



Montgomery County Library Board

May 10, 2023

ATTENDEES: Bravin, Brier, Christman, Ezeadam, Fiery, Manubay, Montgomery, Pant, Schiff, Spencer, Vale, Will

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

GUEST(S): Chuck James, Rockville Memorial Library Advisory Committee

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

INTRODUCTIONS:

- Roll call of Board members
- Welcome new members and self-introduction of Library Board members

MINUTES AND LAC APPLICATION APPROVALS:

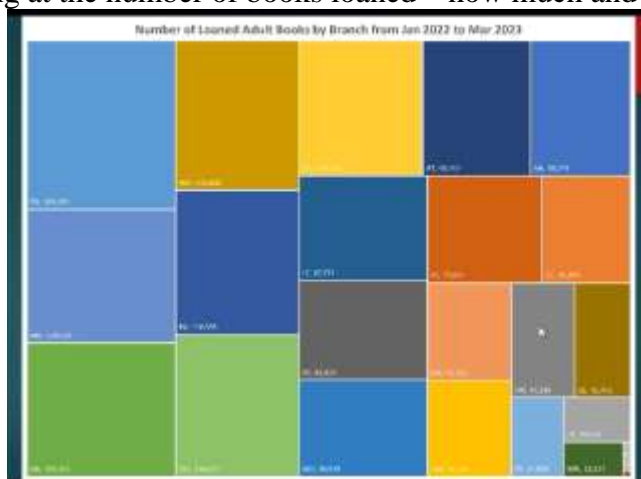
- The minutes from the April 12, 2023, meeting were approved.
- The following LAC applications were approved:
 - Aspen Hill – Margolies
 - Gaithersburg – Kaur
 - Germantown – Dengada
 - Noyes – Dickerson
 - Rockville Memorial - Williams
- Quince Orchard LAC application for Knight was returned to Regional Manager for more information.

PRESENTATION: Felicity Brown, Manager, Collection Management

- Where is Collection Management – 2-4 Metropolitan Ct., Gaithersburg
- Currently there are four trucks running daily routes around the county.
- Staff includes selectors, catalogers, processors, fiscal assistants, warehouse manager, library technicians, an IT specialist, and the delivery and receiving team. There are also pages who act as sorters.
 - Close to filling a vacant cataloger position
 - Hiring for a new position – eResources librarian who will manage the connections for the different databases.
- Lifecycle of an Item
 - Purchase/Order
 - Decision on what to purchase, and how many copies, is done by the selectors.
 - Decisions are based on many things including: book reviews, award lists, book lists, bestseller lists, current events, upcoming holidays, suggestions from programming team, newsletters, social media, staff

suggestions, purchase suggestions from residents, holds list, and the Strategic Plan.

- A wide variety of materials must be selected to fulfill the needs of the county's diverse population.
 - Orders are placed
 - Vendors fill the orders
- Orders arrive at Collection Management - boxes are opened and items are counted and checked against the packing slip for accuracy.
- Receiving – Books are received in the Koha ILS by staff and the invoice is approved and paid through the County's financial system. One copy of each title ("first copy") is sent to cataloging.
- Cataloging – A cataloger pulls a first copy, finds a cataloging record, and edits it to comply with MCPL's local cataloging guidelines. The first copy then goes on the processing shelves.
- Processing - The processor:
 - Takes the first copy from the processing shelf and retrieves the rest of the set.
 - Edits the catalog record so each item is attached to the correct item entry using the barcode on the back of the each item.
 - Applies labels, location stickers, spine labels, etc. to the books.
 - Traps any holds.
- Ready for branches
 - New items ready for delivery are sorted into the correct tubs. Those with holds are separated from those without holds.
 - The drivers load tubs into the trucks and deliver them to branches on several delivery routes.
- New items arrive at the branches
 - Items are received at the branches and checked in.
 - Items are shelved in their appropriate locations.
 - The items are ready to be checked out (many times, we hope).
- Weeding
 - Eventually a book will be considered for weeding based on condition, information currency and/or circulation on a regular schedule.
 - How do we decide what to weed?
 - Weeding report
 - Circulation data
- Looking at the number of books loaned – how much and where.



