



Montgomery County Library Board

December 14, 2022

ATTENDEES: Fiery, Levine, Lighter, Manubay, Montgomery, Pant, Schiff, Spencer

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

GUESTS: Barbara Levine, Chair, Connie Morella LAC; Frankie Santos Fritz, Senior Legislative Aide, Office of Councilmember Kristin Mink; Claudia Deane, Connie Morella LAC

The meeting was called to order by Chair Lighter at 7:07 PM

INTRODUCTIONS:

- Roll call of Board members and introduction of guests.

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the October 12, 2022, meeting were approved.
- The following LAC applications were approved:
 - Aspen Hill – Jeanty, Saintime
 - Gaithersburg – Prak
 - Germantown – Mahabir, Hines, Styles
 - Long Branch – Crawford, Ferrante
 - Connie Morella – Haile, O’Brien, Reddy, Rettman, Rubel
 - Noyes – McCarthy
 - Olney – Handelsman, Lyons, Partington
 - Quince Orchard – Prikhodko
 - Wheaton – Dubrawsky
 - White Oak - Stewart

DIRECTOR’S REPORT:

- **Personnel:** The following staff changes took place during the months of October and November:
 - New Hires:
 - Raul Rivera, Library Desk Assistant, Gaithersburg
 - Emily Lamancusa, IT Specialist III, Central
 - Sarina Haryanto, Library Assistant I, Twinbrook
 - Alivia Lee, Library Desk Assistant, Quince Orchard
 - Judith Sangillo, Library Aide, Connie Morella
 - Patricia Watson, Library Aide, Damascus
 - Gabrielle Davis, Library Desk Assistant, Germantown

- Malia Staruszkiewicz, Library Aide, Brigadier General Charles E. McGee
 - Nasrin Ghaemi, Library Desk Assistant, Brigadier General Charles E. McGee
 - Skylar Hoffman, Library Desk Assistant, White Oak
 - Sujatha Guruvayurappan, Library Desk Assistant, Connie Morella
 - Hongbo Wang, Library Desk Assistant, Davis
 - Yuko Ansell, Library Desk Assistant, Gaithersburg
 - Marisa Strakovsky, Senior Librarian, Maggie Nightingale
 - Elias Tsakiris, Librarian Aide, White Oak
 - Transfers:
 - Christopher Lambert, Library Associate, Germantown to Marilyn Praisner
 - Yuliya Doychinova, Library Assistant I, Rockville Memorial to Quince Orchard
 - Adrien Abijomaa, Library Assistant I, Potomac to Marilyn Praisner
 - Katherine Maleckar, Librarian I, Brigadier General Charles E. McGee to Olney
 - Kayleigh Bekisz, Librarian I, Maggie Nightingale to Marilyn Praisner
 - Elizabeth Bowen, Senior Librarian, Gaithersburg to Staff Development Coordinator, Central Offices
 - Eric Hepp, Library Assistant I, Long Branch to Potomac
 - Becky Chen, Library Assistant I, Noyes to Kensington Park
 - Sarah Mecklenburg, Library Associate, Outreach to Germantown
 - Olubunmi Itheme, Library Assistant II, Quince Orchard to Office Services Coordinator, Fire and Rescue Services
 - Separated from County Service:
 - Renee Moss, Cataloging and Preparation, Collection Management
 - Jeffrey Glassel, Library Assistant I, Quince Orchard
 - Gabrielle Davis, Library Desk Assistant, Germantown
 - Margo Sussman, Librarian II, Little Falls
- **Refresh/Construction Updates**
 - Brigadier General Charles E. McGee - Facility Assessment is scheduled for January 2023. NOA will be the architect for the facility assessment.
 - Potomac Interior:
 - Painting of interior complete including staff area
 - Ceramic tile in restrooms complete
 - Ceramic tile in lobby complete
 - Carpeting in the main area of the library 75% complete
 - Plumbing fixture installation to commence shortly
 - Waiting on appliances to install in staff lounge
 - Electrical and lighting fixture complete
 - Ceiling tile replacement in main library and meeting room complete
 - Shelving installation scheduled for January 12, 2023
 - IT and security rough-ins complete
 - Exterior:
 - Monument sign footing has been dug
 - CDCI has completed all roof work except duct insulation
 - Replacement of outdoor benches weather depend on painting 2 x 8 supports
 - CDCI still waiting for storefront systems for entrances
 - CDCI estimated substantial completion will be in February 2023. More will be known after a walk through this week.
 - Noyes - Planning for a spring closure.

