



## Montgomery County Library Board

September 11, 2024

**ATTENDEES:** Bouie, Clouse-Radigan, Levine, Lighter, Manubay, Mohan, Montgomery, Schiff, Solomon, Spencer, Van Puymbroeck

**STAFF:** Angelisa Hawes, Acting Director, Montgomery County Public Libraries; Adrienne Miles Holderbaum, Regional Manager; Regina Holyfield-Jewett, Staff Liaison

The meeting was called to order by Chair Lighter at 6:59 PM.

### **INTRODUCTIONS:**

- Roll call of Board members; self-introduction by members
- Introduction of guests

### **MINUTES AND LAC APPLICATION APPROVALS:**

- The minutes from the July 10, 2024, meeting were approved. [Motion to approve made by Suzette Spencer, seconded by Janice Levine. Unanimous vote to approve.]
- The following LAC applications was approved. [Motion to approve made by Jim Montgomery, seconded by Janice Levine. Unanimous vote to approve.]
  - Aspen Hill – Pacquette, Pereire
  - Chevy Chase – Simmons
  - Connie Morella – Greenberg, Subramanian
  - Davis – Xiao
  - Potomac - Kahn

### **DISCUSSION: Meeting Format**

- Meeting options:
  - Continue all in-person
  - Have a hybrid meeting available (inclement weather)
- Call for questions/comments:
  - Previously, weren't the options all in-person on all virtual, due to the issues with hybrid meetings?
  - As a better balance, can the option be some in-person meetings and some virtual meetings? Virtual meetings could be scheduled for the winter months when it starts getting darker earlier and a greater chance for inclement weather.
  - It is more inclusive to have a virtual option.
- After discussion and questions, a motion was made by Chair Lighter to conduct all Library Board meetings in-person only.
  - Three (3) votes for all in-person meetings – Levine, Lighter, Montgomery

- Eight (8) votes against all in-person meetings - Mohan, Manubay, Bouie, Clouse-Radigan, Schiff, Solomon, Spencer, Van Puymbroeck
- After additional discussion, it was moved, seconded and voted unanimously to have hybrid meetings moving going forward.

**LAC ASSIGNMENTS:**

Board Member	LAC Assignments
Bouie, Lindsay	Gaithersburg and Germantown
Brier, Wilma	Brig. General Charles E. McGee and Long Branch
Clouse-Radigan, Abby	Maggie Nightingale and Quince Orchard
Johnson, Melanye	Aspen Hill and Marilyn Praisner
Lighter, Timothy	Accessibility Advisory and Olney
Manubay, Grace	Kensington Park and Wheaton
Mohan, Kavita	Damascus and Noyes
Montgomery, Jim	Connie Morella and Potomac
Schiff, Marilyn	Chevy Chase and Little Falls
Solomon, Steve	Twinbrook and White Oak
Will, Candice	Davis and Rockville Memorial

**PRESENTATION:** Adrienne Miles Holderbaum, Regional Manager

- Rockville Region – Rockville Memorial, Twinbrook and Aspen Hill libraries
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<b>Rockville Region by the Numbers</b>			
July 1, 2023 – June 30, 2024			
	Rockville Memorial	Twinbrook	Aspen Hill
<b>Checkouts</b>	352,333	88,676	132,459
<b>Foot Traffic (visitors)</b>	705,683	215,729	257,092
<b>Number of Programs</b>	463	382	382
<b>Attendance</b>	12,462	6,889	8,741

- Aspen Hill
  - Located in Rockville
  - Main floor library, meeting room on the lower level
  - Built in 1967, refreshed in 2017
  - Public transit accessible by bus and Twinbrook Metro
  - Public PCs and in-house lending laptops
  - 15 employees, 0 vacancies
  - Languages in collection: Spanish and English
  - 5 reservable collaboration spaces, 1 medium meeting room
  - Storytimes 3 days per week: Mondays (Preschool!), Fridays (Babies!), and Saturdays (Family)

