



**Library Board Meeting
December 12, 2018**

ATTENDEES: Briskin-Limehouse, Chiu, Durcho, Negro, Rippeon, Villar, Wallace, Williams, Wray

STAFF: Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary

GUESTS: Jim Montgomery, Advocacy Chair, Board of Trustees, Friends of the Library, Montgomery County, Inc. (FOLMC); Carol Leahy, Chair, Potomac Library Advisory Committee

The meeting was called to order by Chair Chiu at 7:00 PM

The minutes from the **October 10, 2018** meeting were approved.

The LAC applications were approved.

- Potomac – Diss, Libes, Liao, and Lu
- Silver Spring – Greberman, Nyamweya, Deibert, Shoreman, and Elin
- Wheaton – Cooper and Dubrawsky

DIRECTOR'S REPORT:

- **Personnel**
 - The following staff changes took place during the months of October and November
 - Transfers
 - Mary Green, Librarian I - from Maggie Nightingale to Collection Management
 - Marilyn Smith, Librarian II - from Olney to White Oak
 - Leroy Simon, Library Desk Assistant – from Wheaton to Silver Spring
 - Celia Ramirez – part-time Library Assistant I from Gaithersburg to Principle Administrative Aide, Central Administration
 - Judy Juh, Library Assistant Supervisor - from Aspen Hill to Chevy Chase
 - Helen Mathew, Library Assistant Supervisor - from Chevy Chase to Kensington Park
 - Candace Hixon, Library Assistant Supervisor – from Kensington Park to Germantown
 - Nurudeen Yusuff, Library Assistant Supervisor – from Germantown to Long Branch
 - Fred Akuffo, Library Assistant Supervisor – from Long Branch to Aspen Hill

- Patricia Meyer, Library Assistant Supervisor – from Davis to Wheaton
 - Judy Ku, Library Assistant Supervisor – from Rockville Memorial to Davis
 - Priya Kuppuraj, Library Assistant Supervisor – from Wheaton to Rockville Memorial
 - Amy King, Library Desk Assistant – from Olney to Wheaton
- Separated from County Service
 - Chiawoa Sun
- On Monday, December 10, we welcomed Maddie Hines as the new manager for Digital Strategies.
- The County Executive and County Council members were sworn in on December 3. Council elected new officers on December 4; Nancy Navarro is Council president and Sidney Katz is the Council vice president. Ms. Navarro made committee assignments on December 5. Public Libraries falls under the **Education and Culture Committee**, which has budget review and program oversight responsibilities. The members of the Committee are: Craig Rice (Chair), Nancy Navarro, and Will Jawando. Beginning in February, Mr. Rice, with Superintendent Smith, and Dr. Pollard, will hold education budget forums for the FY20 budget. (See enclosed flyer)
- **Budget** – County Executive Elrich has recommended a savings plan for FY19 for all departments and agencies. All departments have been asked to identify savings of 1.5% from their current FY19 budgets. For Libraries, 1.5% represents approximately \$638,318.
- **Creativebug**, a leading go-to resource for do-it-yourself (DIY) crafters and makers, was launched by MCPL on December 1. MCPL customers, with library cards, will have unlimited access to more than 1,000 award-winning arts and crafts video classes taught by recognized design experts and artists.
- MCPL’s third comic convention, **MoComCon**, is scheduled for January 19, 11 AM to 4 PM at Silver Spring Library. There are a number of events leading up to the big day, including an art contest.
- **Refresh Projects Update:**
 - Chevy Chase – an assessment is currently being done on the building.
 - Long Branch – no firm date, anticipating closing in March.
 - Marilyn Praisner – no firm date, anticipating closing in January.
- **Vinyl Day** is scheduled for April 27 at Silver Spring Library. A new event added for the 2019 celebration is Make Music Montgomery. During this event, selected participants will perform live at Vinyl Record Day, where a panel of community judges will give their feedback. Information on submitting audition files, live auditions, and performance requirements will be posted on our website at the end of this month.
- **Library Lovers Month** will kick off on February 2, 11 AM at the Gaithersburg Library. The featured performance is Alex & the Kaleidoscope.
- Tuesday, February 5, 2019 will be **Maryland Library Legislative Day** in Annapolis. Mark your calendars to spend the day advocating for libraries with our Senators and Delegates.