- Clarksburg – Program of Requirements has been under review. The County Executive has asked DGS/ DBDC to explore additional options.
- Contemporary Conversations featuring award-winning author Michael W. Twitty was a great success with over 200 attendees. The last Conversation that will be held totally virtual-moving to hybrid.
- Montgomery County Council – Sworn in on December 5, 2022
 - Gabe Albornoz – At Large, Education & Culture Committee
 - Marilyn Balcombe – District 2
 - Natali Fani-Gonzalez – District 6
 - Andrew Friedson (Vice President) – District 1
 - Evan Glass (President) – At Large
 - Will Jawando – At Large, Education & Culture Committee
 - Sidney Katz – District 3
 - Dawn Luedtke – District 7
 - Kristin Mink – District 5, Education & Culture Committee
 - Laurie-Anne Sayles – At Large
 - Kate Stewart – District 4
- Maryland Library Association’s Annual Library Legislative Day is Wednesday, February 15, 2023, in Annapolis. Planned agenda:
 - 7:30 am – 9 am – Drop in Breakfast reception for legislators and aides at Calvert House
 - Board members and library directors/staff are encouraged to attend if possible.
 - 9 am -10 am – proclamations for Library Day – House and Senate
 - 10 am – end of the day – set up your meetings with local delegations

Montgomery County delegation

- Director Vassallo thanked everyone who attended the Budget Forums, especially Jim Montgomery and Marilyn Schiff.
- Hiring a Performance Management and Data Analyst to ensure we have the best data to inform our decision making, evaluate our services and goals, execute our new strategic plan, and maximize our impact on the Montgomery County community.
- All librarians have to have a Masters in Library Science; this is a state requirement. There is not a credentialing issue with Libraries.
- Director Vassallo will provide the total number of positions for the past ten years to Jim Montgomery to pass on to Potomac LAC.

CHAIR’ S REPORT:

- The Joint Meeting I went well. There were 80+ unique users who attended.
- Grace Manubay was nominated for the vice chair position. A vote was called for; Grace Manubay was unanimously voted for as vice chair.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter, Manubay, Fiery)
 - Still working on the Library Board Manual.
 - Policies and Procedures Review
 - Our goal is to collect input from the LAC's on library policies to assist the Board in identifying areas of improvement and necessary updates - making sure that these policies are current and accurate. This will be done in group

discussions at the LAC level with the intention of yielding more comprehensive and representative results.

- The plan would be, based on approval to proceed, that the Policies and Practices Workgroup work with the Regional Managers about this project. What our intentions are, what the ultimate goal is and ask them to add a policy review to the monthly LAC meeting agendas. We can determine how many meetings will be on the agenda. It might expand beyond one or two, to get through the policies. Included in that agenda will be links to the policies page.
 - LAC members will be encouraged to review the policy prior to the meeting. They can make personal notes, comments and come prepared to share their suggestions. This is all in the interest of making this section of the agenda efficient and fruitful.
 - During the LAC meeting, each Board member will lead or facilitate a guided discussion to gather input. The Policy and Procedures Workgroup will put together prompts for each policy section to help Board Members with facilitating the discussion. Within each review, we'll pull up the web page so that the policy is in front of all LAC members.
 - Casting the net far and wide in terms of getting feedback and then it will be up to the Board Member to collect, synthesize, compile it and then submit to that LAC for review to make sure that everything was documented accurately.
- Legislative and Public Affairs Workgroup (Montgomery, Schiff)
 - Attended all seven forums; Pam Saussy, President, FOLMC Board of Directors, is covering the Bethesda – Chevy Chase forum – December 14, 2022.
 - The County Executive (CE) is on record as being in favor of Libraries. He is aware that the world language collection needs to be beefed up; it is a matter of money.
 - LAC members and Board members attended the forums and made presentations.
 - Libraries and social services are at the top of the CE's list of priorities.
 - Mr. Elrich said if you really wanted to reach into individual communities, it is best to deal with organizations within these communities.
 - Specific Library questions/issues:
 - Getting more children ready for kindergarten (specific to Black and Latino communities)
 - Ready to listen to proposals from Libraries - informing of the programs and resources available for ages birth through 3 years old. Expand to all county residents instead of only the middle class.
 - Who decides what is added to the collection for the world languages?
 - MCPL works with a book jobber. This is someone who already has the connections to purchase the materials in other languages.
 - We do not currently have anyone in Collection Management who is fluent in Chinese.
 - Are residents interested in materials written by native Chinese or materials written by English writers translated into Chinese?
 - Felicity Brown, Collection Management Manager, will work to determine this.
 - MCPL receives input from the community as to what they would like to see added to the collection.

- There is a need to find a better way to source, catalog, and choose materials for speakers of other languages in the county.
- The County does support the top six languages spoken in the county which are Spanish, Chinese, French (West African), Amharic, Korean and Vietnamese.
- A request for an enhancement to the World Language collection for the FY24 budget was put forward but it was not approved by the Office of Management and Budget.
- Donation of foreign language books – There is no way of knowing what we are getting. Cannot have a collection built on donations.
- The County Executive was asked a question about MCPL’s Strategic Plan and all of the outreach being done and the need for funds to continue and expand the outreach. He said if there is money, we will get it.
- Reinforced that our Strategic Plan is in alignment with the CE’s focus areas and that Libraries have the support of the CE.
- Working to schedule meetings with the County Council members.
- LAC and Board Activities (Levine)
 - LAC Handbook
 - Going through and making some cosmetic changes.
 - Asked Ari Brooks to provide a short summary about the current FOLMC.
 - The updated Handbooks will be sent out to the full Board for review.
 - Next year during the review process of the LAC Handbook, LAC members will be asked to review it as well.

