



## Montgomery County Library Board

December 9, 2020

**ATTENDEES:** Briskin-Limehouse, Christman, Duval, Lighter, Manubay, Marcum, Melnick, Negro, Rippeon, Roberts, Slade, Spencer, Villar, Watts

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

**GUESTS:** Linda Pottern, Chair, Davis Library Advisory Committee

The meeting was called to order by Chair Roberts at 7:05 PM

### INTRODUCTIONS:

- Roll call of Board members. Guests were introduced.

### MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the October 14, 2020, meeting were approved.
- The following LAC application was approved:
  - Chevy Chase - Simon

### DIRECTOR'S REPORT:

- **Personnel** - The following staff changes took place during the months of October and November:
  - Transfers:
    - Eric Carzon, Branch Manager (MIII), from Twinbrook to Connie Morella
    - Linda Curvey-Brown, Senior Librarian, from Rockville Memorial to Silver Spring
    - Caitlin McCarthy, Librarian I, from Wheaton to Gaithersburg
    - Susan Smith, Librarian I, Silver Spring to Long Branch
  - Separated from County service:
    - Yueh-Jen Kuo, Library Assistant I, Wheaton
    - Fatemeh Taei-Tehrani, Librarian, Gaithersburg
    - William "Pete" O'Banner, Senior Librarian, Quince Orchard
  - Carolyn Bogardus will temporarily assume responsibility for the supervision of the Twinbrook Library in addition to continuing to manage Little Falls. The former Twinbrook manager, Eric Carzon, is now at Connie Morella. Long Branch manager Nathan Chadwick, who had been providing managerial supervision at Twinbrook, is preparing to return his own branch to operation in January.
- **Computer Labs** – The County and State governments are rolling back expansions of activities. In light of the current metrics and restrictions, the decision was made to put the

implementation of computer labs planned for some branches on hold. We will continue to develop training for the labs. Many of our community members need the computer access provided by Libraries, and we very much regret that we cannot provide this immediately. We need to be cautious both for the safety of our customers, as well as staff members.

- **Asymptomatic Covid19 Testing** - The County is ready to begin offering onsite asymptomatic Covid19 testing for MCPL employees. This could be staff who need a negative test to visit a relative, travel or for some other reason. The ability to take the test at their worksite makes the testing process much simpler. This will only be for MCPL employees at our sites, not for employees from other Departments.
- **Refresh/Construction Updates:**
  - **Long Branch Library** – Staff returned to Long Branch on Monday, November 30, 2020. Movers began returning stored items on December 3. Staff are busy putting books and items on shelves. Outside work and landscaping are 95% complete. Final punch list items are being completed. New books from Collection Management will begin arriving in the branch in the next few days. We anticipate resuming services (Holds 2 Go, phone reference, etc.) in January 2021. A virtual grand opening is being planned. A public dedication will be held once gathering restrictions have been relaxed.
  - **Germantown Library** – The carpeting is currently being manufactured and will not be ready until mid-January. Replacement lounge chairs/furniture are being ordered. We had anticipated closing the branch for three weeks in January 2021 but with lead time in furniture needed, dates will need to be changed. We will have a better timeline for closure towards the end of the week.
  - **Maggie Nightingale Library** – Maggie Nightingale design was just awarded on September 18, 2020, which is only a couple of weeks after the design start month of August 2020. We have begun to review renderings from the architect. We are still on track to complete design by April 2021. Construction is scheduled to begin in May 2021 and end August 2021.
  - **Potomac Library** – Planning is scheduled to be completed in September 2021, with design estimated to begin in October 2021 and be completed in December 2021. Construction is estimated to start January 2022 and end in June 2022.
  - **Damascus Library** – Division of Building Design and Construction will begin planning for this refresh in January 2021 and end planning August 2021; start design September 2021, end design December 2022, start construction January 2023, and end construction June 2023.
  - **Clarksburg Library** - In the six-year CIP. Slated for 2026.
- **Hotspots** - After completing a successful pilot, MCPL has expanded its collection of Verizon Mobile hotspots by 200 and will begin lending them to the public on December 14, 2020. The hotspots will be available at all MCPL branch locations and will checkout for a two-week period with no renewals. Customers can place holds on these hotspots and pick them up at their library of choice. MCPL is very pleased to be offering this important service, particularly in a time of such critical need, to support County residents in attending virtual school, applying online for jobs and benefits, and completing other important and necessary tasks online.
- **MoComCon (MoComOnline)**, MCPL's 5<sup>th</sup> comic convention, is scheduled for Saturday, January 16, 2021. It is an all day, all ages virtual event celebrating all things comics, graphic novels, and fandom. There are art, essay and cosplay contests and exciting lead up events.

