



LIBRARY BOARD MINUTES

December 14, 2016

BOARD PRESENT: Amir, Christman, Duval, Negro, Reedy, Rippeon, Wray

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield-Jewett, Recording Secretary; Anita Vassallo, Public Services Administrator, IT Infrastructures, Digital Strategies and Emerging Technologies; Lennadene Bailey, Acting Business Manager

GUESTS: Jim Montgomery, Board of Trustees, Friends of the Library, Montgomery County, Inc.

The Library Board meeting was convened by Chair Reedy at 7:03 PM

INTRODUCTIONS: Board members, staff and guest self-introduced

APPROVAL OF BOARD MINUTES:

The minutes from the October 12, 2016 Board meeting were approved.

LAC APPLICATIONS:

The LAC applications were approved.

DIRECTOR'S REPORT:

- **FY18 Budget**
 - County Executive's Budget Forums (all forums begin at 7 PM)
 - Monday, January 9 at the Bethesda-Chevy Chase Regional Services Center, 4805 Edgemoor Lane, Bethesda
 - Wednesday, January 11, Eastern Montgomery Regional Services Center, 3300 Briggs Chaney Road, Silver Spring
 - Wednesday, January 18, Mid-County Community Recreation Center, 2004 Queensguard Road, Silver Spring
 - Wednesday, January 25, Silver Spring Civic Building, One Veterans Place, Silver Spring
 - Monday, January 30, BlackRock Center for the Arts, 12901 Town Commons Drive, Germantown

- FY18 Budget Reductions – 2% Savings Plan
 - Currently a \$130M gap in the FY18 Operating Budget for the County.
 - MCPL has to find \$158K; this amount will not impact core services.
- **Grants**
 - KID Museum, working with MCPL, submitted and received a two-year STEM grant through Institute of Museum and Library Services and George Mason University.
 - Montgomery Community Media was awarded a grant from NBC to work with MCPL to provide classes on media production for teens.
- **Personnel**
 - Effective January 22, 2017, the following personnel will be transferring to new branch manager assignments:
 - Ken Lewis from Little Falls to Aspen Hill
 - Lindsey Hundt from Rockville Memorial to Chevy Chase
 - Jan Baird-Adams from White Oak to Germantown
 - Karen Miller from Germantown to Kensington Park
 - Kathie Meizner from Kensington Park to Rockville Memorial
 - Angelisa Hawes from Aspen Hill to White Oak

With the completion of these moves, there will be branch manager vacancies at Davis and Little Falls. The recruitment process will start in the next two weeks.
- **National Forum on Closing the Opportunity Gap for Early Readers**
 - In Washington, D. C., on December 1 and 2, 2016, through support from the [Institute of Museum and Library Services](#), the [Urban Libraries Council](#) (ULC) and their partner, the [Council of the Great City Schools](#), co-convened a select group of leaders from public school systems, public library systems and other national thought leaders to explore a critical education issue: *how to ensure that low-income, struggling readers in K-3rd grade are accessing reading support services available via the public library.* During this forum we discussed:
 - Library literacy services most needed to help K-3rd grade students get back on track and stay on track with grade-level reading curriculum.
 - Key obstacles for public libraries to reach and engage low-income students.
 - Recommendations and strategies for building stronger library-school-community partnerships to improve the reading achievement of low-income K-3rd graders, building on the foundations established via the ConnectED Library Challenge.
- **Refresh/Construction Projects**
 - Little Falls: The branch will not open in January as planned due to flood-related damage. A 4” fire-main pipe broke, December 7, causing flooding in the mechanical room and lower level. The flooding caused damage in the building’s electrical and mechanical systems. The Department of General Services has been working to repair the damage and get the library’s refresh back on schedule.
 - Davis: The ADA inspection revealed that the slope measurements in the restrooms were “off” and the contractor has spent considerable time trying to fix them. This is compounded by the small space in the restroom and the short distance from the walls to the floor drain. No flooring is completed. The second stage of asbestos abatement occurred in the staff workroom area on November 28-30. Substantial completion is scheduled for February 2 but a request for a delay approval of up to 5 days may be submitted due to unexpected asbestos removal.