LIAISON REPORTS:

- Montgomery College – At the end of the semester for Montgomery College; finals end this week. The Takoma Park Library will be closing for renovations; Saturday, December 17, 2022, will be the last day it will be officially open. Directing students to MC digital resources and neighboring public libraries. Along with two employees, proposals were submitted to present at the Association for College and Research Libraries (ACRL), which is our professional association. The proposals were accepted, and we will be presenting at the conference - we are excited about this.
- Chevy Chase – Meets sporadically. There is no report; will share the Board meeting report with them.
- Davis - Meets sporadically. There is no report; will share the Board meeting report with them.
- Aspen Hill – Last meeting was right before Thanksgiving. Focused on planning for the 55th anniversary. The next meeting will be in January.
- White Oak – Last met November 1. There was some maintenance completed on the facility that they are very excited about. The next meeting is in February.
- Brigadier General - Last met on October 17; did not meet in November. Will meet again in January. It is a well-attended LAC.
- Marilyn Praisner – The Regional Manager is working to reconvene the LAC. Board reports and updates are sent to the group via email.
- Potomac – Met last week. The branch is in the middle of a refresh; they are very interested in the refresh progress. There is discussion regarding FOLMC and what is going to happen to the money. Many members of the LAC were also members of the Potomac FOL chapter.
- Rockville Memorial – The scheduled LAC meeting was canceled at the last minute.

- Connie Morella – Met on December 13. Regional Manager Kate Sweeney announced that the branch is currently fully staffed. The number of LAC applications that were presented for approval is due to Barbara Levine sending out information about the LAC on the neighborhood listserv. These people are interested in Libraries and serious about supporting them, and we need to figure out how to engage them.
- Wheaton – Met at the end of October. Member Laura Cooper resigned due to relocating. The Regional Manager provided an update. There was a question regarding if print magazines would be coming back, specifically Consumer Reports. There were also questions regarding the availability of print copies of new titles. Is the Library moving towards digital resources or will print materials still be ordered? There was no November meeting; the next meeting is December 19.
 - Director Vassallo – There are no plans to return print magazines to the collection for several reasons - substantial price, unreliable delivery, and staff intensive cataloging. This decision was not made lightly.
- Kensington Park - Trying to start up again. Two new people attended. The Regional Manager is making a great effort to get new members. One application was approved tonight, which is exciting. They will try to convene again in January. One question was how far out programs are planned.
- Little Falls – Met on December 6. They are still working on their outdoor programming space project. Trying to find a certified landscape architect to design an outdoor area for library programming use. One of their major concerns is the current regional manager structure. It has the Regional Manager as the representative to the LAC and not the Branch Supervisor. They feel as if they are more removed from actual library operations, even though the Regional Manager meets with the Branch Supervisor in preparation for the LAC meeting. The LAC members recommend that the Branch Supervisor be present at the LAC meetings.
- Olney – Has not met in a couple of months, but is scheduled to meet December 20.
- Accessibility Advisory – Meets on December 15. Was not able to attend the meeting. The group has gone back to Maggie Nightingale to review things from an accessibility perspective.
- Gaithersburg – Had an onsite meeting on December 7. No report yet.
- Quince Orchard – Met virtually on December 13. They are in good shape staffing wise. They are focusing on teen outreach; the branch is across from the local high school. The Regional Manager mentioned drumming up interest in the Teen Advisory Board. He also talked about the many program offerings, which includes the very popular Read to a Dog. A local gardening group volunteered and completed a fall cleanup of the property. They will return in the spring to place native plants. Their next meeting is in February.
- Germantown – Met twice with the LAC, which is great because a few months ago the LAC was defunct. Its most recent meeting was November 28. Have a chair and a secretary. There are two pending applications; one application was approved tonight. Branch Supervisor Laura Bechtel gave a summary of all the activities. Tried to drum up interest in the budget forum that was held next door at BlackRock.
- Noyes – Have not met since October; their next meeting is in January. The branch will be closing sometime next year for renovation.
- Damascus – Met in early November. They are very motivated about pursuing ideas for teen programming and energizing that audience. They are interested in an update regarding the fresh.
 - Director Vassallo – There is no current update.

- Maggie Nightingale – Have not met in the past few months. Are planning to meet briefly on December 19.

OLD BUSINESS:

- Technical assistance in the branches has been addressed.
- LAC recruitments.
 - This was a great month with 20 applications, however, many of these are not new members.
 - Jim Montgomery stated that Barbara Levine, Connie Morella LAC chair, could elaborate on using list serves to reach the community.
 - Some LACs have newsletters which they are using to reach residents.
 - Some LACs are reaching out to community organizations.

NEW BUSINESS:

- Discuss with FOLMC whether to have the Joint Meeting II in January.
 - Final approval of the Joint letter to CE is one rationale for the January Joint Meeting.
 - Janice Levine will discuss with the FOLMC and report back to the Board.
- Wait until the spring to try to have in person meetings.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting adjourned at 8:36 p.m.