



**Library Board Meeting
June 12, 2019**

ATTENDEES: Briskin-Limehouse, Chiu, Rippeon, Villar, Williams, Wray

STAFF: James Donaldson, Assistant Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary

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

The minutes from the **May 8, 2019** meeting were approved

The LAC applications below were approved.

- Aspen Hill - Margolies
- Germantown – Kim
- Olney – Allman, Handelsman, Uzick
- Potomac – Olowin
- Quince Orchard - Friedman

DIRECTOR’S REPORT:

- **Personnel** -The following staff changes took place during the months of May and June:
 - Transfers:
 - Gowri Ethurajan, Librarian Assistant I, transferred from Noyes to Kensington Park.
 - Laura Sarantis, Library Associate II, transferred from Gaithersburg to Kensington Park.
 - Separated from County service:
 - Lennadene Bailey, Business Manager, Administrative Offices
 - Barbara Shansby, Library Associate II, Marilyn Praisner
 - Carolyn Maddox, Librarian II, White Oak
 - Promotion:
 - James Donaldson has been promoted from branch manager (MIII) to assistant director (MII).
- **Refresh/Construction Projects Update:**
 - Long Branch – There is no official date for closing.
 - Marilyn Praisner – Demolition has begun and is moving quickly. The hold lockers that were placed in the Praisner Recreation Center have been removed; they are not working properly.
 - Wheaton - The Wheaton Interim facility will close on June 22 at 6 PM to prepare for the opening of the new Wheaton Library and Community Recreation Center, which is scheduled to open in late summer.

- In partnership with Recorded Books, MCPL has launched **Method Test Prep**, offering diagnostic evaluations, lessons, quizzes, and full-length exams to help students navigate the SAT and ACT by focusing on both content and test-taking techniques. Students can also build their fundamental reading comprehension, grammar, and math skills.
- MCPL has received five [National Association of Counties \(NACo\)](#) awards for outstanding programs. The annual Achievement Award Program recognizes efforts by local jurisdictions that promote responsible, responsive and effective county government initiatives. The NACo award-winning MCPL programs and initiatives include the following:
 - [Books@Home](#): Provides no-cost access to library resources for qualified County residents who cannot visit their local branch due to disability or health issues.
 - [No J Fines: More Reading, More Access](#): The No J Fines initiative was implemented in July 2018; and resulted in an increase in initial checkouts of these materials, denoting a degree of support to the vital work of promoting early childhood literacy.
 - [Library of Things: Music](#): An initiative to give County residents access to a range of services related to music, offering the largest and most diverse instrument collection of ukuleles, guitars, and drums originating from five continents represent a wealth of culture and heritage.
 - [Enhancing Conversations: Intergenerational Book Discussions](#): In partnership with the Jewish Council for the Aging’s Heyman Interages® Center (JCA), MCPL piloted Intergenerational Book Discussion Groups at MCPL, bringing together Montgomery County Public Schools middle school students, JCA staff, JCA senior volunteers (age 50+) and MCPL staff. The Book Discussions promoted understanding of intergenerational perspectives, allowing participants to feel free to engage in difficult conversations in a safe environment through the medium of book discussion.
 - [Managers’ Academy & Frontline Supervisors’ Cohort: Initiatives for Success](#): MCPL developed and implemented two organizational socialization initiatives and training opportunities for new supervisors: New Managers’ Academy (“Academy”) and New Frontline Supervisors’ Cohort (“Cohort”). The Academy and Cohort ensure that newly hired and recently promoted supervisors are effectively and accurately trained to succeed in their new positions.
- The first of **Councilmember Jawando’s Community Conversations** is being held tonight at the Silver Spring Library. He will be talking to the community about the 2020 County budget, the current state of MCPL, as well as listening to concerns from community members on other issues. He is planning his next conversations at Long Branch and Damascus libraries in July.
- The County will be moving towards outcome-based **budgeting** very soon. The Office of Management and Budget has met with MCPL to begin the first steps. It was suggested that CAO Kleine’s book, *City on the Line*, be read as a reference.
- Registration for **Summer Read and Learn** 2019 begins this Saturday, June 15. There are a lot of exciting programs centered around the theme, “A Universe of Stories.” Check them out online or in the June-August Calendar of Events.
- The Noyes Foundation held an open house at the Noyes Library for Young Children on Saturday, June 8. In attendance were Dianne Ditto and Sheila Dinn co-presidents of the Noyes Foundation; Kensington Mayor Tracey Furman; Delegate Al Carr; Senator Jeff Waldstreicher; Delegate Emily Shetty; Delegate Jared Solomon; Councilmembers Gabe Albornoz and Will Jawando and aide Walton Harris; LAC member Brigette Dubois; and

Library Board member Toni Negro; and members of the community. Councilmembers Alborno and Jawando asked if they could do a storytime together at Noyes. Councilmember Jawando would like to plan on having a community forum at Noyes.

