



Montgomery County Library Board

November 12, 2025

ATTENDEES: Bouie, Brier, Conlan, Johnson, Lighter, Manubay, Mohan, Montgomery, Romine, Schmidt (for Spencer), Schiff, Solomon, Van Puymbroeck, Wiggins

STAFF: Darcell Graham, Director, Montgomery County Public Libraries; Patrick Fromm, Assistant Director, Branch Operations; Steve Kapani, Assistant Director, Business Operations; Angelisa Hawes, Assistant Director, Facilities and ADA; Regina Holyfield-Jewett, Library Board Liaison

GUESTS: Yesvy Gustasp, Wheaton LAC; Martha Kyrillidou, Brigadier General Charles E. McGee LAC

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

INTRODUCTIONS:

- Roll call of Board members
- Introduction of Board members, MCPL staff, and guests

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the September 10, 2025, meeting were approved. [Motion to approve made by Marilyn Schiff, seconded by Tim Lighter. [Unanimous vote to approve.]
- The following LAC applications were approved. [Motion to approve made by Lindsay Bouie, seconded by Terry Romine. [Unanimous vote to approve.]
 - Germantown – Montano, Wani
 - Olney – Lee, Lyon
 - Quince Orchard – Freiman
 - Rockville Memorial – Fikru, Ku, Oberholtzer, Yates
 - Wheaton - Jeffries

DIRECTOR'S REPORT:

- We are excited to announce our first annual Local Author Book Showcase, coming Saturday, November 22nd, 2025. Join us for a celebration of books, storytelling, and community! [Event Information](#)
- In addition to the work source programs for workers impacted by recent federal government actions, MCPL is working with the County's Office of Food Systems Resilience to provide information about [food assistance resources](#) in Montgomery County.
- The planning committee for MCPL's 75th anniversary is working to have community celebrations at each branch location. The branch supervisors will be reaching out to their respective LACs for assistance in planning the local celebrations.

Facilities and ADA – Angelisa Hawes

- The Damascus Library and Senior Recreation Center [renovation](#) continues. We are at 45% completion. Interior work continues.
- Brigadier General received some new furniture and some added cleaning during closure on October 13. Elevator work continues. Pictures attached.
- Noyes Library project is being re-bid. The County has requested proposals from a roster of existing, pre-qualified contractors. Bids are due November 25.
- Department of General Services (DGS) has started a facility assessment for Twinbrook Library.
- Aspen Hill and Germantown libraries are currently having furniture being re-upholstered.
- Additional cameras are being installed at Gaithersburg, Quince Orchard, and Twinbrook libraries.
- The design for the Clarksburg library is delayed as the Department of General Services works with the Historic Preservation Commission. The next public meeting is scheduled for 7PM, December 3, 2025.
- Crumbling stairs are being repaired at Long Branch Library. Working with the DGS property manager on the damaged sign.
- Water bottle fillers are currently being added at Olney and Collection Management.
- Working with the supervisors of each branch to complete their annual safety and emergency evacuation plans.
- Still in the development stage of the Shady Grove library (7500 square feet) – first leased space; more transitional library space.

Business Operations – Steve Kapani

- **Business Office**
 - Prepared and submitted the FY27-FY32 capital budget for the County Executive's (CE) review.
 - Prepared and submitted the FY27 Operating Budget to OMB for the CE's review.
 - Met with the CE on the FY27-FY32 capital budget.
 - Prepared the 1st quarterly analysis of the FY26 operating budget
 - Upcoming:
 - This month (November), we will respond to questions from the Office of Management and Budget on the FY27 operating budget submission.
 - In December/early January, we will meet with the CE on the FY27 Operating budget submission.
- **Human Resources (HR) Unit**
 - Successful completion of the first Assistant Branch Supervisor Summit (consisted of 15 staff) the focus was on leadership development, peer networking and collaboration.
 - Introduced Niche Academy (LMS) system for on demand learning platform.
 - Created a more efficient interview process to lessen time to fill positions.
 - KOHA Beta testing workgroup was formed to discuss improving functionality and use.
 - Working on:
 - Executive Leadership Training for the Executive Team (Dare to Lead)
 - Reviewing the overall internal recruiting process for better efficiencies.
 - Create an internal audit process for HR specific items.
- **Digital Transformation Unit**
 - **Marketing and Communications**
 - Currently executing the 75th Anniversary Campaign. A logo has been selected, and we are preparing for an official marketing launch scheduled for February, in conjunction with Library Lovers Month.

