



**Library Board Meeting  
June 13, 2018**

**ATTENDEES:** Chiu, Christman, Durcho, Duval, Makar, Morey, Negro, Reedy, Rippeon, Villar, Wallace, Williams, Wray

**STAFF:** Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary; Angelisa Hawes, Assistant Director for Facilities and ADA

**GUESTS:** Jim Montgomery, Advocacy Chair, Board of Trustees, Friends of the Library, Montgomery County, Inc.; Carol Leahy, Chair, Potomac Library Advisory Committee

The meeting was called to order by Chair Reedy at 7:05 PM

Introductions: Board members, guests, and staff self-introduced.

The minutes from the May 9, 2018 were approved with one correction: change “Morales” to “Morey” on page 7.

The LAC applications were approved.

Gaithersburg LAC – Moukon  
Noyes Library for Young Children LAC – Withrow  
Silver Spring LAC –Dickerson

**DIRECTOR’S REPORT:**

- **Personnel**
  - Transfers
    - Jeffrey Glassel, Library Assistant I, transferred from Noyes Library for Young Children to Quince Orchard.
    - Kelly Cooper, Senior Librarian, transferred from Gaithersburg to Collection Management.
    - Michelle Halber, Librarian I, transferred from Silver Spring to Davis.
  - Separations from County
    - Courtney Allen and Jane Dorfman separated from County service.
  - Branch Manager Changes
    - Kathie Meizner is now at White Oak.
    - Patrick Fromm is at Rockville Memorial.
    - David Payne is at Aspen Hill and still overseeing Potomac.
    - Lindsey Hundt will be overseeing Little Falls.
    - Nancy Benner will oversee Davis.

- Resignations
  - Mary Ellen Icaza, Assistant Director for Programs and Outreach, tendered her resignation, effective July 21, 2018.
  - Lennea Bower, Manager, Digital Strategies, tendered her resignation, effective July 21, 2018.
- There are currently branch manager vacancies at Davis, Little Falls, and Potomac. Interviews of 15 candidates were just completed this week.
- **National Association of Counties Achievement Awards**
  - MCPL received two NACo awards for 2018.
    - The **REAL (Reading and Educating to Advance Lives) Program** is a partnership between the Department of Health and Human Services' (DHHS) Office of Eligibility and Support Services (OESS); the Jewish Council for the Aging's Heyman Interages® Center (JCA Interages); and MCPL. The REAL Program brings together staff and volunteers from these organizations with the goal of transforming the time children spend waiting at DHHS service centers into a fun and educational experience.
    - **Library Matters**, MCPL's podcast, was launched in February 2017. Since then, MCPL has released one podcast approximately every two weeks. Podcast topics range from library programs (Summer Read and Learn, Workforce Development) to services (online readers' advisory, refresh building projects) to books (romance novels, cookbooks) to topics of more general interest (New Year's resolutions, Academy Awards). The podcast is available in audio and transcript formats on our website and various podcast apps. The podcast is an innovative way to reach customers, new and old, in various places and to share information about parts of the library's services that might normally not be seen.
- **FY19 Operating Budget** - On May 24, the County Council approved the County's FY19 Operating Budget, the FY19 Capital Budget and the FY19-24 CIP. The Council funded \$42.8 million for the Department of Public Libraries. This amount is a slight increase from FY18. The budget maintains the same public service hours for all branches.
- The first in our second series of Contemporary Conversations @ MCPL was held on June 9 at the Silver Spring Library featuring [Dinaw Mengestu](#), author of the Montgomery Big Read selection, [The Beautiful Things that Heaven Bears](#). This also served as the closeout of Big Read Montgomery.
- Statistics and information/feedback on the **Children's Fines and Fees pilot**, which ended on June 10, 2018, has been compiled and analyzed. A decision memo was drafted and sent to the Library Board for review prior to submission to the County Executive.
- Automatic renewal being considered. According to other library systems who have implemented automatic renewal, this does affect the fine revenue by 30 – 40 %.

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

- The July meeting will be the orientation for new members.

#### **PRESENTATION:** Angelisa Hawes, Assistant Director, Facilities and ADA

- Has been working for MCPL for a little over four years.

- Began her career with MCPL as the manager of Aspen Hill Library and then White Oak Library. Prior to coming to MCPL, worked with DC Public Library, owned a bookstore; worked for Arlington County Public Library, and DC Public Library (bookmobile, Blind and Physically handicapped, children’s librarian).
- Has been shadowing Rita Gale for the past two months. Rita Gale is retiring effective July 1.
- Currently working on the Wheaton Library Construction project and the design phase for the Long Branch and Marilyn Praisner refreshes.
  - Initially, under the Refresh Program, the plan was to refresh three libraries each fiscal year. However, the Department of General Services (DGS) has found this not to be feasible.
- Follow Up
  - Trying to do these projects within the time constraints has not worked well with DGS’ Division of Building Design and Construction.
  - MCPL is still in discussion with DGS regarding scheduling the refreshes, including Maggie Nightingale.
  - There has been a proposal to move Germantown refresh up due to the carpeting issue.
  - There is a slight reduction in funding for the refresh projects.
  - DGS plans to evaluate the infrastructure of each building prior to going into the refresh.