- Relaunching CollectionHQ for FY24. Will help make more specific data-based decisions regarding the collection.
 - Has developed a diversity, equity and inclusion tool.
- Questions/Comments
 - What is Koha?
 - Koha is an open source Integrated Library System (ILS).
 - An ILS is what allows us to circulate items, register people for library cards, buy materials, build collections, etc.
- The 10 Central Maryland Public Library systems are Prince Georges, Frederick, Anne Arundel, Baltimore, Carroll, Howard, Enoch Pratt in Baltimore, Cecil, Harford and Montgomery County.
 - According to a study on spending of these 10 Public Library systems, the materials expenditure for MCPL is the third lowest out of those ten library systems, above Prince George's County and the Enoch Pratt Library that serves the city of Baltimore. Every single other library system on this list spends more per capita on its collection. The MCPL system is underfunded for the number of people that it serves.
 - MCPL's Collection budget is approximately \$7.6 million right now, but it was holding steady in the \$6 million range for many, many years - about 20 years. If it had kept up with inflation (from 2002 to today), our budget should be about \$10.4 million.

DIRECTOR'S REPORT:

- Personnel: The following staff changes took place during the month of April 2023:
 - MCPL HR Manager Dr. Lolita Weedon has accepted the position of Deputy Director, Montgomery County Office of Human Resources. Dr. Weedon will be second in command of OHR, working with OHR Director Traci Anderson. Dr. Weedon will be assisting the Department in hiring her successor, and will be available for helping that individual learn their role.
 - New Hires:
 - Christopher Alfaro, Library Assistant I, White Oak
 - Amy Guerrero, Library Assistant I, Little Falls
 - Elizabeth Bintrim, Librarian II, Potomac
 - Mardicia Nana, Library Assistant I, Chevy Chase
 - Rihana Stevenson, Library Assistant I, Gaithersburg
 - Keith Delk, Program Specialist, Deaf Culture Digital Library
 - Transfers:
 - Kylie Sparks, Senior Librarian (Branch Supervisor), Little Falls to Davis
 - Linda Curvey-Brown, Senior Librarian (Branch Supervisor), Connie Morella to Little Falls
 - Kirstra Otto, Senior Librarian (Branch Supervisor), Davis to Connie Morella
 - Leucadia Osorio, Library Assistant II, Chevy Chase to Kensington Park
 - Sevastita Turcu, Library Assistant I, Rockville Memorial to Damascus
 - Patricia Fowler, Library Associate (PT) to Library Associate (FT), Chevy Chase to Kensington Park
 - Ann Stillman, Branch Supervisor (MIII), Damascus to Gaithersburg
 - Promotions:
 - Colleen East, Library Desk Assistant (Brigadier General Charles E. McGee) to Library Assistant I (Aspen Hill)
 - Dyanne Tsai, Library Desk Assistant (Germantown) to Library Associate (Brigadier General Charles E. McGee)