- **Recovery Plan**
  - Holds to Go service has fulfilled 180K appointments since July 6, 2020.
  - Delivery and sorting issues have been addressed, lessening the time customers have to wait for materials put on hold.
  - There are many virtual programs being offered.
  - We are waiting to see how things are improving and to hear from the Public Health Office and the Office of Emergency and Homeland Security.
- **Budget Update**
  - Submitted FY22 Budget.
  - There are many unknowns – saving plans; how money is directed; the many demands on county services.
  - The FY22 CIP Budget was approved by the County Executive. This budget includes the refresh projects, Clarksburg, and Noyes (depends on fundraising by the Noyes Foundation).
- **Questions/Comments**
  - Who determines how many appointments are scheduled every 15 minutes?
    - This is done by the branch managers, depending on staffing levels.
    - They also have a lot of walk-ins, which aren't factored into the stats.
    - The upcounty libraries are moving the most materials via Holds to Go.
  - Director Vassallo will send the circulation of physical materials and e-materials statistics to Dan Melnick.

## **WORKGROUP REPORTS:**

- **Library Policy and Practices (Duval, Negro)**
  - Determine the policies and procedures to address next from the Board perspective. Pressing issues to be addressed:
    - Outreach policy and practices
      - How do we know where to reach out and in what languages?
      - Ease access for groups with challenges.
      - How do we know what is making it harder to access materials and services.
    - Green practices
    - Ways to increase information to library customers
    - Ways to address the digital divide
      - Gather data on the use of the hotspots. It can be tracked by borrowers' zip codes.
      - A bill will be introduced in the State legislature, that if passed, will broaden the reach and mandate of the office of broadband – every resident would be connected to the internet and know how to use the internet.
    - Funding aimed at the response and recovery from the pandemic
    - Board members are welcome to email Bill Duval or any workgroup member with comments or suggestions.
    - The workgroup will meet and formalize a work plan to present to the full Board.
  - The workgroup:
    - Examines the inequalities around funding libraries, and how they can negatively impact children, especially the vulnerable, during their formative years.

- Annually reviews the Library Board Manual.
  - Review MCPL and Board existing policies and procedures to determine whether they are in line with the mission and values of MCPL.
- Legislative and Public Affairs Workgroup – (Rippeon, Melnick, Negro)
  - Currently working with the FOLMC advocacy group to draft a joint statement supporting Libraries. The services Libraries provide are vital to the community, especially at this time. This letter will encourage County officials to try to find ways to continue to support libraries in spite of all the other funding demands.
- LAC and Board Activities (Roberts, Villar)
  - Addresses all things involving the LACs.
  - Annually reviews the LAC Handbook.
  - Offers advice on challenges/issues of the LACs.

**OLD BUSINESS:**

- Vice Chair Nomination and Vote
  - Laura Briskin-Limehouse was nominated as vice chair. A motion was made and seconded to accept the nomination. The vote was held, and Laura Briskin-Limehouse was unanimously elected the vice chair.
- Information regarding the adult fines recommendation.
  - The recommendation is still being reviewed by the Chief Administrative Officer.
  - There is concern about the impact on revenue.