CHAIR’S REPORT:

- All Board members should complete the Open Meeting Act and Parliamentary Procedures trainings.
- The Joint Meeting in November was well attended.

- Nabil Makar has resigned from the Library Board. He will continue to work with the LAC.
 - The Board currently has two vacancies.
 - Thanks to Jane Williams for taking on the liaison role for three LACs.
- Montgomery Community Media has been livestreaming and has archives of the County Executive's listening sessions.
- Library Lovers Month Kickoff is at Gaithersburg on February 2, 11 AM, please try to attend.
- Joint Meeting II is in January at Rockville Memorial Library.
- Liaison role – let Jane Williams know what is working and what is not working. Liaisons are the main point of contact for the LACs.
- Library after Dark is scheduled for April 13, 2019
 - FOLMC needs a Board member to assist with the nomination process. Toni Negro volunteered to service on this nominating committee.

WORKGROUP REPORTS:

- **Legislative and Public Affairs**
 - Joint Meeting II is on January 9. The focus is on advocacy. Work has begun with the FOLMC to draft an agenda to include:
 - Budget
 - Feedback from attendees
 - Advocacy toolkit
 - Meetings with Council members and the County Executive
 - Hear from Board members about what should be addressed during these meetings
 - How to talk to representatives
 - Board member and FOL representative to talk to Council members about the roles of both groups
 - Maryland Legislative Day is February 5. The crucial part is meeting with the delegates.
 - Board members interested in attending: Kim Durcho and Brandon Rippeon.
- **Board and LAC Activities**
 - Mentorship and best practices will be addressed next year.
 - Annual report is one directional. It should include more on what the LACs are doing. Engage the LACs and let their voices be heard.
- **Library Policy and Practices**
 - Individual is interested in serving on two LACs. Currently on the Montgomery County Correctional Facility (MCCF) LAC and wants to serve on the Chevy Chase LAC.
 - MCCF draws from the entire County, whereas the other LACs draw from the surrounding communities (this area is not defined in the LAC Handbook).

- The individual was informed of the rules in the LAC Handbook. Welcome to attend the Chevy Chase LAC meetings (non-voting).
- There is no risk to a person serving on two LACs.
 - The relationship of the LAC member to the local community is important to the feedback.
- One neighborhood LAC and one special interest LAC such as MCCF and Noyes.
- Motioned, seconded, passed: An individual may serve on one local area LAC and one of these three “special interest” LACs (Noyes, MCCL, or AAC).
- Add to the language in the Handbook, “an individual can only be approved to serve on one LAC at a time, any exceptions must be approved by the MCLB.”
 - Jane Williams will update the LAC Handbook to include this information.
- Michael Wallace will relay this information by email to the individual copying Tanner Wray.
- Key question – who should track the LAC roster information?
 - Add the branch manager role to the process.
 - There is value in keeping the LAC roster information centralized.
 - Remove items from the database:
 - Do not collect the street address.
 - Remove address information from the online application.
 - Suggested five (5) miles radius – LAC members to library.
 - Default to 2019 and go forward beginning January 1.
 - This applies to only those who do not have accurate dates.
 - Enforce the term limit for the LAC officers.
 - Motioned, seconded, passed: If the term date is unclear, default to January 1, 2019.
 - Motioned, seconded, passed with one abstention: By June 1 (prior to next election), if there is a chair who has served more than the term limit set in the LAC Handbook (no more than two consecutive terms), remind them that they need to cycle off.
 - One abstention.

LAC LIAISON REPORTS:

- Reports will be given at the February Board meeting.

OLD BUSINESS:

- The nature of the annual report will be discussed in February or March.

NEW BUSINESS:

- None

PUBLIC COMMENT:

Thank you to those who attended the November Joint Meeting. All are urged to come to the Joint Meeting II in January. [Jim Montgomery]

ADJOURNMENT:

The meeting was adjourned at 9:00 PM.

Anita Vassallo, Acting Director