CHAIR'S REPORT:

- Councilmember Will Jawando's community meeting is at Silver Spring tonight.
 - The LACs will be contacted by the Director's Office regarding their roles in these community conversations.
- FOLMC and the Library Board wrote a short thank you message to Councilmember Jawando regarding his support for adding back hours to Damascus and Long Branch libraries.
- Hope to have the new Board members onboard by the July meeting.
- Each LAC group is unique (meeting frequencies, level of involvement, etc.).
 - LAC Handbook (page 3) lays out the roles and responsibilities of the LAC groups. It also lists actions that are not permitted.
 - What are steps that can be taken when the guidelines are not adhered to?
 - Not renew the membership of those who are not in compliance.
 - Disband the LAC and begin afresh.
 - An issue regarding the noncompliance of the Montgomery County Correctional Facilities (MCCF) LAC to adhere to the guidelines and the steps that had already been taken to try to remedy the issues was brought before the full Board.
 - A motion was made and seconded: The MCCF LAC will be disbanded due to the serious neglect of LAC responsibilities, lack of focus on library needs, and lack of understanding and acceptance of relevant Department of Correction and Rehabilitation (DOCR) policies and Code of Ethics. The respective Board liaison, working with the library manager and DOCR will recommend to the Library Board when to relaunch the LAC.
 - After discussion, Chair Chiu called for the question, then proceeded to take the vote.
 - The motion passed to disband the MCCF LAC, relaunching at the recommendation of the respective Board liaison, working with the library manager and DOCR.
 - Going forward, the chair, vice chair and liaison will work together to manage infractions.
 - The chair, vice chair and liaison should work together initially to make recommendations and bring these to the full Board.
 - Bring this before the full Board at the July meeting.
 - This will be added to Board and LAC policies.

NEW BUSINESS:

- Board Elections:
 - The motion was made, seconded and passed unanimously to have the current Board chair, Jensen Chiu, remain in that position for another year.
 - It was moved, seconded, and vote passed that Jane Williams remain as vice chair.

WORKGROUP REPORTS:

- **Legislative and Public Affairs**
 - Nothing to report since the last meeting.
- **Board and LAC Activities**
 - LAC annual report
 - A separate question - Would you like to be paired with a mentor?
 - Liaisons give guidance on “accomplishments.” Send factsheet as guidance.
 - Remove #3 until the Board has the structure to support mentoring.
 - Jane Williams will send the LAC annual report and factsheet to liaisons to give to their LACs.
 - Update Handbook with revised LAC annual report.
 - Draft language regarding LACs attending Board meetings and providing feedback on the LAC Handbook will be provided at the July meeting.
- **Library Policy and Practices**
 - Add decisions made during this meeting regarding LACs to policies.

LAC LIAISON REPORTS:

- Chevy Chase - The LAC met on May 10, 2019. The Board Liaison shared information about the April 10 Advocacy Potluck, FY20 budget, search for a permanent director, Director’s Report, etc. The LAC meeting focused on several things:
 - How to obtain feedback – short, formal survey? Bookmark? Social media? A member volunteered to find out what other LACs around the country offer to the public for gathering customer input. The branch manager mentioned that customers can give feedback on the branch library website.
 - The refresh was discussed. The branch manager reported that he had a meeting on May 8, which was the kickoff for the facility assessment – representatives from DGS, Architecture, HVAC, etc. attended. The process will continue through the summer. It was suggested that there be a joint committee of FOL and LAC members who are interested in refresh/renovation rather than each group working independently. Also discussed was that anyone on the FOL interested in the refresh should join the LAC.
 - Next meeting: Friday, August 2, 2019
- Little Falls - The Board liaison, branch manager and one LAC member met on June 4 to discuss how to revitalize the Little Falls LAC. In anticipation of an August 6, 2019 meeting to elect officers, and begin planning for the coming year, the group decided to:
 - Identify and contact current LAC members to encourage them to continue and become active members.
 - Print and display the LAC flyer and look into getting a large format LAC poster to mount on the wall or door in the library.
 - Solicit interest via local neighborhood email lists, including the Summer list, Nextdoor, and any other community resources that may be available.
 - Next meeting: August 6, 2019
- Twinbrook LAC – In Bill Duval’s stead, Michael Wallace attended the Twinbrook LAC meeting held on May 13, 2019. The report of the meeting was emailed to Bill Duval.