- Aspen Hill: The branch closed on Tuesday, November 8 at 8 p.m. Staff were in the building through November 25; asbestos abatement occurred November 28-December 2. The first construction meeting involving Aspen Hill Library occurred on December 8.
- FY17 Refresh Library Projects: Bethesda, Quince Orchard, and White Oak design work began with an overview of the process and introduction of the design team in July. A review occurred at the 30% design stage in late September and early October. The 90% construction documents were submitted for review on November 18 and were due December 2. Building Design and Construction still hopes to put the construction documents out for bid in February, 2017 and begin construction in April, 2017.
- Wheaton Interim: MCPL temporarily suspended library service on October 21, 2016 at 6 p.m. so that the space could be emptied for the Board of Elections to use as primary election early voting space. The Department was able to reoccupy the space starting at noon on Friday November 4; staff returned to stock the shelves on November 8 and the branch reopened on November 17 at 9 a.m.
- Wheaton Library and Community Recreation Center: Work on Phase 1 involving construction of new Hermitage Avenue which began in July is expected to be substantially completed on December 17, 2016. The Construction RFP was issued in June 2016 and bids were received on July 28. Procurement posted the construction award for Costello Construction of Maryland, Inc. on its site on October 13, 2016. Project Manager Anjali Gulati indicates that once the contract with Costello is signed, a coordination meeting will be set up with the County, architects, Costello, and Highway Services (contractor for the road construction) to coordinate the overlapping work, entry points, shared staging and any concurrent activities.
- **Accessibility Advisory Committee**
 - The Committee has been visiting branches to provide feedback on areas where accessibility is a concern. Their most recent visit was to the Poolesville Library on Saturday, November 12. Since April 2015, the Committee has been to Rockville Memorial, Bethesda, Davis, White Oak, Quince Orchard and Silver Spring libraries. Visits to Little Falls and Aspen Hill will be done in spring/summer 2017 after those libraries reopen from their refresh projects. The Committee has also spent the last two meetings (September 7 and December 7) discussing programming for people with disabilities.
- **ADA Program Manager**
 - The new Assistant Facilities and ADA Program Manager, Elizabeth Lang, began work for MCPL on November 14. In addition to meeting with her supervisor for orientation to the County and MCPL policies and operations, Elizabeth has met with the County's ADA Compliance Officer Nancy Greene, attended an Accessibility Committee meeting, attended construction meetings for the refresh projects at Aspen Hill, Davis, and Little Falls, drafted scope of work documents for the three FY19 Refresh Projects (Chevy Chase, Damascus, Potomac) and reviewed 90% construction documents for the FY17 refresh projects (Bethesda, Quince Orchard, and White Oak) and submitted comments. She is working with all branches on arranging for the electrical, data and furniture needed in order to schedule installation of the State funded ADA workstations. She is researching accessible workstations to accommodate existing self charge machines and book drop chutes that will work with the delivery tubs the Library Department owns. She has drafted a six-month work plan and is reviewing MCPL's Accessibility Services information on the website. She will also be testing headphones

purchased by the Business Office to make a recommendation on a model to sell in branches if the decision is made to do so, and is investigating what the Department has done in the past about Homebound Services in order to make a recommendation on providing that service.