- Actively recruiting for a new Marketing and Communications Manager, with the goal of filling this position by December.
- Other ongoing campaigns include Winter Reading, the Local Author Speaker Series, MoComCon, and planning is already underway for our 2026 Summer Reading program.
- **Technology Management**
 - Evaluating options for new self-checkout machines to enhance our service efficiency.
 - The Request for Proposal (RFP) for door counters is in progress, with the project expected to commence in January.
 - Our computer infrastructure continues to be upgraded, with all staff computers being transitioned to Windows 11. The staff computer replacement project is nearing completion.
- **Digital Services**
 - The Website Migration project is actively underway. This includes content curation, migration, and ongoing development of the new site design. More detailed information will be communicated to staff in November. The website redesign and CMS transition are scheduled for January.
 - We are in the research phase for developing “Innovation” teen spaces with a focus on media content creation such as podcasting, music production and video production. Some of the branches – looking for which ones will be the best.
 - We are also working with Teen Services staff to deploy more gaming systems, AR and VR for programming.
- **Data Initiatives**
 - The Collection Management Data Dashboard is nearly complete. This collaborative effort with the Collection Management team provides administrators and stakeholders with a comprehensive overview of circulation statistics.
 - The development of a new scheduling application is in progress to assist branches with operational and staff scheduling management.

Branch Operations – Patrick Fromm

- **Branches**
 - Branch Supervisors have moved around several branches to position our vacancies in branches that are favorable to new supervisors from outside the system and to align current assignments with their strengths.
 - Long Branch will have a new branch supervisor from outside the system.
 - Recruitment for Branch Supervisor vacancies is underway.
- **Central Programming Team**
 - Local Author Showcase is on Saturday, 11/22 from 12-5 PM at Wheaton Library. Involves book sales, passive activities, and chances for writers to meet and network. The intake form for authors for next year’s event already has over 60 responses, indicating large interest in this.
 - Preparation for Winter Reading and Summer Reading are underway. Winter Reading details will go live shortly as we intend to run it in sync with MCPS winter break.
 - SRC committee is working on making the app more user friendly.

- Outreach
 - The Electric Outreach Van made its debut at the Trunk or Treat organized by Montgomery County Fire and Rescue Service. Over 300 customer interactions including card registrations and checkouts. Lots of great feedback about the library, and the truck performed well.
 - The Electric Outreach Van will have its next “soft” event in the Thanksgiving Parade. Big thanks to the Brigadier Charles E. McGee LAC for their advocacy and efforts making sure MCPL has a presence in the parade.
 - Developing a plan for broader outreach.

CHAIR’S REPORT:

- The Joint Meeting I was held on October 8. The hybrid option is a good means to get people to participate.
 - Historically, minutes were not posted from the joint meetings. Should minutes be taken and posted? The consensus was that they should be posted.
 - Members were asked to review the draft submitted by Steve Solomon and submit any edits in the next week.
- January Joint Meeting II planning
 - Tim Lighter and Terry Romine volunteered to work on planning for the meeting.
 - Brainstorming content
 - This meeting is often used to set the stage for the type of advocacy needed in support of Libraries.
 - It is scheduled for January 14, 7 PM at the Rockville Memorial Library.
- New member orientation was held on October 28, 2025.
- The Chair, Vice Chair and immediate past Chair, have been holding regular check in meetings.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter)
 - Will focus on updating the Library Board Manual and expanding workgroup membership.
- Legislative and Public Affairs Workgroup (Bouie, Montgomery, Schiff, Solomon)
 - Met during the first week of November to discuss the advocacy plan. Jim Montgomery drafted a letter to the County Executive, which has been sent to the Chair for review. The goal is to send the letter to the County Executive as soon as possible.
 - Reviewed post-COVID data.
 - Director Graham requested the creation of a data dashboard for the Library Board, to be updated quarterly.
- LAC and Board Activities (Manubay, Brier, Mohan)
 - Building on last year’s initiatives.
 - Continuing LAC networking events:
 - Sessions will be more free-form and extended in length.
 - Steve Solomon, Marilyn Schiff, and Melanye Johnson will coordinate dates that work for their respective LACs.
 - May participate in planning the Joint Meeting.
 - Updating the LAC Handbook annually and engaging LACs in the process.
 - Providing training opportunities for LACs.
- Members who are not currently on a workgroup should select one and inform Chair Manubay.