- Rockville Memorial Library
  - Located in Rockville Town Square
  - Central Administrative Offices
  - Opened in 2006
  - Future Teen Space
  - Public PCs and in-house lending laptops
  - 23 employees, 2 vacancies
  - Languages in collection: Chinese, French, Korean, Spanish, English
  - 5 collaboration spaces, 2 large quiet study rooms, 2 medium meeting rooms
  - Storytimes 3 days per week: Sundays (Family), Monday X 2 (Baby), Wednesday (Toddler)
- Twinbrook Library
  - Located in Rockville
  - Public transit accessible – Twinbrook Metro Station, Bus
  - Opened in 1976, refurbished in 1999, refreshed in 2015
  - Main floor library, meeting room on the lower level
  - Public PCs and in-house lending laptops
  - 15 employees, 1 vacancy
  - Languages in collection: Chinese, Korean, Spanish, English
  - 3 collaboration spaces, 1 medium meeting room
- Questions/comments:
  - List of branch programs was not a comprehensive list, but a summary.
  - Baby storytimes are by registration only to keep them to a smaller size. It varies from branch to branch whether registration is required or not.
  - Data comparing FY24 to FY23.
  - Timeline for developing programming for the year.
    - Want continuous feedback. There is a three-month cycle for programs. The process is agile with the flexibility to add programs,
  - English Conversation Clubs are run by volunteers and are all well attended. These are usually attended by the same people. Some branches do conduct these in the evening.

#### **ACTING DIRECTOR'S REPORT:**

- **Personnel** – Update on staff changes (hires, transfers, promotions, separation for County Government during the months of July and August 2024).
- **Construction/Renovation Updates:**
  - FY25-30 CIP Library Refurbishment – The Department of General Services (DGS) Division of Building, Design and Construction (DBDC) is reviewing the approved FY25 CIP for the Library Refurbishment Level of Effort as compared to what DGS recommended. It appears appropriations for FY26 are short of expenditures.
  - Damascus – Rassa reports they are still in the design development phase.
  - Brigadier General Charles E. McGee - DBDC has a proposal from Sheladia for the design that should be acceptable.
  - Long Branch - CDCI began the footing construction around August 26th.
- On June 12, 2024, former MCPL director, Anita Vassallo, signed a decision memo to discontinue the Bengali, Farsi and Russian collections effective July 1, 2024. The purpose was to align MCPL's **World Languages collections** with the county's Multilingual Certification Program, which only certifies for six languages: Amharic, Chinese, French, Korean, Spanish, and Vietnamese. The limited Farsi, Bengali, and Russian collections contained mostly old,

dated materials, which customers were not checking out anymore, or had been brought to our attention by customers as being inaccurate. MCPL does not have the resources to maintain these collections to the same standards as the rest of our collection. The materials from these collections were weeded and sent to the Friends of the Library Montgomery County.

- **Green News!** The County is in the process of drafting a policy to reduce single use plastic water bottles (16.9 ounce) in county operations and events. Libraries had already begun installing filtered water bottle filling stations during branch renovations, putting MCPL a bit ahead of the curve. We are committed to adding them to the branches that do not currently have them and are years out from renovations.
- The **2024 Summer Reading Challenge** officially wrapped up on Saturday, August 31. As of Sunday, stats show 16,659 total participants with the following breakdown:
  - Early Literacy registration (0-5): 3,184
  - Children's registration (6-12): 7,766
  - Teen registration (13-17): 1,794
  - Adult registration (18+): 3,915
- **Contemporary Conversations** – [Poetry and Play: An Evening with Robert and Farid Karimi](#), Saturday, September 28, 6-8, Wheaton Library. Robert Farid Karimi is a critically acclaimed Iranian-Guatemalan-Mayan author and artist who will share excerpts from his new unpublished book, providing a unique glimpse into his creative process. In addition, he will present his mother's perspective on a cherished Guatemalan recipe passed down from his grandmother, illustrating how this culinary tradition bridges cultural divides in his Muslim-Catholic upbringing.
- MCPL has programs for everyone in celebration of **Hispanic Heritage Month** (September 15 – October 15).
- Upcoming [Virtual Authors Talks](#)

