2, I attended an **Urban Libraries Council (ULC) Education Work Group**. The outcomes for the sessions were:
 - Description of the current role of libraries in education
 - Recommendations on external/internal structures to support the library education role
 - Ideas on a framework for a library education outcome statement and indicators of success
 - A ULC action agenda to support an enhanced role for public libraries in education
- On March 7, MCPL held a symposium at the Gaithersburg branch on **Diversity in Children's Literature**. There were over 150 attendees and a number of speakers including:
 - Christopher Myers (author/illustrator/publisher) KEYNOTE
 - Ellen Oh (author; founder, We Need Diverse Books) KEYNOTE
 - Edie Ching (librarian; UMD iSchool adjunct faculty)
 - Lulu Delacre (author/illustrator)
 - Hena Khan (author)
 - Jordan & Felix Lloyd (Beanstack)
 - Juana Medina (author/illustrator)
 - Deborah Taylor (librarian; UMD iSchool adjunct faculty)
 - Kathie Weinberg (librarian; Chair, WNDB Walter Awards)

Speakers discussed their work and experiences as authors, illustrators, librarians, and entrepreneurs. The conversation focused on the need for diversity in children's literature

and how it relates to reading, publishing, and library resources and services as well as the role of librarians in connecting customers to diverse materials.

- Mary Ellen Icaza, representing MCPL and Andrea Christman, representing MCPS, are presenting on a ULC webinar on March 9. The webinar's focus is the **Library Card Challenge**. Mary Ellen and Andrea will give a description and background of the MCPL-MCPS Library Link initiative and talk about how the partnership is leading to increased use of public library resources to advance classroom learning and how teachers are now engaging more with the library system.
- **Older Adults Technology Services (OATS)** - MCPL is collaborating with the County's Department of Technology Services and *ultraMontgomery* to launch a series of classes to help seniors learn technology and overcome the obstacles they face in connecting with others via technology. (See Press Release)

PRESENTATIONS:

Legislative Days – Mary Ellen Icaza

- Maryland Library Legislative Day was held on February 14 in Annapolis.
 - Mary Ellen Icaza was accompanied by branch managers James Donaldson and Cindy Schweinfest. The librarian for the Circuit Court also attended.
 - Visited 32 offices; were not able to meet with any delegates or senators, but did speak with a few aides.
 - For future years, it would great to have two groups to attend. One group for the visits during the day and another group to attend the evening reception.
- National Legislative Day is May 2, 2017.
 - Attendees must be registered by April 8.
 - Mary Ellen Icaza will send the information to the Library Board.

PRESENTATION: Facilities and ADA – Rita Gale

- FY13-16 MCPL Facilities Plan
 - MCPL will evaluate the facilities and assign one of the following actions:
 - Refresh and provide maintenance for the existing library building;
 - Renovate and re-configure the current building;
 - Re-design and build new facilities;
 - Reach beyond our walls to examine opportunities to deliver and implement library services via technology based on community needs; or,
 - Realize synergies: collaborate with partners and create co-location strategies to deliver library services.
- Refresh—to restore, energize, revive, revitalize, stimulate, update
 - Work completed during a refresh project may include:
 - Carpeting;
 - Painting;
 - Preventive maintenance and equipment replacement work (examples include replacing windows, blinds, and major equipment like roofs, chillers, or HVAC equipment);
 - Modernization of restroom facilities;
 - ADA improvements (including restrooms, sidewalks, parking lots); and

- Changes/additions to the interior space (examples include creating a Teen space, adding a Children’s Discovery Room, Senior Resources Center or Accessibility Center, or expanding the technology footprint of the branch).
- Timeline
 - Two years before Refresh project design start date:
 - Identify scope of work
 - Determine cost and feasibility of work defined in the scope
 - Approve a conceptual design
 - Designated year for the Refresh Project:
 - July to December: Design
 - December to February: Construction document development and advertisement of construction bid
 - March: Award of construction contract
 - April to July/August: Construction
- Refresh Project Schedule
 - Two projects in FY15:
 - Twinbrook and Kensington Park
 - Three projects for each year thereafter:
 - FY16: Aspen Hill, Davis, Little Falls
 - FY17: Bethesda, Quince Orchard, White Oak
 - FY18: Long Branch, Marilyn Praisner, Poolesville
 - FY19: Chevy Chase, Damascus, Potomac
 - FY20: Rockville Memorial, Germantown, Gaithersburg
 - FY21: Olney, Silver Spring, Twinbrook
- Twinbrook Library July 25, 2015 to January 25, 2016
 - Library Refresh design and features added:
 - ADA upgrade of parking spaces
 - New combined information and circulation customer service desks
 - Enhanced preschool children's space with new shelving
 - Separate Teen Area with seating and collection
 - Two new collaboration spaces for up to 6 individuals (one existing)
 - ADA upgrade of the staff and public restrooms
 - Selective new furniture
 - Painting
 - Selective replacement of carpet
 - Outside green space made accessible for programs
 - Additional electrical outlets
 - New technology:
 - Ten laptops for in-building use
 - Digital display near the Information Desk
 - GO! Kits for checkout including “Little Explorers Go! Kits” for preschool children and “Young Voyagers Go! Kits” for elementary aged children
 - Enhanced Wi-Fi
 - 3D Printer
 - Charging station for customers' mobile devices
 - ID badge readers on staff entrance and workroom doors (security)