OLD BUSINESS:

- At the September Board meeting, the Aspen Hill LAC Chair requested the establishment of a formal process for LACs to review and provide input on revisions to the LAC Handbook prior to its annual finalization. Follow-up from Chair Manubay:
 - The revised LAC Handbook was distributed to the full Library Board via email on May 6, 2025, with a request that members share it with their respective LACs for comments and feedback.
 - This request was reiterated during the May 14, 2025, Library Board meeting.
 - The LAC Workgroup Report further recommends that Library Board liaisons be responsible for forwarding the draft Handbook to their assigned LACs to solicit feedback.
 - No additional action is required regarding this request.

NEW BUSINESS:

- Board members selected LAC liaison assignments.
- Letter to Council regarding the makeup of the Library Board was reviewed.
 - Is the makeup of the Board something that can be addressed via a workgroup?
 - Communication and outreach pieces are required to support this effort.
 - The Library Policy and Practices workgroup will take this on as a practice.
 - Include in the letter how many LAC members reside in upcounty.
 - Council members should let their constituents know when vacancies on the Library Board are announced.
- MCPL received an email regarding the functions of the LAC which included ideas for more engagement at the LAC meetings. The email will be forwarded to the LAC and Board Activities workgroup who will draft a response.
- The first week of December is being considered for the Library Board retreat. A poll will be sent to members.

LIAISON REPORTS:

- Montgomery County Public Schools (via email) - 1) Finalized MOU between MCPS and FOLMC to send deaccessioned school library materials (still in good condition) to FOLMC in order to ultimately benefit MCPL. 2) Attended the School Library Journal Summit in Owings Mill last weekend where there was a panel about public library-public school partnerships. Public and school librarians from Baltimore City and Baltimore County shared many great ideas for collaboration. Lots of great ideas to share and try to increase the collaborative efforts!
- Montgomery College (MC) – Getting ready to move and close the Rockville campus library which is going to be renovated. Moving to a temporary space in spring 2026; will be in the space through fall 2027 with the expectation of reopening in spring 2028. MC has recently gone through a brand refresh – new colors, new tag line. It is a big process of updating all marketing and communication materials.
- Aspen Hill – Has not met. Next meeting is scheduled for November 17. Will be more diligent in soliciting feedback, sooner than later, from LAC regarding the revised LAC Handbook.
- Marilyn Praisner – Did not meet last month. Used the Joint Meeting as their opportunity to meet. During their September meeting they talked about the many programs offered. They attended Burtonsville Day on September 20. Will meet again on November 20.
- Damascus – Did not meet and is not going to be meeting doing the refresh unless they have something that needs to be discussed.

- Noyes - Met last month. They have a new chair. They were recently assigned a new Regional Manager. They wanted to hold a tabling effort for recruitment last year but missed the window; they are hoping to do it this year outside. Their next meeting is in January.
- White Oak – Met last week. Their programs are going great with good attendance. Hatchling and storytimes are so popular that parents are informally meetings in their homes just to get together. Some concern about a large development going up in Hillandale with no plan for a library there in the next 20 years. LAC members participated in the local school’s literacy night
- Twinbrook - In contact with the one member of the LAC.
- Rockville Memorial – Has not met since the last Board meeting. Although they have recruited 17 new members, there has not been a quorum in months.
 - Discussion was held regarding adding additional requirements to the LAC application.
- Connie Morella – Meets next week. Pleased that the branch has full staff.
- Potomac – Concerned about the display cases and would like to have the policy in writing. Also concerned about the trash pickup outside the building.
- Olney – Has a new chair. There has been a lot of good programming.
- Gaithersburg – Has not met recently.
- Germantown – Did meet but not much going on.
- Long Branch – Met in October. They elected a secretary and chair. Concern regarding not having a branch supervisor. Discussed litter on the library grounds. Meets again in November.
- Brigadier General – Met in October virtually. Meets next week. Elected Jennifer Diamond as the new chair; the secretary was reelected. They have questions about renovation and how services can be kept in place while the building is closed. Everyone really loves the new furniture. Getting ready for the Thanksgiving Parade on November 22.
- Wheaton – Has not met since the last Board meeting. Next meeting is scheduled for November 17.
- Kensington Park – Meets on November 13 for the first time in many months. Will hold elections if there is a quorum.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting was adjourned at 8:58 p.m.