



Montgomery County Library Board

December 13, 2023

ATTENDEES: Brier, Ezeadam, Fiery, Levine, Lighter, Manubay, Montgomery, Pant, Schiff, Spencer, Will,

STAFF: Anita Vassallo, Director, Montgomery County Public Libraries; Angelisa Hawes, Assistant Director, Facilities and ADA; Regina Holyfield-Jewett, Recording Secretary

GUEST(S): Yoojin Lee, Library Associate, Wheaton Library; Damion DeShield, Library Associate, Chevy Chase; Felicia Yturaldi Duenas, Library Associate, Marilyn Praisner; Marya Siddiqui, Library Associate, Wheaton Library

The meeting was called to order by Chair Lighter at 7:02 PM

INTRODUCTIONS:

- Roll call of Board members
- Welcoming of Guests

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the November 8, 2023, meeting were approved. [Motion to approve made by Candice Will, seconded by Wilma Brier. Unanimous vote to approve.]
- The following LAC application was approved. [Motion to approve made by Jim Montgomery, seconded by Candice Will. Unanimous vote to approve.]
 - Kensington Park - Delgado

DIRECTOR'S REPORT:

- Personnel: Report on staff changes that took place during November 2023.
- Construction/Renovation updates:
 - Damascus Library – Sheladia continues to work on the schematic design.
 - Brigadier General Charles E. McGee Library – Sheladia submitted the 95% facility assessment report on November 24 to the Division of Building Design and Construction (DBDC). DBDC is reviewing and will schedule a meeting with MCPL to discuss.
 - Potomac Library – Contractor, CDCI, is addressing the nine-month warranty issues.
- **Winter Reading Challenge** - Last year MCPL partnered with the [Washington Wizards](#) to keep kids active and reading all winter long. The challenge is coming back this year and will run January 3, 2024, through March 20, 2024. Pre-registration began Tuesday, December 12; gameboards will be available in the branches on January 3.
- **MoComCon 2024** - MoComCon is an all day, all ages event celebrating all things comics, graphic novels, and fandoms! MoComCon 2024 will be held on Saturday, January 20, 2024, at [Germantown Library](#)! See upcoming [Virtual Authors Talks](#).

- Director is retiring from Montgomery County Public Libraries effective July 1, 2024. The process has already begun to determine the recruitment plan for a new Library director.

CHAIR' S REPORT:

- The Joint Meeting I went well. The planning has already begun for the January Joint Meeting II.
- Requesting a list of LACs who still need to complete and submit annual reports.
- Holly Fiery will not be reapplying for reappointment. This is her last meeting.

WORKGROUP REPORTS:

- Library Policy and Practices (Fiery, Lighter, Manubay)
 - Reviewing the Library Manual; received good feedback.
 - Board members should track their volunteer hours.
- Legislative and Public Affairs Workgroup (Ezeadum, Montgomery, Schiff)
 - Next event is the January 10th Joint Meeting.
 - Developing the advocacy position for the budget cycle.
 - Attended meetings of the Council's Education and Culture and Health and Human Services committees regarding kindergarten readiness.
 - Doing some research to share with the Board regarding what other counties and jurisdictions are doing in terms of kindergarten readiness.
- LAC and Board Activities (Levine, Pant, Will, Brier)
 - LAC Handbook was sent to Chair Lighter to review and then will be sent to full Board. Will be submitted for approval at the February meeting.
 - LACs want to be valued more. In the past, two awards were given for achievement.
 - This will be addressed at February Board meeting.
 - Determine a consideration period and create a timeline.
 - Suzette Spencer will share the award process used by Montgomery College.
 - Regional Managers shared concerns with Director Vassallo regarding LACs that need clarification, including adherence to the Maryland Open Meetings Act, quorums, and responsibility for agendas, rosters and contacting absentee members.
 - Formal processes need to be put in place and noted in the LAC Handbook.

