



## Library Board Meeting

September 13, 2017

**BOARD PRESENT:** Brooks, Brodsky, Chiu, Christman, Durcho, Duval, Makar, Negro, Reedy, Rippeon, Wallace, Williams,

**STAFF PRESENT:** Anita Vassallo, Acting Director; Mary Ellen Icaza, Public Services Administrator, Community Engagement, Programming, and Learning; Regina Holyfield-Jewett, Recording Secretary

**GUESTS:** Jim Montgomery, Friends of the Library, Montgomery County, Advocacy Committee Chairman

The Library Board meeting was convened by Chair Reedy at 7:04 p.m.

**INTRODUCTIONS:** Board members, staff, and guest self-introduced.

### APPROVAL OF BOARD MINUTES:

The minutes from the July 12, 2017 Board meeting were approved.

### LAC APPLICATIONS:

The LAC applications were approved

### DIRECTOR'S REPORT:

- **Refresh Projects**
  - Three libraries in refresh right now – Bethesda, Quince Orchard, White Oak
    - Quince Orchard's substantial completion date is September 30.
    - White Oak – A number of issues caused the substantial completion date to be pushed to December 14.
    - Bethesda – Abatement has been completed; shelves have been wrapped; preparing to paint; carpet and flooring is going in soon; and parking lot is fenced off from public access.
- **Personnel**
  - James Donaldson, Manager for Olney Library, was selected for the acting Public Services Administrator for IT Infrastructure, Digital Strategies and Emerging

- Technologies position which was left vacant when the Acting Director's position was filled.
- The Olney Manager position will be filled by Carolyn Bogardus, who is currently the Senior Librarian at the Silver Spring branch. She has a great deal of managerial experience. Her position at Silver Spring Library will be filled.
- Adrienne Miles-Holderbaum is now the Senior Librarian at Olney.
- **Technology**
  - Laptop lending – Finalizing the policies and procedures. Working to make these items holdable. These items cannot be transferred from branch to branch.
  - Smart TVs (55 inch screens) are being installed in meeting rooms at some branches.
  - Two new 3D printers and a 3D scanner are coming to the Olney Library.
- The University of Maryland, College of Information Studies announced the **scholarship to honor former MCPL director, Parker Hamilton**. The B. Parker Hamilton Libraries of the Future Scholarship will provide support for select Master of Library and Information Science (MLIS) students who show a passion for diversity and inclusion in their academic focus.
- **The Friends of the Library, Montgomery County, Inc. (FOLMC) Awards**
  - The FOLMC awards a **Library Professional of the Year Award** which recognizes the excellent work of MCPL staff. The FOLMC has renamed this award to honor former MCPL director Parker Hamilton. It is now called the Parker Hamilton Library Professional of the Year Award.
  - The FOLMC also awards the Librarian's Choice Award. The committee for this award has a place for a Library Board member. Please let Acting Director Vassallo know if interested. Please address any questions to Ari Brooks, Executive Director, FOLMC.
- MCPL has won the **2017 Urban Libraries Council (ULC) Innovations Initiative Honorable Mention Award** for its "Road to Success: Workforce Development Program." There were 261 submissions for this award. Adrienne van Lare is MCPL's Workforce and Business Development Coordinator. The award will be presented at the ULC annual forum in St. Paul, MN.
- MCPL has won four **2017 National Association of County Awards**
  - *One Student, One School, One Library Card at a Time* – recognizing Library Link program in partnership with Montgomery County Public Schools (MCPS). Congratulations to Mary Ellen Icaza and her team; Andrea Christman and Traci Anderson, representing MCPS.
  - *Connecting Communities through Social Media* – recognizing MCPL's use of social media (Facebook, Instagram, Twitter, Pinterest) to connect with and inform residents.
  - *Building Community Bridges during Crisis* – recognizing MCPL's role in providing services, resources, space, and helping hands after the Flower Avenue Apartment Explosion.
  - *What Do I Check Out Next?* MCPL's online reader's advisory. Connects customers beyond the brick and mortar to ensure that MCPL customers can access the right book at the right time, wherever the customer may be. This is all done electronically.

