



Montgomery County Library Board

February 14, 2024

ATTENDEES: Brier, Ezeadam, Levine, Manubay, Pant, Spencer, Van Puymbroeck, Will

STAFF: Anita Vassallo, Director, Montgomery County Public Libraries; Elizabeth Lang, Assistant Facilities and Accessibility Program Manager; Regina Holyfield-Jewett, Recording Secretary

GUEST(S): Adrienne Miles Holderbaum, Regional Manager; Yasmin Fuller, Library Associate, Aspen Hill; Jane Mandelbaum, Little Falls LAC; Martha Kyrillidou, Secretary, Brigadier General Charles E. McGee

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 December 13, 2023, meeting were approved. [Motion to approve made by Candice Will, seconded by Suzette Spencer. Unanimous vote to approve.]
- The following LAC applications were approved. [Motion to approve made by Candice Will, seconded by Janice Levine. Unanimous vote to approve.]
 - Connie Morella - Rahman
 - Long Branch – Jean-Louis
 - Maggie Nightingale – Jamison
 - Marilyn Praisner – Dennis
 - Quince Orchard – Napolitano
 - Wheaton - Wallace

DIRECTOR'S REPORT:

- Update on new hires, transfers, promotions and separation from County services.
- Maranda Schoppert, Librarian II at Germantown, has accepted the temporary promotion to the position of Early Literacy and Children's Services Program Manager.
- Explanation of the search process for a new director for MCPL.
- Construction update
 - Olney Library will be closed on Tuesday, February 27 for an essential exterior assessment.
 - Damascus Library – Notice to Proceed for design development was issued on January 26, 2024.

- Brigadier General Charles E. McGee Library – Sheladia Associates, Inc. submitted the final assessment on January 19, 2024.
- Long Branch Library – The Division of Building Design and Construction researched the manufacturers for the two-shade sail system for the plaza and selected Creative Shade Solutions (CSS) in Florida.
- Next library to begin refresh will be in accordance with the FY25-30 Capital Improvement Program, Library Refurbishment approved by the Office of Management and Budget.
- Rescheduled MoComCon 2024 due to inclement weather. New date - March 2, 2024, at Germantown Library.
- Contemporary Conversations @ MCPL will host renowned writer Mahogany L. Browne, Lincoln Center’s first-ever poet-in-residence, in celebration of Black History Month. The free event titled “Chlorine Skies and Chrome Valleys: The Work of Mahogany L. Browne” will take place at 6 p.m. on Tuesday, February 27 at the Marilyn J. Praisner Library.
- Upcoming [Virtual Authors Talks](#).
- Tuesday, February 13 was Legislative Day in Annapolis. MCPL’s team visited 30 of the 35 County representatives.
- The [FY23 Report to Community](#) is available on the website.
- [Freedom to Read Act – in House Bill 785](#).

CHAIR’S REPORT:

- Joint Meeting II was a great success. Councilmember Mink and Director Vassallo spoke. The joint letter was sent to the County Executive by Friends of the Library, Montgomery County.
- Library Lovers Month kickoff was at Marilyn Praisner on March 3.
- Per the Library Board Manual, members are supposed to track their volunteer hours to be included in MCPL’s annual report.
- Please submit your LAC’s annual reports if you have not yet done so.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter, Manubay)
 - Finalized the Library Board Manual. Motion made to accept the updated Library Board Manual by Grace Manubay; seconded by Tim Lighter. Unanimous vote to approve.
 - Candace Will joins this workgroup.
 - Meets again on Monday, February 19.
- Legislative and Public Affairs Workgroup (Ezeadum, Montgomery, Schiff)
 - Nothing new to report.
- LAC and Board Activities (Levine, Pant, Will, Brier)
 - Received input from some Board members on LAC Handbook.
 - A motion was made by Grace Manubay and seconded by Tim Lighter to approve the LAC Handbook including new input. Unanimous vote to approve.
 - The approved updated LAC Handbook will be posted on the Library Board webpage.

NEW BUSINESS:

- LAC Awards – Ask the LAC and Board Activities Workgroup to develop a process.
- Board Liaisons assignments:
 - Damascus – Tim Lighter
 - Maggie Nightingale – Candice Will

LIAISON REPORTS:

