



Library Board Meeting

June 14, 2017

BOARD PRESENT: Brooks, Chiu, Christman, Durcho, Makar, Negro, Reedy, Wallace, Williams, Wray

STAFF PRESENT: Anita Vassallo, Public Services Administrator, IT Infrastructure, Digital Strategies, and Emerging Technologies; Regina Holyfield-Jewett, Recording Secretary; Mary Ellen Icaza, Public Services Administrator, Community Engagement, Programming and Learning; Lennea Bower, Manager, Virtual Services

GUESTS: Carol Leahy, Friends of the Library; Jim Montgomery, Friends of the Library, Montgomery County, Advocacy Committee

The Library Board meeting was convened by Chair Reedy at 7:07 p.m.

INTRODUCTIONS: Board members, staff, and guest self-introduced.

APPROVAL OF BOARD MINUTES:

The minutes from the May 10, 2017 Board meeting were approved with one correction.

LAC APPLICATIONS:

The LAC applications were approved.

- Should the LAC application be restructured in order to garner more information?
 - The LAC and Board Activities Workgroup will review the LAC application to determine if it needs to be restructured.
- The applications are vetted by the branch managers before they are submitted to the Library Board.

DIRECTOR'S REPORT:

- MCPL's **Summer Read and Learn** program began on June 10 and will run through September 10. This year's theme is "Build a Better World." There are activities for children, teens, and adults. For more information about the program, visit www.montgomerycountymd.gov/library.
- The **Children's Borrowing Fines Pilot** is in place as of June 10. During this pilot, MCPL will no longer charge overdue fines on children's materials or charge a hold fee on children's materials, regardless of the age of the customer. This is being done to remove barriers that fines can impose, particularly on young readers and high risk populations. Evaluation criteria will be sent to the Board.
- The inaugural **Contemporary Conversations @ MCPL** was very successful.
 - The series kicked off in March with journalist and radio host Kojo Nnamdi, followed by author and journalist David Ignatius in April. In May, the County Executive hosted the conversation on the Colfax Massacre of 1873 with Charles Lane, author of *The Day Freedom Died: The Colfax Massacre, the Supreme Court, and the Betrayal of Reconstruction*. The series concluded this month with Hena Khan, author of international headline making, *It's Ramadan, Curious George*.
 - County Executive Leggett was very pleased with this initiative and plans to invite as guests for the next series: Congressman John Lewis, Senator Al Franken, Senator Ben Sasse, and Marian Wright Edelman, President of the Children's Defense Fund.
- We are in the process of evaluating the first year of the **FY17-20 Strategic Plan**. The first-year evaluation will involve looking at both qualitative and quantitative data. The branch and administrator's work plans have been designed to map on to the Strategic Plan goals and objectives. We will use narrative feedback and benchmarked data to create a picture of the work accomplished to fulfill the short and long term goals of the Strategic Plan. We are continuing to tell our story based on impact –using transformative versus transactional statements.
- Upcoming **new technology** that you will see at MCPL:
 - Lending laptops and digital signage at Aspen Hill and Little Falls when they reopen.
 - Pilot laptops and hotspots to lend at Aspen Hill, Gaithersburg, Maggie Nightingale, Marilyn Praisner branches.
 - Bluetooth speakers at all branches to support programming.
 - All 3D printers are currently working. There was some difficulty with a few.
- We are again offering the printed **Calendar of Events, Check Us Out**, in our branches. The June –August issue is available now.
- **Refresh Projects:**
 - Aspen Hill – New lighting has been installed. The Department of General Services (DGS) staff will walk the building in the next two weeks to finish the punch list. Staff has been recalled for June 14. Potential dates have been sent to the County Executive to reopen the branch.
 - Little Falls - The Department of General Services will soon begin working on new lighting in the facility. Staff will be recalled as soon as the lighting project is complete.
- MCPL is implementing a **Pop up Library** program and aims to pilot it in the Bethesda community while the branch is closed for its refresh.