- Kensington Park Library October 10, 2015 to March 28, 2016
 - Library Refresh design and Features added:
 - ADA upgrade of parking spaces and staff and public restrooms
 - New information and circulation customer service desks
 - Enhanced pre-K children's space with new shelving
 - Separate Teen Area with seating and collection
 - Two new collaboration spaces (1 existing)
 - Selective new furniture
 - Painting, new carpet, new meeting room flooring
 - Additional electrical outlets
 - New elevator
 - New lower level services including public handouts and a laptop lane
 - New technology:
 - Ten laptops for in-building use
 - Digital display near the Information Desk
 - GO! Kits for checkout including “Little Explorers Go! Kits” for preschool children and “Young Voyagers Go! Kits” for elementary aged children
 - Enhanced Wi-Fi on main and lower levels
 - 3D Printer
 - Charging station for customers' mobile devices
 - ID badge readers on staff entrance and workroom doors (security)
 - Audio loop in meeting room
- MCPL’s Strategic Plan and ADA
 - MCPL’s Strategic Plan for FY17-20 states: Provide Access to services, resources, and programs so that everyone can participate in making a more CONNECTED MONTGOMERY.
 - Under Diversity, one goal is to: Hire an ADA coordinator to expand services to persons with disabilities.
 - Elizabeth Lang started work as the Department’s Assistant Facilities and ADA Program Manager on November 14, 2016. In her role as ADA Program Manager, Elizabeth will be responsible for evaluating and recommending improvements and/or changes to existing programs and services for people with disabilities and for working with the Director, Public Services Administrators, and branch staff on developing and implementing new strategic initiatives that address Accessibility Services goals in the FY2017-2020 Strategic Plan.
 - New equipment provided by the Division of Library Development and Services (DLDS)
 - In 2016, in celebration of the 25 anniversary of the Americans with Disabilities Act (ADA), DLDS offered every public library system in Maryland one ADA Workstation and CCTV for each library in their system.
 - The workstation has an electric height-adjustable table with a computer, 27 inch monitor, special MAGIC keyboard, JAWS® screen reader software, MAGic® screen enlarging software, and an Optelec® CCTV (magnifier) that has Optical Character Reading (OCR) capabilities that will read aloud any print text.

- The equipment was installed in most branches and the Correctional Facility library on February 22/27, 2017.
- Questions/Comments
 - Recommendations for programming for the intellectually disabled is in discussion.
 - Rita Gale will provide a list of the different organizations represented on the Accessibility Advisory Committee.

CHAIR'S REPORT:

- The recommended candidates for the Board have been appointed by the County Executive and are awaiting confirmation by County Council.
- State Library Resource Conference is on March 15.
- Boards, Committees and Commissions annual meeting with the County Executive is scheduled for March 16.
- The Friends of the Library, Montgomery County, Inc. (FOLMC), recently celebrated their 35th anniversary.
- The FOLMC's Library After Dark fundraiser is on April 8.

WORKGROUP REPORTS

- **Legislative and Public Affairs (Rippeon)**
 - Send emails to the County Executive after March 14 thanking him for his past and continued support for libraries.
 - Will send the list of items to bring to the Council's attention.
 - Scheduling meetings with the Council members.
 - Have someone from the Long Branch area testify before Council regarding how libraries assisted after the apartment explosion. Nathan Chadwick identified a community activist and leader who is willing to testify. Deborah Brooks will work with this community leader to develop a testimony.
- **Board and LAC Activities**
 - Changes to the handbook
 - There was large section on the FOLMC; the information that was not relevant to the LACs was deleted.
 - Information needs to be added regarding the LACs meeting during refresh.
 - There is language regarding if there is a community leader who has been supportive of the library system, he/she can be made honorary LAC members.
 - After discussion it was decided that the section should be removed. No mechanism for doing this; this is a remnant of the past.
 - Review the County Code and make any updates based on code and bring before the full Board.

LAC LIAISON REPORTS

- **Silver Spring** – the community questionnaire and moving the lion statue will be discussed at their next meeting in April.
- **Aspen Hill** – the branch will soon be opening after the refresh.
- **Chevy Chase** – the LAC is a bit dormant now. They had a very dynamic chair who is no longer there. Met with the new branch manager.
- **Noyes** – Met with the LAC chair. They have 3 or 4 new members. Was filled in on the many new activities, and funding raising plans by the Noyes Foundation. A park is going to be established at the Warner House across the street that will be accessible for programs.
- **Quince Orchard** – They are not active – in limbo because there is not a branch manager. **Note:** Pete O’Banner is the manager at Quince Orchard at this time. Director Hamilton will let Mr. O’Banner know that he should reach out to the LAC chair and let him know that he is the acting manager with full authority.
- **Rockville Memorial** – Status quo; reaching out to the new manager.
- **Twinbrook** – no updates, voting on new chair tomorrow. Mike Wallace has been appointed to the Library Board and is awaiting confirmation by the Council.
- **Germantown** – They cancelled their last meeting. Will meet next Thursday.
- **Poolesville** – Will be meeting by the end of March in preparation for the renaming ceremony.
- **Montgomery College** – Sent the Board an email regarding the Civility in Action dialogues. Will have the final model for the organization restructuring next month. Functional based versus campus based structure. Conversations to look for money for redesign on libraries.

PUBLIC COMMENT

None

ADJOURNMENT

Meeting was adjourned at 8:41 PM

B. Parker Hamilton, Director