**NEW BUSINESS:**

- Joint Meeting II – January 13, 2021
- LAC Board Liaisons Assignments

BRANCH	LIAISON
Accessibility	Tim Lighter
Aspen Hill	Carrie Villar
Chevy Chase	Deanna Marcum
Connie Morella	Bonita Slade
Damascus	Sonja Roberts
Davis	Dan Melnick
Gaithersburg	Brandon Rippeon
Germantown	Sonja Roberts
Kensington Park	Deanna Marcum
Little Falls	Grace Manubay
Long Branch	Robyn Watts
Maggie Nightingale	Brandon Rippeon
Marilyn Praisner	Laura Briskin-Limehouse
Noyes	Toni Negro
Olney	Tim Lighter
Potomac	Bonita Slade
Quince Orchard	Toni Negro
Rockville Memorial	Bill Duval
Silver Spring	Laura Briskin-Limehouse
Twinbrook	Bill Duval
Wheaton	Robyn Watts
White Oak	Carrie Villar

- An introductory email will be sent to all branch managers and LAC chairs.

**LIAISON REPORTS:**

- Davis – Scheduled to meet on December 15. This is a very hard working group and things are going well.
- Quince Orchard – The LAC is dormant. They are not comfortable meeting virtually.

- Noyes – Met last on November 19. Acting Manager Lauren Martino reported that the Jablonski early literacy materials are being cataloged so they can be loaned. Librarian Sean Riley was [recognized as a local hero](#) by Congressman Jamie Raskin. It is great that a legislator would take such an interest in libraries. The branch is not open, there are no activities; the LAC is very frustrated by that. Working on having outdoor activities next spring.
- Little Falls – Met on November 23. Very excited about the speaker at the Joint Meeting I. Now what? How can they help advocate for Libraries and move the agenda forward?
- Damascus – Not comfortable with meeting virtually. Opted out of a meeting scheduled for December 14, but will attend the virtual Joint Meeting in January.
- Silver Spring – Next meeting scheduled for December 21.
- Germantown– Scheduled to meet in January.
- Marilyn Praisner – Will reach out to Praisner again regarding the effort to reform the LAC.
- Rockville Memorial – A small group, but going strong. Canceled December meeting due to programming conflict. Meeting via Zoom.
- Twinbrook – Not currently meeting, but reconstituting.
- Maggie Nightingale – Nothing to report.
- Gaithersburg – Met on December 8. Branch manager gave a great report. Updated procedures regarding the timeliness of the meeting minutes' process.
- Montgomery County Public Schools (MCPS) – Director Vassallo, Suzette Spencer and Andrea Christman meet quarterly to compare notes. Meeting monthly with Lauren Martino (Acting Manager at Noyes and Acting Early Literacy and Children's Program Manager), who provides fliers that can be dropped into the weekly updates for principals. Lauren also shared MoComCon information. She also maintains a spreadsheet with all the library branches and the schools that feed into the branches areas. The Summer Reading planning committee will meet in January. Some MCPS representatives will join that meeting to align MCPL and MCPS summer programs. Every MCPS student who needed a hotspot, got a hotspot. This should take some burden from MCPL. The Board of Education meeting is coming up on Tuesday, December 15. It is a special meeting to discuss the recovery plan.
- Montgomery College – An all-administrative briefing before the Board of Trustees regarding the FY22 Budget is scheduled for December 16. Developing a timeline to secure a new library management system. A vendor presentation is scheduled for stakeholders in January. Big picture discussions will be held and planning to submit to the state for funding to remodel all three campus libraries. May have to reach out to community funders.
- Wheaton – Has not met with the LAC recently.
- Long Branch – Has not met with the LAC recently.
- White Oak – Met in November. The new chair is getting up to speed on practices and the running the meeting.
- Aspen Hill – Met in November. The new chair is getting up to speed on practice and the running the meeting.

**PUBLIC COMMENT:**

- None

**ADJOURNMENT:**

- The meeting was adjourned at 8:40 p.m.