- There have been two graduates thus far from our **Career Online High School (COHS)** program and all seats from FY17 are full. COHS was implemented in June 2016.
- The **Annual Trustees/Citizens for Maryland Libraries Meeting** is scheduled for Saturday, October 14, 2017, at the Laurel Branch of Prince George’s County Memorial Library System.
- **Citizen Advisory Boards to Host Capital Improvements Program Budget Forums in June/July-** Individuals and groups are invited to provide input into the County’s next six-year capital construction budget by attending public forums that will be held in June/July by local citizen advisory boards. The forums will help define construction and planning priorities for the various regions in the County as officials develop the Fiscal Years 2019 to 2024 Capital Improvements Program (CIP) budget. The schedule for forums in each regional area is listed below:
 - Bethesda-Chevy Chase - Monday, June 19, 7:00 pm – Bethesda-Chevy Chase Regional Services Center, 4805 Edgemoor Lane, Bethesda, 240-777-8200;
 - Eastern County – Wednesday, June 21, 7:00 pm – Eastern Montgomery Regional Services Center, 3300 Briggs Chaney Road, Silver Spring, 240-777-8414;
 - Silver Spring - Monday, June 26, 7:00 pm – Silver Spring Civic Building, One Veterans Place, Silver Spring, 240-777-5307;
 - Upcounty – Wednesday, June 28, 7:00 pm – BlackRock Center for the Arts, 12901 Town Commons Drive, Germantown, 240-777-8040;
 - Mid-County – Monday, July 10, 7:00 pm – Mid-County Community Recreation Center, 2004 Queensguard Road, Silver Spring, 240-777-8101 or 240-777-6820.

CHAIR’S REPORT:

- There were eight Board members at the Thank You reception. Thank you to Art Brodsky for making a statement on Director Hamilton’s retirement on behalf of the Board.
- The July meeting is the last for Director Hamilton.

WORKGROUP REPORTS:

- Legislative and Public Affairs – No Report
- Library Policy and Practices (Duval)
 - The Board Manual has been edited and sent to all members.
 - Send edits to Bill Duval by June 30. The Board will vote on adopting the updated version at the July meeting.
 - The Board Manual will be reviewed on an annual basis.
- LAC and Board Activities (Brooks)
 - The revised LAC Handbook will be sent out very soon.
 - The LAC webpages have been uploaded to the website.

LAC LIAISON REPORTS:

- **Davis** – Has been open for two months. New manager started on May 15.
- **Accessibility Advisory Committee** – The committee has visited all the FY18 refresh branches and made all of their recommendations. The committee met last week and Elizabeth Lang attended and discussed staff training and human interactions.
- **Aspen Hill** – The LAC met on Monday and worked on the schedule of meetings for the coming year. Branch manager Ken Lewis was asked about the opening date. They were given a timeline and told that the date would have to be convenient for the County Executive. The group did not feel the opening day should be on week day because many of the LAC members would be working.
- **MCPS** - Last week on June 6 attended the Children’s Librarians meeting. Presented at both session with a colleague on how MCPS uses Chromebooks and Google Apps. It was more of an overview; open to come back in the future when the devices are available. Also last week, Montgomery College submitted an application for the One Maryland One Book tour; it was a really strong application that was supported by MCPS and MCPL. They will know on June 30 who was chosen to be a site for the tour. Last day of school is this Friday for students. On August 23 teachers will return. August 22 is back to school professional day where MCPL will conduct breakout sessions on using library resources. Contacted FOL about having booksales and book signing. Paula Young Shelton, Hena Khan, Ellen Oh are among the authors who will be there. MCPS is encouraging inclusive literature in our students’ lives.
- **Gaithersburg** – The LAC will not have a meeting in July, but will meet in August. Working on getting the agenda to be posted.
- **Olney** – Scheduled to meet June 21 and in July, will recess in August. Trying to recruit members, especially teen members. The branch manager is outreaching to schools. Branch manager is also trying to reconfigure the teen space. The lighting issue has finally be resolved.
- **Silver Spring** - The LAC met on May 15. Special guests included Mary Ellen Icaza. The iPads for survey were discussed; Bob Osher shared the history of Silver Spring Library. Elections were held.
- **Kensington Park** – The attendance at the last meeting was small. Trying to recruit. Sending out recruitment information via local listservs. The LAC meets quarterly.
- **Rockville Memorial** - Status quo – still trying to rebuild.
- **Twinbrook** – Met in early May. Branch manager invited a reference librarian who talked about his/her perspective on customer needs. New chair has been really great; building on the work put in by former chair, Michael Wallace. Sitting in on programming and giving feedback. Branch manager is really good in giving feedback to LAC as to how they can assist – good synergy.
- **Potomac** – Has not attended a meeting.
- **Damascus** – Will be attending the meeting next week.
- **Quince Orchard** – Meeting scheduled for July 19. Sent copy of LAC report. Hopes to hold elections during the July meeting.
- **Noyes** – During the meeting in June, Christine Freeman gave updates on the Jan Jablonski Early Literacy Training Center and Summer Read and Learn. The testimony that was given before Council was discussed. They had the storybook parade on June 3. An LAC member is on the Noyes Foundation and reported that \$8K had been raised at the Day of the Book event. There will be a model train show in August or September. Updates on the renovation were given. On May 31, there was a meeting held at the

Kensington Park city hall regarding historic preservation; there were about 40 attendees. More visibility for Noyes Library – signage may be the way to do this especially on the county road. This may be an initiative for the FOL to take up with the County.