- Maggie Nightingale - Next meeting will be held during the third week of July. The LAC is prepped for elections.
- Germantown – This summer, during the first Saturday of each month, there will be a program held for seniors to ensure they feel comfortable coming into the library. This past Saturday, they talked about dementia and memory loss. The branch is coordinating with retirement communities.
- Rockville Memorial – Meets on July 2.
- Quince Orchard – Four LAC members were at the last meeting. They discussed library vacancies. James Donaldson was in attendance. Talked about recruiting.
- Olney – Meets next Wednesday. They had a number of questions regarding LAC terms. Going to appoint a new chair. Meet monthly. Interested in the annual report. Want to hear about Mr. Jawando’s community conversations. Some LAC members attended the Silver Spring event.
- Kensington Park - Recruiting more members. They meet quarterly. They provided feedback to the branch manager about summer programming. They also suggested that the annual report collect feedback instead of accomplishments. They also would like the summer reading prizes to be focused on books. Met last Tuesday; meet again October 1.
- Accessibility Advisory Committee - Met June 5, with ten members present, who talked about the possibility of new members from communities not now represented on the committee (e.g., individuals with autism, Downs Syndrome, learning loss, American Sign Language, or low vision). The group agreed to:
 - revisit completed refresh projects,
 - continue working with Elizabeth Lang as she refines tip sheets for staff training topics,
 - suggest titles on disabilities for collections,
 - organize programs on housing opportunities for people with disabilities.
- Potomac - Will meet June 18. Its last meeting was in April.
- Wheaton – Met May 20 with eight members present. Branch Manager Dianne Whitaker talked about an FY20 focus on new services, for which community feedback will be wanted. She mentioned the memory lab and a partnership with Montgomery College on workforce development. After the new library opens, she will invite the digital strategies manager to visit the LAC. [On May 29 it was announced the interim library will close June 22.]
- Aspen Hill - Attended two meetings of this group, the first on May 13 with five members present and one guest. The group’s facilities punch list is getting smaller, as items continue to be dealt with. The next session was the group’s June 1 “annual meeting,” back-to-back with its FOL chapter meeting, then lunch and a speaker. Branch Manager David Payne will meet with Angelisa Hawes about some of the remaining items on the group’s punch list. The chair polled LAC members via e-mail about meeting a different night so Carrie Villar could be the group’s MCLB liaison. There is no decision yet.
- Davis – Forwarded the roster to the Board. They have a new Children’s librarian. They are almost fully staffed. They are implementing a read to a dog program. The census recruitment will be held there. The ADA restroom is broken; a request has been made for repair.
- Silver Spring – Very happy about the extended summer hours and the summer reading program. Not happy with the five hours a week of cleaning service; it is not enough. The LAC offered to begin sending letters to start a polite ruckus, however, the cleaning crew came in and cleaned the next week. Elections were held for chair, vice chair and secretary.

- Marilyn Praisner – On hiatus until the refresh is complete.
- Connie Morella – Has not met since the last Board meeting.
- White Oak – Met last Tuesday; there were ten members present. The reading dog passed away. A refresh warranty walk through was conducted; there is a big whole in the ceiling. There has been an uptick since the Marilyn Praisner branch closed; more parking and public PCs are being used.
- Montgomery County Correctional Facility – The LAC has not met since the last Board meeting.
- Montgomery College – Graduation was held two weeks ago. Several thousand students graduated.
- Follow Up
 - FOL Mosaic Creative Writing Program – Michael Wallace volunteered to be a judge for the FOL/MCPS/MCPL Mosaic Creative Writing Contest. He attended the awards ceremony held on May 22, 2019, in the Gilchrist Auditorium of Johns Hopkins University, Montgomery County Campus.

OLD BUSINESS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 8:37 PM.

Anita Vassallo, Acting Director