#### **CHAIR'S REPORT:**

- This is Janice Levine's last meeting. Janice thanked everyone and wished everyone well.
- Joint Meeting II is scheduled for January 15.
- Board workplan – each workgroup will be asked to begin working on their section of the plan in order to improve the performance of the Board.
- Vice Chair- Report on director search:
  - The County Executive made a selection and submitted a confirmation packet to County Council.
  - The nominee will be interviewed by Council next week.
- Workgroup assignments:
  - Grace Manubay will lead LAC and Board Activities
    - Added: Kavita Mohan
  - Jim Montgomery will lead Legislative and Public Affairs
    - Added: Lindsay Bouie and Steve Solomon
  - Tim Lighter will lead Library and Policy and Practices
    - Added: Abby Clouse-Radigan

#### **WORKGROUP REPORTS:**

- Library Policy and Practices [Lighter, Manubay, Will]
- Legislative and Public Affairs Workgroup [Montgomery, Schiff,]

- Children’s Opportunity Alliance information was shared with all Board members to be followed up by an email from Jim Montgomery.
- LAC and Board Activities [Brier, Levine]
  - LAC Annual Report has been converted to an PDF file and is now online.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- Discussion was held regarding the elections of LAC officers.
  - A motion was made to grant Damascus LAC an exception/exemption which will allow the current officers to be re-elected for another term. The motion was moved and seconded. The vote was unanimous for granting the exception.
- Last year was the first year that MCPL had a data analyst. A unified data request was submitted to him to get information regarding circulation, program statistics, etc. to provide to all the LACs. Vice Chair Manubay would like to submit another unified data request this year. Brainstorming via email will be done to determine all the data the Board would like to see for LACs and the department as a whole.

**LIAISON REPORTS:**

- Wheaton – Scheduled to meet on September 16. Has not met since the last Board meeting. Asked about any update on the parking during election season.
- Kensington Park – Has not met since the last Board meeting.
- Quince Orchard – Last met in June. Work to be done on recruiting.
- Germantown – Met in June. Scheduled to meet on September 30. Have a secretary but no chair.
- Olney – Meets on September 17.
- Accessibility Advisory Group – Meeting tonight, September 11.
- Damascus – Seeking an exception regarding election of officers.
- Connie Morella – Very happy with the staffing at the branch. Difficult to get enough digital books for book club meetings. (Felicity Brown: Depends on what format they are looking for. Try to steer book clubs to Hoopla and select books that have been around for more than a year.)
- Potomac – Wants to set up an email list to enable communication among the LACs.
- Davis – Has not met.
- Chevy Chase – Has not met.
- Montgomery College – Enrollment is up by 9%. There is big college-wide push for voter registration and voting education. The campuses will have early voting drop off boxes. Completed the first phase of design development for the Rockville campus library. Met with disability support services department, and it was mentioned that there is a high demand for low sensory spaces for students. They are looking at libraries to provide these spaces. Fall Family Festival celebrating Montgomery College in the Community will be held at the East County Education Center, on Saturday, September 28. The festival is kid friendly.
- Montgomery County Public Schools – In August, school libraries program and MCPS held a back to school conference for its 450+ staff members with 45 unique sessions. Three of those unique sessions had an MCPL component. MCPL was also a part of the vendor tables. In September there will be media services 101 for MCPL staff to continue and leverage the partnership. Also, in September there will be marketing about MCPL’s Contemporary Conversations. In November the author for Contemporary Conversations will come to a high

school to do a day program. Hiring a Coordinator of Evaluations and Selections. In October there are two professional learning days that will be held at the Gaithersburg Library.

- Long Branch - Met in July but didn't have a quorum to hold elections. They need an extension for elections. There is concern at Long Branch about not having a branch supervisor since the most recent supervisor has left. Another Long Branch librarian has also separated from library employment.
- Marilyn Praisner - Met in July, had a quorum and elected officers. A new LAC member has suggested having a stamp collector program, and there was a discussion about outreach to the French, Spanish and Amharic speaking communities. Outreach to the nearby elementary school was also discussed.
- Brigadier General McGee - did not meet in July and August.

**ADJOURNMENT:**

- The meeting was adjourned at 9:02 p.m.