## **CHAIR'S REPORT:**

- Two branches were opened after being refreshed, Aspen Hill and Little Falls libraries; both events were terrific.
- There will be informational presentations at the Board meetings this year.
- The Annual Joint meetings are in November and January.
  - State of the Library presentation will be given at the November meeting.
  - LAC awards will be presented at the November meeting.
- This is an election year. Kim Durcho and Brandon Rippeon will be organizing the Board to attend the budget forums.
- The Friends of the Library, Montgomery County, Inc., (FOLMC) are planning to hold candidate forums. We will follow up with them regarding dates and locations.
  - Jim Montgomery and Brandon Rippeon will get the information and report back at the October Board meeting.

## **WORK GROUPS:**

- Legislative and Public Affairs (Rippeon)
  - Will work with the FOLMC to get the information regarding holding candidate forums and report back at the October meeting.
- Library Policy and Practices (Duval)
  - After discussion and questions, it was moved and seconded to accept the Library Board Manual with the change of one heading.
    - Bill Duval will make the change and submit the Manual to be added to the Library Board's webpage.
- LAC and Board Activities (Brooks)
  - The LAC workgroup – Brooks, Chiu, and Wallace
  - Two nominations have been received for the David Chiles Member of the Year Award.
    - The Board is currently accepting nominations for two awards, the David Chiles Member of the Year Award (presented to the outstanding member(s) of LACs for their work during the year) and the Eleanor Ablard Award (presented to the LAC with the most effective program linking the LAC, the library, and its community of users).
    - The final recommendation must be completed in order to vote at the October 11 meeting.
  - Annual LAC reports are due by September 30, 2017.
  - The revised/updated LAC Manual will be voted on at October meeting.

## **LIAISON REPORTS**

- Davis – The first meeting after the refresh is scheduled for October 3.
- Accessibility Advisory Committee – Assisting with the development of the Deaf Culture Digital Library. Each member will chose three topics that need to be addressed for discussion at each meeting. Next meeting is December 6.
- Olney – There was no meeting in July; they have met their quota of meetings for the fiscal year. They generally meet monthly. Next meeting is in September.

- Gaithersburg - They are working to get the meeting dates in for the calendar; recruiting new members; and conducting book sales. Next meeting is in October.
- Marilyn Praisner – Met in July. Talked about doing a project, a film or oral history, which links the branch more to the history of Marilyn Praisner.
- Aspen Hill – Their last meeting was August 28. The branch manager was not in attendance and there was no MCPL representative.  
The members had questions regarding the size of the collection; these questions are being addressed. Collection management is an ongoing process. New materials cannot be added without weeding outdated and severely damaged materials. During the refresh at Aspen Hill, nearly 5k volumes were weeded, which included large print titles. These are being replenished.  
Copies of LAC minutes can be made at the library.  
Saturday, October 7, a 50<sup>th</sup> anniversary celebration is scheduled.  
Next meeting is September 14. The Board liaison for the Aspen Hill LAC cannot attend the December 2 meeting; another member will attend in her stead.
- MCPS – One Maryland One Book tour is full speed ahead. The visit to Montgomery County will be at the Gaithersburg High School on September 26, 7 PM (doors opening at 6 PM). Montgomery Community Media will be videoing the event. Over 700 have RSVPed; the auditorium holds 1000. FOLMC will be selling books.  
School was back in session on September 5. Many have held back-to-school nights already.  
Will meet with MCPL representatives to talk about Library Link for this year.
- Silver Spring – Will meet next Tuesday, September 19. They are very interested to learn about the status of information collected through the survey.
- Kensington Park – Next meeting is October 3.
- Rockville Memorial – Two potential members.
- Twinbrook – Moving forward very strongly. Working on identifying themes for meetings for the rest of the year. Next meeting is September 14.
- Potomac – No meeting since last Board meeting.
- Damascus – No meeting since last Board meeting.
- Noyes – Met early in July. New members seem to be vibrant and interested. The September meeting was cancelled. Next meeting is in October. They are still interested in having a library road sign.
- Quince Orchard – Met in July. Talked about what is happening in the library regarding the refresh and coming changes. Recruiting more members for the LAC. Next meeting is October 8.
- Maggie Nightingale – Next meeting tentatively set for October.
- Germantown – Meets September 21. Interested in knowing what it would take to get some type of cafeteria or coffee bar. Have elected a Vice Chair and Secretary; will elect a Chair this coming meeting.
- Long Branch – Still recruiting members. Talked to branch manager who indicated that he has reached out to past members, some groups, and a person who expressed interest via email.
- Little Falls – With the official opening of the branch, the LAC has scheduled meetings for September 26 and December 5. Has officially met the LAC Chair. The LAC and FOL is commingled. The FOL donated a great deal of money to the refresh project. Has not met yet met with the full LAC.
- White Oak - The LAC met September 5. Three members, branch manager Angelisa Hawes, and the MCLB liaison, were present. Most of the meeting entailed the branch