- Rockville Memorial – Met last week. Heard from new branch supervisor.
- Twinbrook – The LAC is not operational at this time.
- Montgomery County Public Schools - In collaboration with MCPL, will hold virtual author visit at Magruder high school with author and poet Mahogany L. Browne. Had a working lunch with members of MCPL's Central Programs Team, Tyler Chadwell-English (Teens) and Maranda Schoppert (Children and Early Literacy) to discuss initiatives such as a unified library card for MCPS students, collaboration on Summer Reading Challenge and many others. The Summer Rise program is returning in which juniors and seniors in Montgomery County get real work experience. There are more students than they have hosts. March 12 is the deadline.
<https://www.montgomeryschoolsmd.org/departments/partnerships/summer-rise/>
- Wheaton – Met on January 22. The secretary position is now vacant. Discussed facility issues; data sheets that were created for each branch; hard copies of newspapers being available in the branches again; and the lack of meeting room space.
- Kensington Park – Meet on January 24. Discussed some facility issues; delved into the data sheet; and shared the new bookmarks.
- Olney – Preparing for the February 20 meeting with Councilmember Luedtke. During Library Lovers Month LAC members volunteered to promote the month and handout cards for customers to complete.
- Accessibility Advisory Committee – Has not met since December. Has been networking. Councilmember Mink and Director Vassallo will attend their March meeting.
- Germantown – Meets on February 26.
- Quince Orchard – Meets on February 21.
- Aspen Hill – Met on January 22; was not able to attend. Discussed youth serving on the LAC, and if there are social media presences for the branches
- Gaithersburg- Still has not met.
- Long Branch – Met on February 8. Discussed shade structure for the plaza. Meets again on March 14.
- Marilyn Praisner – Met on January 17. They do not have a full roster. Talked a lot about recruiting.
- White Oak – Last met on January 3, next meeting on March 5. Talked about popular programs.
- Brigadier General Charles E. McGee – Met January 13; next meeting on February 20. Submitted a letter regarding the refurbishment. Angelisa Hawes and Greg Boykin are on the next meeting agenda.

PRESENTATION: Elizabeth Lang, Assistant Facilities and Accessibility Program Manager

- Creating an Accessible Library
 - **Disability** is defined by the Americans with Disabilities Act, known as the ADA, as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.”
 - **Accessibility of the library** refers to collections, facilities, and services that are easily approached, entered, operated, participated in, and used in a safe and dignified manner by a person who has a disability
 - Libraries should be inclusive, and remove barriers to accessing collections, facilities, and services, and where that isn't possible, should offer reasonable

accommodations in order to provide equal access to people who have disabilities.

- **Collections**
 - Physical collections
 - When collections are in a physically inaccessible place, such as up a step or on a high shelf, and the barriers cannot be removed, staff must be available to help customers get what they want.
 - Format of Materials
 - •Large print • Audiobooks: playaways, CD, e-audio • Digital books, magazines, newspapers • DVD or streaming video with captions • DVD or streaming video audio description • Electronic collection accessibility
- **Facilities** – Barriers in stairs, doors, signs, lighting, etc.
 - Facilities improvements: •Prop open heavy doors. •Clear items away from push buttons and out of travel paths. •Remove items that stick out from walls, columns, and shelving end panels. •Replace low-contrast, small-print signs and flyers with high-contrast, large print ones. •Shift collections off of the top shelf of high shelving or the bottom shelf of all shelving. •Replace burned out lights and look for glare where lighting can be reduced or redirected.
- **Services**
 - Staff – Basic guidelines for serving a patron who has a disability
 - Believe them, even if the disability isn't obvious
 - Don't make assumptions
 - Address the patron directly
 - Ignore behavior that doesn't violate behavioral guidelines
 - Ask "How can I help you?"
 - Programs
 - Sensory-friendly events are best-known
 - Include a disability focus in your programs
 - ASL programs; Maryland Deaf Culture Digital Library at marylanddcdl.org
 - Observance months
 - Network with community organizations
 - Assess your program room
 - Technology
 - Public computers
 - Website
 - Videos
 - U.S. Access Board has a set of information and communication tech standards and guidelines at [Revised 508 Standards and 255 Guidelines \(access-board.gov\)](http://www.access-board.gov)
- **Accommodations** - Accommodations are changes to standard library policies, procedures, and practices that are made to provide equal access to patrons who have disabilities.
 - Reasonable vs unreasonable
 - Policy and procedures: Who addresses requests
 - Procedure for responding
 - Post accommodation statement
 - Train your staff

- Service animals
 - Is your dog required because of a disability? If the answer is no, you can tell the person to remove the dog.
 - What task is the dog trained to do?
 - Service dog etiquette
 - No license or certificate needed.
 - No special gear required.
 - Don't pet or distract the dog.
 - If your community has a leash law, the dog must be on a leash.
 - Allergies and fear of dogs are NOT valid reasons to refuse service.
 - Service dogs-in-training (PUPPIES!) follow the same rules.
 - Can ask the handler to remove the dog if it is misbehaving or not under the control of the handler.
 - Offer to serve the patron without the dog.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting was adjourned at 9:00 p.m. [Motioned made by Candice Will, seconded by Wilma Brier]