- **Children's Opportunity Fund (COF)**
 - I am now on the COF steering committee representing MCPL.
 - The COF is a public/private initiative that brings together top government leadership and dedicated community partners to champion, plan and fund strategic investments that improve the lives of children and families in Montgomery County. Members of the Fund's Steering Committee will work with the COF Executive Director to develop a coordinated strategy for aligning public and private resources for investment in the specific interventions that can have a system-wide impact on improving outcomes for children growing up in poverty. Members will have a role in selecting the providers of these interventions and services and in overseeing evaluations of any funded interventions. Members will also assist in developing strategy for attracting private support for the work of the COF.
- **Fines and Fees Recommendation Update**
 - The recommendation was submitted to the County Executive as a decision memo. Mr. Leggett forwarded it to the Office of Management and Budget (OMB). A number of questions were sent from OMB; responses were drafted by MCPL and submitted to OMB on December 9.
 - Staff will come back in February with the recommendations for the fines and fees pilot.
- **Superintendent of Montgomery County Public Schools (MCPS)**
 - A very productive meeting with Dr. Jack Smith, MCPS Superintendent, was held on November 22. Dr. Smith expressed his commitment to continue working with MCPL on Library Links. He and 4-5 of his staff plan to meet with MCPL leadership to determine other ways we can collaborate. He also plans to attend a Library Board meeting. He was invited to attend the National Forum on Closing the Opportunity Gap for Early Readers, but his schedule precluded his participation.
- **Kramer Family Letter** (see attachments)
- **FY17-20 Strategic Plan Accomplishments**
 - **Early Literacy**
 - Early Literacy Ad Hoc group formed. They attended a virtual institute on Children's programming through ALA Association for Library Services for Children.
 - Children's staff training to be held in March on diversity in children's storytimes and programs – types of programs, days of week, materials used, to meet community needs. We will be inviting subject matter experts to do presentations.
 - Branches are looking to offer more bilingual storytimes, storytimes on weekends for working families, and different age groups for programs, example 0-5 at Kensington Park and Damascus based on community demand, sensory storytimes, and family nights
 - Outreach staff have been trained in storytime presentations. They are doing regularly scheduled storytimes in the community at churches, Recreation Department, daycares, and preschools.

- Storytime Share database in pilot for Children’s staff to share storytime ideas with each other across branches.
- Jan Jablonski Early Literacy Training Center and Special Collection planning and implementation underway at the Noyes Library. All materials have been purchased, a special bookplate will be added to each book, a plaque unveiling ceremony will be held in the near future to honor Ms. Jablonski.
- Version 2.0 Go! Kits will soon be available at all library branches in the New Year. New themes will be introduced, and new devices for all Version 1.0 and 2.0 Go! Kits.
- Mary Ellen Icaza was a guest on the Kojo Nnamdi Show last week. The topic was how books and libraries impact children whose first language is not English. The show also featured Juana Medina, a children’s author and illustrator. It was an opportunity to promote world language collections, bilingual storytimes, and early literacy skills that are covered in all storytimes, as well as the importance for children to see themselves and their community in the books and stories that they read – mirrors and windows to the world.
- Planning underway for the Summer Read and Learn program – This year’s theme is “Build a Better World.” There will be programs for 0-4, 5-12, teens, and adults.
- Early Literacy Program Manager has been approved. Position will be posted soon on the County website for external and internal candidates. Focus on reading, learning, and programming for children.
- Increased outreach and collaboration with MCPS Head Start program - presentations, visits, library cards, registration in branches.
- **Workforce and Business Development** (see attachment)
 - Through our partnerships with the Maryland Small Business Development Center, the Latino Economic Development Center, the Educational Opportunity Center/Montgomery College, WorkSource Montgomery and with the County’s Office of Human Resources, we launched a number of business and workforce workshops this Fall.
 - Tech classes were held for teens and seniors.
 - Financial Literacy class for adults was held on December 7.
 - We are talking to WorkSource Montgomery about launching pop-up workforce centers – to rotate throughout the system to provide hands-on workforce help to job-seeking customers.
 - More Classes for Seniors through partnership with the Department of Technology Services/Older Adults Tech Services. We will roll out 12 classes: 3 classes at Praisner, 6 at Long Branch; and 3 at Gaithersburg.
- **Montgomery County’s 2016 team USA Olympians**
 - County Executive Leggett is holding a celebration on December 19, 7 PM at the Silver Spring Civic Building for the 2016 Montgomery County USA Olympians. During this celebration, the athletes will be presented with the letters written to them by MCPL customers.
- **Library Associate Training Institute (LATI)**
 - Two MCPL staff, Febe Huezo and Eric Carzon, graduated from the Library Associated Training Institute program today. The ceremony was held at the Miller Branch of Howard County Public Library.