- Sarina Haryanto, Library Assistant I to Library Associate, Twinbrook to Rockville Memorial
 - Ed Edmond, Administrative Specialist II to Program Manager II, Central
 - Other Changes:
 - Dawn Fairbanks, Librarian I (PT) to Librarian I (FT), Wheaton
 - Separated from County Service:
 - Jan Baird-Adams, Manager III, Long Branch
 - Thomas Le, Library Assistant II, Olney
 - Renovation/Construction Updates
 - Damascus – The design of the Damascus Library and Damascus Senior Center has started and bi-weekly meetings are being held.
 - Brigadier General Charles E. McGee – Sheladia is submitting their proposal on May 5. The facility assessment should begin mid-May.
 - Potomac – Reopened on April 15.
 - Long Branch - The Department of General Services (DGS), Division of Building Design and Construction, submitted a grant application for pavilion, fencing, and landscaping. The State is providing some money, but not enough for all the work. DGS is looking for additional money.
 - Friday, May 19, 5:30 – 7:15 PM - Contemporary Conversation with Karen Washington, urban community gardener and food justice advocate and Jabari S. Walker, Sustainability and Energy Coordinator at Bowie State University around the topics of urban farming, sustainability and the environment.
 - 2023 Summer Reading Challenge Kickoff, June 17, 10:30 AM – noon at Rockville Memorial Library. This year’s slogan is “All Together Now” with a theme of Kindness, Friendship, and Unity. This indoor-outdoor family program attracted over 2500 attendees last summer, and this year will include:
 - Summer Reading Challenge! signups and book giveaways
 - Craft tables
 - Strolling magician [Abracadabra Alex](#)
 - A dynamic musical performance by drummer [Kofi Dennis](#)
 - Possible visit from [Washington Nationals](#) player(s) and/or mascot, Screech
 - Hands-on educational tables to learn more about partners [Montgomery County Animal Services and Adoption Center](#), [Friends of Montgomery County Animals](#), [Manna Food Center](#) and, [Montgomery Parks Foundation](#)
- In 2023, [MCPL](#) and [Friends of the Library, Montgomery County MD](#) are teaming up with several local non-profit organizations to help children and teens spread kindness to local animals, people, and the planet. When participants read and earn their first e-badge, [Montgomery County Animal Services and Adoption Center](#) and [Friends of Montgomery County Animals](#) will help adoptable pets find their forever homes. For earning the second e-badge, [Manna Food Center](#) will feed families throughout the community. Finally, on behalf of those who earn their third e-badge, [Montgomery Parks Foundation](#) will install 450 solar panels, providing green energy to power local parks.
- Budget Hearing before full Council (May 10)
 - The two things MCPL asked for were, \$100k for world language books and a reduction in the lapse. The reduction in the lapse would allow MCPL to continue the robust hiring and filling of vacancies.
 - This year Council placed all enhancements of two reconciliation lists – high priority and priority. Currently, no decision has been made.

CHAIR' S REPORT:

- Visited Collection Management on April 21. It was a nice learning opportunity.
- New Library Board member orientation was held on May 2.
- Meetings to have direct conversations with Council members have been scheduled over the next week.
- All new Board members were asked to determine by the next Board meeting which of the three existing work groups they want to join.
- If there is an issue or topic not covered in these three work groups, and it is of interest to you, please send to Chair Lighter for consideration of adding a new committee or an ad hoc committee.
- Reminder that LACs need to hold elections and have new officers by June 1. Two elected positions are chair and secretary. If LACs are unable to hold elections by the designated, they should contact their Board liaison.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter, Manubay, Fiery)
 - Review of Library policies. Good opportunity for LACs to provide input.
 - Jess Bravin joins the Library Policy and Practice workgroup.
- Legislative and Public Affairs Workgroup (Montgomery, Schiff)
 - The County has over 1,000 vacancies, many of which are longstanding.
 - Libraries are not looking for new positions; should be able to fill the vacancies we have.
 - Marilyn Schiff or Jim Montgomery will be calling Board members over the next week to tell them how they can assist in advocating.
 - Adaobi Ezeadum joins the Legislative and Public Affairs workgroup.
- LAC and Board Activities (Levine)
 - Looking for new members.
 - This workgroup is concerned with Board relations with LACs and planning and coordinating joint activities.
 - Vikram Pant and Candice Will join the LAC and Board Activities workgroup.

LIAISON REPORTS:

- Montgomery County Public Schools – Budget negotiations are happening. Wrapping up standardize assessments. Winding up school year. Different representatives are coming from Library Administration to brief media specialist on the Summer Reading Challenge. Working with Jaime Flores and Clotilde Puertolas, identified Einstein High School for a visit by the May Contemporary Conversation guest speaker and Wheaton High School for a visit by the guest speakers for the June Contemporary Conversations.
- Damascus - Did not meet in May.
- Maggie Nightingale – Waiting for a branch supervisor to appointed. *Director Vassallo – Interviews have just been completed for the Grade 25 positions. Movement of branch supervisors in other upcounty libraries: Ann Stillman from Damascus to Gaithersburg; Laura Bechtel from Germantown to Damascus; and Uzo Onyemaechi from Twinbrook to Germantown.*
- Connie Morella – Meets on May 11.
- Potomac – Has not met since the last Board meeting.
- Rockville Memorial – Met last week. May get new LAC liaison. Meets in person in June.
- Davis – Meets on May 22.