PRESENTATION: Angelisa Hawes, Assistant Director, Facilities and ADA

- What exactly is a "refresh"?
 - A "refresh" project is a Capital Improvement Program (CIP) process approved by County Council and the County Executive to allow library buildings to get significant and timely updates without having to close for the lengthy time it takes for a full renovation.
- What's done in a renovation?
 - The specific work for each project will vary depending on the identified needs by the Department. The work that will be similar in each of the projects includes:
 - Painting and recarpeting the public areas
 - Redoing bathroom floors, walls and stall partitions
 - Replacing carpeting in meeting rooms with vinyl tile or other hard finish
 - Modifying and/or relocating the service desks
 - Improving the flow of shelving
 - Addressing building envelope issues (roof, windows, doors)

- How are renovations paid for?
 - Funds for the refresh projects come from two Level of Effort project funds in the Department's Capital Improvement Program (CIP). Those funds are Library Refurbishments and 21st Century Library Enhancements.
 - The Division of Facilities Management and ADA Compliance have funding for specific projects they will undertake.
 - The buildings will be surveyed to identify potential Energy Conservation Measures (ECM) and determine what improvements could be implemented to reduce energy usage.
 - The Department may also apply for funding from the Maryland State Library Capital Grant program.
- Upcoming renovations: Brigadier General Charles E. McGee and Damascus Library.
- Landscaping and gardening clubs
 - The county provides basic landscaping of library properties which includes cutting grass, edging, and cutting back shrubs.
 - Garden clubs maintain current plantings, add additional plantings, weed flower beds, water flowers/plants, and with permission, add smaller trees.
- Facilities tickets (work orders) are tracked, maintained, and completed through the Department of General Services – Facilities Maintenance Division. Some repairs are done by Montgomery County tradesman, while other repairs must be handled by outside contractors.

.LIAISON REPORTS:

- Rockville Memorial – Has a new branch supervisor. There is discussion regarding the teen space.
- Chevy Chase – Has not met since the last Board meeting.
- Davis – Has not met since the last Board meeting.
- White Oak – Has not met since the last Library Board meeting. The next meeting is scheduled for early January.
- Brigadier General Charles E. McGee – Met on November 20th. The LAC participated in the Thanksgiving Parade. Sad news, Assistant Branch Supervisor Fred Akuffo passed away.
- Potomac – Met on December 5th. Getting people to understand how technology works. Discussion regarding changing quarterly meeting schedule to monthly.
- Connie Morella – Met on December 12th. They would like to see more programming.
- Wheaton – Met at the end of November. Excited about the facility issues being resolved. There are parking concerns. Childrens programs are well attended.
- Kensington Park – It is a very small group that is learning about the library system and the LAC role.
- Olney – Did not meet this month; will meet again in January.
- Accessibility Advisory Committee – Met on December 12. Held election of officers. Planning a site visit to Brigadier General Charles E. McGee. Elizabeth Lang gave a presentation on the library system.
- Quince Orchard – Did not meet in November; scheduled to meet in December.
- Germantown – Met the end of November. Building up their Teen Advisory Board. The LAC would like to have a table at MoComCon.
- Damascus – Has not met since the last Board meeting.
- Maggie Nightingale – LAC light on participants. Long-time employee is retiring.
- Gaithersburg – Has not yet met.
- Aspen Hill – Wants designated area in the branch in order to post the LAC meeting agenda.

- Marilyn Praisner – Did not meet in November. The secretary attended December officer training. Next meeting on December 20.
- Long Branch – Did not meet in December. Next meeting is scheduled for January 11. A ceremony is scheduled for December 19 at Long Branch to present the check from the bond funds to improve the exterior and surrounding areas of the library.
- Montgomery County Public Schools – December 12th collaboration between MCPL’s Teen Program Manager Tyler Chadwell English and Wooten High School. Tyler brought Arttech House to the high school; it was very well attended. A collection development grant was forwarded to MCPS by the mathematics faculty of Montgomery College (Germantown Campus). Eight MC schools were awarded grants out of 32 nationwide. This has sparked a good collaboration between Montgomery College, Germantown Campus specifically. Additional funding through the federal government was used to purchase a new virtual author talk called “Book Break” for every elementary school in the district.

OLD BUSINESS:

- Information from the data team was provided to share with the LACs. If you did not receive it, please contact Chair Lighter or Vice Chair Manubay.
- Email sent to Regional Manager for input.

NEW BUSINESS:

- Topics for future meetings.
- LAC awards discussion for February meeting.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting was adjourned at 9:00 p.m.