



Montgomery County Library Board

June 12, 2024

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

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

GUEST(S): Agnes Chomontowska, Library Associate (Connie Morella); Amy Guerrero, Library Associate (Twinbrook); Klara Cachau Hansgardh, Library Associate (Potomac); Rebecca, Local Resident

The meeting was called to order by Chair Lighter at 7:01 PM

INTRODUCTIONS:

- Roll call of Board members
- Welcoming of guests

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the May 8, 2024, meeting were approved. [Motion to approve made by Marilyn Schiff seconded by Janice Levine. [Unanimous vote to approve.]
- The following LAC applications were approved. [Motion to approve made by Candice Will seconded by Marilyn Schiff. [Unanimous vote to approve.]
 - Brigadier General Charles E. McGee – Kyrillidou, Wiggins
 - Chevy Chase – MacInnis
 - Maggie Nightingale – Link
 - Marilyn Praisner – Aceituno
 - Noyes - Valencia

PRESENTATION: Patrick Fromm, Regional Manager for Chevy Chase,

- Region 4: Chevy Chase, Connie Morella, Little Falls and Long Branch
- FY24 Stats to date for Region 4

Categories:	Chevy Chase	Connie Morella	Little Falls	Long Branch
Circulation (Physical)	91,246	281,268	119,999	82,351
Door Count	209,852	419,085	222,012	177,041
Active Users	4,064	8,882	6,037	3,811
Number of Programs	178	337	391	283
Program Attendance	6,565	12,851	10,261	6,310

- Chevy Chase
 - Located on Connecticut Ave. neighboring a fire station.
 - 14 staff members and one vacant position.
 - The building was built in 1965; not a lot of work has been done to it over the years.
 - The branch has great parking and outdoor space.
 - Funding for the work on the facility was included in the 2023-28 Capital Improvements Program. Information on the [improvement plan](#) can be found on the Department of General Services' website.
 - Has a good size meeting room on the bottom floor with some staff spaces.
 - Has a teen alcove on the main floor.
 - A Chevy Chase Neighborhood library (DCPL) is on the same street which causes some confusion.
 - Program highlights
- Connie Morella
 - 20 staff members and three vacancies
 - Located in downtown Bethesda. The paid parking is an issue. Very accessible by public transportation.
 - LAC is passionate and active. Community is really interested in the branch.
 - Just refreshed in 2017-18.
 - Exploring the outdoor space with plans to freshen up for outdoor programming and customer use.
 - Program highlights
 - Focus on increasing children's programming
- Little Falls
 - Refreshed in 2016-17
 - Down the street from Westland Middle School, close to the DC line, sort of remote.
 - The branch is unique with a communal feel.
 - Bottom floor is the children's area and a meeting room with an early literacy element on the wall.
 - Program highlights
- Long Branch
 - Nestled in the middle of an apartment complex, a park and a residential separate housing neighborhood.
 - Down the street from the Purple Line construction which has closed the roads and blocked some access to the library. Excited about what the Purple Line will bring to the area.
 - Refreshed in 2020-21. It is bright and airy.
 - Maryland Department of General Services capital grant, with some county funding, will pay for awnings for the top patio space to make it accessible year-round.
 - Program highlights.
- Relationship with Friends of the Library, Montgomery County (FOLMC)
 - It has been a smooth relationship with FOLMC.
 - Most of the branches have honor book sales that have reopened in their spaces. The book sales are run by FOLMC and their volunteers. There are very few issues. MCPL is mostly removed from the process.
 - Funding requests turn around quickly. They are easy to submit. There has been no problem with getting the funding needed for various programs and efforts.

DIRECTOR'S REPORT:

- Update on new hires, promotions, transfers, separations from County services.
- Assistant Director Angelisa Hawes has been appointed as the acting director. Angelisa has worked with many different library systems. She has worked with MCPL for ten years as a branch manager and assistant director for facilities.
- Construction/Renovation Updates:
 - Damascus Library – Division of Building Design and Construction (DBDC) is working with Sheladia to determine why the Design Development submission for Recreation and Library Refurbishment cost estimate was \$3M over budget and trying to find ways to reduce the cost.
 - Charles E. McGee Library – DBDC obtained signatures for all directors on the Program of Requirements. DBDC obtained revised task order proposal from Little Architectural Consultants (Hughes Group) which was over budget. Working with them to obtain a mutually satisfactory fee.
 - Long Branch – DBDC obtained purchase order for CDCI and issue notice to proceed for installation of the canopy system. DBDC is addressing comments from the Department of Permitting Services and will resubmit permit application for the canopy system.
 - FY25-30 Capital Improvement Library Refurbishment schedule is awaiting review and approval by the Office of Management and Budget.
- Sign-up for the **2024 [Summer Reading Challenge](#)** has been excellent. SRC has an adult program this year. There are 4,124 already signed up (children – 1,748; early literacy – 647; teens – 525; adults – 1,205). It will officially begin on Friday, June 14, with a theme of *Adventure Starts Here*. The slogan represents exploring and getting to know your community. There will be six indoor-outdoor kick-off events to celebrate the start of the Summer Reading Challenge:
 - Saturday, June 15. 11:30 a.m. -1 p.m. [White Oak Library](#), 11701 New Hampshire Ave., Silver Spring.
 - Saturday, June 15. 2-3 p.m. [Gaithersburg Library](#), 18330 Montgomery Village Ave., Gaithersburg.
 - Saturday, June 22. 11:30 a.m.-3:30 p.m. [Damascus Library](#), 9701 Main Street, Damascus.
 - Sunday, June 23. 2-4 p.m. [Connie Morella Library](#), 7400 Arlington Road, Bethesda.
 - Friday, June 28. 11 a.m.-12:30 p.m. [Kensington Park Library](#), 4201 Knowles Avenue, Kensington.
 - Saturday, June 29. 10 a.m.-2 p.m. [Aspen Hill Library](#), 4407 Aspen Hill Road, Rockville.
- Upcoming [Virtual Authors Talks](#).
- Director Vassallo thanked the Board for their willingness to support and guide. It has been a wonderful 50 years serving the residents of Montgomery County. Pleased with these accomplishments:
 - Implementation of teen services at a higher level with the hiring of a Teen program manager and having library staff dedicated to teen services in each branch. Creating safe welcoming place for teens.
 - Eight hours a day, seven days a week of public service at all branches except Noyes Library for Young Children and Maggie Nightingale.
 - Managed to get through the pandemic.