- Montgomery College – Students are wrapping up finals. Commencement is next Friday. Earlier this week shared an announcement from the Office of Community Engagement about adults and returning student information session. The description: If you're an adult learner looking to return to school or start taking classes for the first time, join us for an upcoming information session. We'll discuss the programs, flexible learning options, how to obtain credits from previous education and resources to help you succeed. The session is Tuesday, May 23 at 6 PM. The College is in its last stages of the facility masterplan. They are in the process of holding a couple of [public meetings](#).
- Aspen Hill – Meets on May 15; it will be their first hybrid meeting. During that meeting, they will discuss youth activities and volunteer coordination.
- Brigadier General Charles E. McGee – Meets on May 15. Did not meet in April due to the County Executive’s budget forum that was held at the same time.
- Long Branch – Last met on April 20. Next meeting is May 18. During that meeting there was a lot of discussion on security. Seems to be a lot of drug use in the bathrooms and disruptive behavior. Discussing alarms and cameras on the plaza doors. There was a bond bill to get the plaza roofing and an awning. Received less money than expected; DGS is looking for additional funds. Book sales are going to start again this month.
- White Oak – Met on May 2; next meeting is scheduled for July 4, but will have to be shifted.
- Marilyn Praisner – The LAC still hasn’t picked up.
- Wheaton – Still has some unresolved facility issues. There is a new children's librarian who has made a plan to refresh the collection and reorganize the space, creating a discovery room. Looking into the Read to a Dog program for the fall. Next meeting is May 22.
- Kensington Park – Meeting in person on May 24.
- Little Falls – Has not met since the last Board meeting. Next meeting is June 6.

OLD BUSINESS:

- None

NEW BUSINESS:

- LAC assignments:

Board Members	Liaison Assignments
Bravin, Jess	Aspen Hill (Fromm)
Brier, Wilma	Long Branch (Carzon) Marilyn Praisner (Carzon)
Christman, Andrea	Montgomery County Public Schools
Ezeadum, Adaobi	Gaithersburg (Warrick)
Fiery, Holly	Maggie Nightingale (Warrick) Damascus (Miles Holderbaum)
Levine, Janice	Germantown (Miles Holderbaum) Quince Orchard (Warrick)
Lighter, Timothy	Accessibility Advisory Olney (Whitaker)
Manubay, Grace	Kensington Park (Whitaker) Wheaton (Whitaker)
Montgomery, Jim	Connie Morella (Sweeney) Potomac (Fromm)
Pant, Vikram	Brig. General McGee (Carzon) White Oak (Carzon)
Schiff, Marilyn	Chevy Chase (Sweeney) Davis (Sweeney)
Spencer, Suzette	Montgomery College
Vale, Carla	Little Falls (Sweeney) Noyes (Whitaker)
Will, Candice	Rockville Memorial (Fromm) Twinbrook (Fromm)

- Former liaisons to introduce the new liaisons to the respective Regional Managers.
- The Correctional Facility LAC was disbanded. There is now a new acting director, so we may be able to revisit this. There is not a ready-made population from which to draw members.
- Items of interest:
 - Item on listserv – Discussion regarding the high taxes in the City of Takoma Park might result in their independent municipal library being turned over to the County. Concerned because that area is already being served by Long Branch and Brigadier General Charles E. McGee, that the Takoma Park Library would be permanently closed.
 - Prince George’s County library system won an Urban Libraries Council award for their banned books initiative.
 - Prince George’s County library system has a program about the role of libraries in combating misinformation and propaganda.
 - Boston Globe article – library facilities could incorporate housing.

PUBLIC COMMENT:

- Thank you for being informative and open to the public. How can a non Board member reach out to Council on behalf of Libraries? [Dawn Earp]
 - All the contact information for the Council members is on their website.

ADJOURNMENT:

- The meeting adjourned at 9:01p.m.