CHAIR'S REPORT:

- **Joint Meeting**
 - Deborah Brooks will provide feedback from the November Joint Meeting. The follow-up Joint Meeting will be held on January 11 at the Silver Spring Library.
 - Remind LAC members to attend the follow-up Joint Meeting.
 - Chair Reedy will provide language to send to the LACs via email regarding the budget forums.
- **Budget Forums**
 - The dates for the County Executive's budget forums have been announced. Please plan to attend and encourage your LACs to do the same.
- Brandon Rippeon will send the full Board the Council district/library location information.
- **Open LACs** – Bethesda, Damascus, Gaithersburg, Kensington Park, Little Falls, Long Branch, Marilyn Praisner, Silver Spring, and White Oak.
 - Antoinette Negro will act as liaison to Noyes and Quince Orchard.

WORKGROUP REPORTS:

- **Legislative and Public Affairs**
 - Tom Thomson (FOLMC), Jim Montgomery (FOLMC), Ari Brooks (FOLMC), Brandon Rippeon and Kathleen Reedy met last week to discuss the follow-up Joint meeting and the budget forums.
 - The message is to attend these forums and thank Mr. Leggett for his support and good work.
 - Are we still wearing orange when attending particularly budget meetings?
 - Jim Montgomery will check to see if FOLMC has any orange shirts remaining.
 - Advocacy toolkit – calendar of events. Send any dates that you want included in the calendar.
 - Consider a VIP tour for the County Council and others of one of the newly refreshed branches.
 - Contact the LACs that do not currently have liaisons and invite them to the budget forums.

LIAISON REPORTS:

- **Davis** – Delay with asbestos abatement; reopening may be delayed until late March.
- **AAC** – Met last week; the meeting was attended by Director Hamilton, Elizabeth Lang (Assistant Facilities and ADA Coordinator) and Mary Ellen Icaza. AAC has toured all of the FY17 branches and made suggestions and offered input. They also toured Poolesville, a FY18 refresh branch.
- **MCPS** – Community presentation of the budget at Gaithersburg High School. It is now online. There will be some public testimonies in January to the Board of Education. There are two new Board of Education members. Sedwick Elementary School 4th graders created a video that has gone viral which is titled, "The Lie." The video speaks about stereotypes. Andrea Christman will send a link to the video to Board members.

MCPS expects approximately four thousand new students next year. They are opening a new middle school and two new elementary schools next year. There are more English language learners at the high school level.

- **Rockville Memorial** – Recruitment is ongoing to revitalize the LAC; FOL chapter held a reception for the branch’s 10th anniversary.
- **Twinbrook** – The LAC has not met since the last Board meeting.
- **Germantown** – Next meeting is December 15.
- **Poolesville** – Lost Maggie Nightingale, who will be sorely missed. She was a great advocate.
- **Montgomery College** – In the middle of finals. Architectural changes have taken a lot of planning. The Board of Trustees had a great response in support of the president.

OLD BUSINESS:

- **Report on November Joint Meeting**
 - Jim Montgomery (FOLMC) will provide a report to the Board.
- **Transition**
 - Dr. Syed Amir has resigned from the Library Board.
 - Chair Reedy and Director Hamilton presented Dr. Amir with a certificate of appreciation.
 - Dr. Amir thanked everyone and said it has been a very rewarding experience.
 - Director Hamilton expressed her appreciation for Dr. Amir’s common sense approach to issues and concerns as well as his ability to ask clear questions that cut right to the issue.

PUBLIC COMMENT:

- Jim Montgomery
 - There are five budget forums, the first is scheduled two days prior to the follow-up Joint Meeting in January.
 - Will check on orange paraphernalia for the forums.
 - Encourage LAC members to begin writing the Council after March 15 – emails are very important.

ADJOURNMENT:

Meeting was adjourned at 8:42 PM

B. Parker Hamilton