- New integrated library system – KOHA (Aspen on the forward-facing side).
- New strategic plan.

CHAIR’S REPORT:

- Chair Lighter presented Director Vassallo with an engraved plaque with all respect and appreciation on behalf of the Board and all previous Boards.
- Interviews for Library Board vacancies will be held at the end of this month.
- LACs do not feel involved or listened to.
 - Challenge to the workgroups:
 - Library Policy and Practices – Starting with updating the Board Manual and drafting a process to ensure LACs are reminded about annual reports and elections.
 - Legislative and Public Affairs – Ensure someone from LACs attend the Council visits.
 - LAC and Board Activities – Update LAC Handbook.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter, Manubay, Vale, Will)
 - Update the Library Board Manual.
- Legislative and Public Affairs Workgroup (Ezeadum, Montgomery, Schiff)
 - Working with FOLMC on a new joint paper which will include outcomes and moving forward.
- LAC and Board Activities (Brier, Levine)
 - Training
 - Getting LAC members to use the handbook.

OLD BUSINESS:

- None

NEW BUSINESS:

- Develop a work plan for the next fiscal year to formalize exactly what workgroups are doing and how the Board is functioning. This will better delineate goals and how to work toward them. Review strategic plan and identify the top two for the July Board meeting and the actions each workgroup will take to accomplish the goals.

LIAISON REPORTS:

- Little Falls – Voted in new officers.
- Rockville Memorial – Is not meeting until September.
- Maggie Nightingale – Has not met since the last Board meeting.
- Twinbrook – Has not met since the last Board meeting.
- Wheaton – Discussed flooding issues in garage and other facility issues. Teen Advisory Board is going well. Held elections.
- Kensington Park – Met did not have a quorum. Partnership with the Kensington Historical Society that was discussed. Would like examples of what other LACs have done for their branches – big and small projects.
- Montgomery College – Strategic plan is about 75% plan complete. It should be ready to roll out in the fall. Have some movement on the first phase of the design planning for the Rockville library. Will tour the space being used while the renovations are being done. Still on schedule

to move out in March of 2025. Takoma Park library building renovations are almost complete. Should receive the building back late summer; can actually open in October. Will make the decision whether or not to open in October or wait to the end of semester as to not disrupt services to the students. Wrapping up the end of the fiscal year and working on performance evaluations.

- Chevy Chase - Has not met since the last Board meeting.
- Davis – Has not met since the last Board meeting.
- Olney – The branch held a volunteer appreciation event which was well attended. Are Library Associates encouraged to attend LAC meetings? [Director: Attending LAC meetings would be beneficial to their orientation to the library system.] Next meeting is June 18.
- Accessibility Advisory Committee – Will meet on June 18 in person at the Rockville Memorial Library. Putting together their feedback from the Brigadier General Charles E. McGee library tour.
- Damascus – Went on a field trip to Middletown Library in Frederick County; they thought it was awesome. Want the holds lockers as when the Olney branch was closed.
- Potomac – Met on June 4. Elected new officers. Don Libes, IT guru, has offered to put together an inter-LAC mail list so LAC members can exchange ideas with each other.
- Connie Morella – Met on June 11. Elected new officers. Desire to have more children programs.
- Quince Orchard - Has not met since the last Board meeting. Electing officers this month.
- Germantown – Has not met since the last Board meeting. Electing officers this month.
- Aspen Hill – Moved their meeting to June 24.
- Gaithersburg – Met on May 28. Did not have a quorum. Discussed how to get more new members. Set up a table near the book sales and during events.
- Long Branch – Met on May 21. Did not have a quorum. The branch supervisor attended; they had a lot of great information. Branch supervisor arranged for more official notifications of official library notices to the various civic associations’ listservs. Wanted to reach out more to the community regarding branch activities. Talked about different organizations to contact. Discussed the shade structure, the elevator repair, and the addition of lactation room (staff use only). Election extension requested.
- Marilyn Praisner- Met on May 15. There was not a quorum. Discussed programs happening such as the popular master gardeners. Will not meet in June but will meet in July and hold elections.
- Brigadier General – Met on May 20. There was not a quorum. Discussed the gunshot through the window. Purple line progress and how it affects the branch. Will need an election extension.
- Noyes – Last met in May. There was no election because no one was able to run for an office. An extension for elections was requested. They can call a special meeting to hold the election earlier in June if things fall into place. Following the meeting, the secretary shared a note inviting everyone to reach out to listservs they are in to let people know Noyes is recruiting new members and officers.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting was adjourned at 8:35 p.m.