- **Little Falls** – Met the branch manager who was at the Thank You reception. Scheduled to meet this coming Tuesday with branch manager and LAC chair. A good beginning.
- **Long Branch** – Reached out to the manager several times with no response. Will try to contact in a different way. There is no LAC chair or members.
- **White Oak** - Met June 5. Continues to be active and meets at an accessible site. Meets five times per year. Six members and Branch Manager Angelisa Hawes were present. Talked about recruitment, 50th anniversary, and the refresh. The branch manager's report focused on the asbestos removal, the July 1 start of ADA construction, programming at alternate sites, the continuing delivery of new books to the branch, etc. The LAC would like the June 1 deadline for elections relaxed if possible, since this LAC holds its elections at its June meeting. Frank Altrichter will continue as chair; Paulette Wright is the new secretary. The group was given copies of the annual report form and background. No one present would agree to lead the group. The group talked about the need to recruit new members and agreed the re-opening of the library after the refresh – and the 50th anniversary of the branch opening -- will be a good time. They talked some about the LAC website potential and Ms. Hawes said the group could send items to her to get uploaded. The value of the website for publicizing the group's presence, its meeting schedule, etc. was mentioned.
- **Wheaton** - Met June 12. Eight members plus Branch manager Dianne Whitaker were present. Branch manager reported that use of the interim library has increased since White Oak closed. In September, the meetings will be moved to the third Monday of the month so as to sync better with MCLB meetings. Confirm for the LAC that the second Wednesdays of the month are determined dates for MCLB to meet. The group was happy to hear that sample furniture will be brought to the interim library to test out. It asked to be notified when that will be. The topics bringing heated discussion included the lending library kiosks at Mid-County Express and learning that the library will not sponsor a tour for the LAC of the Silver Spring Library. The Wheaton LAC continues to express interest in the revised LAC Handbook.
- **Montgomery College (MC)** – The Taskforce finished work in April, recommending that the libraries be restructured functionally - research and teaching, access services, collection and resources, and technology and user experience. An architectural firm is taking data from ethnographic studies and looking at it to redesign two of the four libraries. By the end of the year, three of the largest libraries will be revamped, including technology, instruction rooms, group study rooms. MC hopes to front load the experience. The plan is to rebuild in 20 years while bridging services in the meantime. A long standing employee, Sarah Fisher, passed away unexpectedly last month; she worked for MC for 40 years
- **Comments and follow up**
 - Near the end of the project, MCPL recommended to DGS that the lighting needed to be replaced at Aspen Hill and Little Falls.
 - Use track changes when submitting edits for the manual.
 - Fines that are already on the books – staff have lead way to forgive or suggest reading down the fines. The pilot will last for a year and is being evaluated quarterly.
 - Information will be passed to Rita Gale regarding the signage at Noyes.
 - Tanner Wray has not heard about how MC fared with the budget.

OLD BUSINESS:

- The MCCF needs a liaison. Please let Chair Reedy know if you are able to be a liaison for this group which is growing.
- Election of Officers
 - Chair Reedy asked for a vote of confidence to serve as the chair for the second year.
 - Debbie Brooks will be retiring from the vice chair position.
 - Jensen Chiu is willing to run for vice chair.
 - Other nominations for the vice chair position from the floor were requested. There were none.
 - Vote was called for the slate of Reedy for chair and Chiu for vice chair. The vote was in favor of the slate.
- Voter education – Board of Elections has done different programs in the branches. Voter empowerment program at Marilyn Praisner. A number of MCPL branches serve as early voting locations.

NEW BUSINESS:

- The reimbursement form will be resent to all. The completed form is due by June 30.
- The Citizen Advisory Board CIP budget forums are coming up. The scheduled is on the County's website and in the Director's Report.

PUBLIC COMMENT:

Now that the budget cycle is complete. It is time to begin thinking about next year. The money for custodial care will probably be an issue next year. The Friends of the Library will get together with the Board to mobilize the LACs in order to have something solid. Will be in touch with the Board Chair and lead for the respective work group. [Jim Montgomery]

ADJOURNMENT:

The meeting was adjourned at 8:54 PM



B. Parker Hamilton, Director