#### **WORK GROUP REPORTS:**

- Legislative and Public Affairs (Durcho, Rippeon)
  - Early voting begins June 14.
  - Attend candidate meetings, if possible.
  - Brandon Rippeon attended forum with Blair and Krasnow. Both indicated, when asked, that they supported public libraries.
- Library Policy and Practices (Duval)
  - Voting for the Library Board offices will be held tonight.
  - Terms end on September 30.
  - The director and a senior Library Board member conduct the orientation of new Board members.
    - Have an abbreviated Board meeting in July followed by the orientation.
  - Summer meetings – recess in August this year.
  - Transition from Vice Chair to Chair – add language to formalize that the expectation is that the Vice Chair will transition to Chair.
    - Add changes to the Manual this fall as stipulated.
- Board and LAC Activities (Wallace, Williams)
  - LAC Handbook and Board Manual are still with the Boards, Committees and Commissions office.
  - Draft language for the certificate for the White Oak LAC chair.
  - If the Board approves applications for the same person for two LACs, how is this corrected?
    - The LAC Handbook states, that “an individual may serve as a member of only one LAC at any given time.”
    - Some of the LACs have not been complying with the Handbook.

- LAC reports – an email will be sent on Monday requesting the LAC annual report with a due date of September 30.
- LAC Achievement Awards – recommendations should be prepared very soon. Awards are typically given at the November meeting.
- Last Silver Spring LAC meeting was not held due to the broken AC.

#### **LIAISON REPORTS:**

- **Accessibility Advisory Committee (ACC)** – Rita Gale’s retirement party is on June 29<sup>th</sup> at the Potomac Library. Rita is the staff liaison to the ACC. The group is working on tip sheets for staff training – one page, with five points to accommodate a particular disability.
- **Davis** – Very sad to lose Branch Manager David Payne who transferred to Aspen Hill Library. Also has two staff losses (retirement and relocation). Issues with students parking in the lot and others using the dumpster. The KID Museum is trying to find a larger facility.
- **Kensington Park** – Meets quarterly. Recently toured the newly refreshed Connie Morella (Bethesda) branch. Elected new chair. Looking forward to the updated LAC Handbook.
- **Olney** – The LAC has eight members. Elections have been held. They are breaking for the summer. The branch had over 83 programs in April with more than 1,700 attendees.
- **MCPS** – This is the last week of school, so look for more kids in the libraries. MCPL Outreach staff has been in schools pitching the Summer Read and Learn program. Library Link is still on going. August 23<sup>rd</sup> will be an all staff professional day of which MCPL has always been very supportive. It has been a great way for all to meet and network. Participating in the Capital Hill Maker Fair in partnership with KID Museum.
- **Silver Spring** – Meets on Monday. Will hold elections. There will be a presentation on the Purple Line during the next meeting.
- **Twinbrook** – Met last month. Elected the same chair who was filling a partial term. Developing a concrete recruitment plan. Planning their agendas for the year.
- **Rockville Memorial** – Liaison will work with the new manager on recruitment.
- **Damascus** – Liaison has not been able to attend a meeting yet. Has talked to the branch manager.
- **Gaithersburg** – Met on June 5; six members in attendance, plus the branch manager. Reported an increase in circulation, and the completion of the parking lot changes that are being finished. The parking lot should take two more weeks. There was also a report on programming. Will get two summer interns. There are currently 240 children signed up for 1000 Books before Kindergarten. All laptops with hotspots are out in circulation. Next meeting is in September.
- **Quince Orchard** – Meets next week. Working with the branch manager on recruitment.
- **Noyes** – Met on May 17. Conducted elections; has a new chair and secretary. Gala held by the Foundation netted \$30K. Very pleased with the manager and the programs. Still have a parking issue which they will address over the summer with the city of Kensington.
- **Germantown** – Met on May 17. Nine people from Covenant Village came out for the tutorial on electronic devices and tour of the library. An LAC member asked about getting hot water in the bathrooms. No elections have been held. On break for the summer.