manager reporting on the refresh project and its complications and delays – e.g., with plumbing and electrical wiring that must be replaced, as well as items like the janitor’s closets being brought up to code. The positive aspect of fixing some of the problems will be improved lighting, new ceiling tiles, etc. The branch manager does have a blog regarding the refresh. Programming has continued in community locations, including the White Oak Community Center. The LAC hopes that the official re-opening of the branch can be combined with its 50<sup>th</sup> anniversary celebration.

The White Oak LAC meets five times per year. The next meeting will be November 7.

- Wheaton Interim - The Wheaton LAC does not meet during the summer. Its next meeting will be September 18.

The LAC chair and branch manager consider recruitment for the LAC to be a top issue for the coming year. Manager Dianne Whitaker will be in touch with MCPL colleagues about assistance with updating the brochure about the Wheaton LAC. She and the LAC chair are interested in other recruitment pieces as well, such as a counter-top stand-up poster.

Despite the fact that the LAC has veteran members, the LAC chair and branch manager think there should be more discussion with LAC members about their roles and responsibilities and focusing on the present and the future. There should also be further discussion of the MCLB liaison’s role.

- Follow-up questions, comments, discussion:
  - It would be benefit to have a discussion about how MCLB liaisons conceive of, carry out, and develop their roles as LAC liaisons, including specific examples of actions they think have succeeded with/on behalf of the LACs with which they work. [Williams]
  - It would also be beneficial to have a review of how MCPL resources have been and can be employed to assist LACs. Perhaps these discussions can take place after the Board has benefited from the revised LAC handbook. [Williams]
  - Have the library cards to the students via Library Link impacted circulation and usage?
    - MCPL is working on these statistics.
  - Wheaton has many residents who write children’s books. Is there a possibility of having an exhibit of book covers?
    - Submit idea in written form to Anita Vassallo.
    - MCPL does have a local author program.
  - Regarding the commingling of the LAC and FOL groups: many branch FOL and LAC groups are comprised of the same members, however, we need to ensure that there are two separate meetings.
  - Regarding cafeteria or coffee bar at Germantown: Coffee vending machines, and if space permits, small cafés are being placed in branches during refreshes. Germantown has many area businesses that provide food, coffee, and other beverages.

## OLD BUSINESS

- Citizens for Maryland Libraries – The end of this week is the last time to register for the annual meeting. There are limited spaces remaining. The theme is, “Supporting Your Library through Challenging Times.”
- During the October meeting, a discussion regarding orientation part III to address questions submitted by Jane Williams will be held.

- The current accommodation for the Davis Jewish Book Club seems to have satisfied that need.

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

Support the assertion about the viability of coffee shops in libraries in areas which have many competing vendors. Visited a library in Montana that has coffee shop that is doing very well as it has no competition. [Jim Montgomery]

**ADJOURNMENT:**

Adjourned at 9:06 PM

---

Anita Vassallo, Acting Director