- **Maggie Nightingale** - Spoke with Steve Warrick, branch manager. The LAC will meet on the 25<sup>th</sup> or 26<sup>th</sup> of this month. They have someone in mind for the LAC chair position.
- **Long Branch** – Introduced to branch manager via email. Said he did not receive the LAC brochures, contacted the administrative offices to have more sent.
- **Chevy Chase** – Held a meeting on May 25 with two members and the branch manager. FY20 refresh was the focus and the need to have a global assessment of the branch’s infrastructure.
- **Little Falls** – The branch manager transferred to Rockville Memorial. There was a lively meeting on June 5. The FOL money box from the book sale was stolen. The meeting room has leaks. System should offer coding programs for adults. Next meeting is in September.
- **Aspen Hill** - Met June 11 with eight members present, plus a reporter from *Montgomery Sentinel* (there to learn about pending items on the punch-list from the refresh) and a representative from the Aspen Hill Civic Association. Most of the discussion centered on the punch-list items with which the group is dissatisfied, like having a second curb cut from the parking lot. There was continued discussion of the size and nature of the collection. Angelisa Hawes, representing the branch manager, responded to items on which she will follow up, as well as to items on which decisions have been made or actions already taken. Elliot Chabot was reelected as LAC chair; no one was nominated as secretary. The current secretary was absent.
- **Potomac** - Met May 15 with six members present. Chair Carol Leahy said the group is new since the fall of 2017. It has collected ideas and wants to proceed with direction from the branch manager. New MCLB liaison Jane Williams suggested some topics for future meetings, such as review of the LAC Handbook, recruitment efforts, the group’s role anticipating refresh, and opportunities for participation beyond LAC meetings. One LAC member asked for examples of good projects or practices from other LACs. Rita Gale talked to the group about the system’s balancing of print and electronic materials, the variable circulation rates of some categories of print materials, and the role of Express Books. The LAC will meet again in September.
- **Wheaton** - Met May 14 with six members present. Branch manager Dianne Whitaker updated the group on progress with the new building. Use of the interim library has been steady or slightly increased since May 2017. Staff continues to confer with MCPL selectors about needs of the Wheaton community, both now and going forward into the new building. Most recently they have conferred about adult non-fiction. Group questions/comments included how the Wheaton demographics’ boundaries were drawn, plus a query about withdrawn materials from Long Branch. The group will elect a new chair at its June 25 meeting. The current secretary, April Rivers, will continue.
- **White Oak** - Met June 5, with six members present, plus Angelisa Hawes, outgoing branch manager, and the new branch manager, Kathie Meizner, who is a veteran MCPL staffer. Discussion centered on completion of the White Oak refresh and how things have been going (very busy) since the re-opening. The Express books are very popular. The collaboration rooms are heavily used. Programs have relocated to the branch from community sites. The chair asked about staffing. The LAC elected Paulette Wright as its chair for 2018-19 and Frank Altrichter as secretary (this is a reversal of their current-year roles). The group seems interested in recruiting additional members.
- **MCCF** – On hiatus for the summer. The LAC is on track.
- **Montgomery College** – The late-night service (eight days) had a lot of students coming into the libraries. This was put together in two weeks and was a very successful. Trying

to get money for buildings from Council; Council is concerned about the library hours. Posting ad tomorrow for two leadership positions.

- **Follow up:**
  - Urban Libraries Council – Convening a summit at the Oxon Hill Library in Prince George’s County. Government and Library leaders in Montgomery, Prince George’s and Howard counties.
  - There will be some staff changes at Noyes. Realigned the staff schedules to align them with the library’s schedules. There will be some turnover; staff are asking to be transferred.
  - Anita Vassallo will follow up to see if the lack of hot water at Germantown has been reported to Division of Facility Maintenance.
  - After the scheduling has been confirmed for the refreshes, Acting Director Vassallo will talk to the respective branch managers.
  - The refresh money was designated for interior plus programmatic changes. The refresh money was not to be used for drainage issues, new screens, etc., however, DGS does not have money for these, either.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- Election of Officers
  - Chair Kathleen Reedy nominated Vice Chair Jensen Chiu for Chair
    - The nomination was accepted by Jensen Chiu.
    - Jensen Chiu was elected Chair by unanimous vote.
  - Kim Durcho was nominated by Jensen Chiu as Vice Chair.
    - The nomination was accepted by Ms. Durcho.
    - Kim Durcho was elected Vice Chair by unanimous vote.
  - Jensen Chiu and Kim Durcho will officially assume their positions in September.

**PUBLIC COMMENT:**

- Each time finds out more about what an LAC chair is supposed to do. Anxiously awaiting the new LAC Handbook. Learning a lot. [Carol Leahy]
- Thank you to Kathleen Reedy for her cooperation and work as the Library Board Chair. Congratulations to Jensen and Kim on their new positions. Looking forward to working with them. [Jim Montgomery]

**ADJOURNMENT:**

The meeting was adjourned at 9:05 p.m.