



LIBRARY BOARD MINUTES

September 10, 2014

BOARD PRESENT: Amir, Brooks, Christman, Core, Cotter, Dickerson, Lewis, Persaud, Ram, Rao, Reedy, Sabnis, Watts

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield, Recording Secretary; Andrea Castrogiovanni, Manager, Montgomery County Correctional Facility Branch; Barbara McClayton, Manager, Chevy Chase Branch

GUESTS: Tanner Wray, Director of College Libraries and Information Services, Montgomery College Libraries; Bruce Goldensohn, Vice Chair, Gaithersburg LAC and Co-Chair, Committee Evaluation and Review Board (CERB); Steve Schmal, Chair, Chevy Chase LAC; Christopher Dentel, Chair, Gaithersburg LAC; Deb Schmal, Chevy Chase LAC

The Library Board meeting was convened by Chair Watts at 7:00 p.m.

LAC ACHIEVEMENT AWARDS:

The purpose of the LAC Achievement Awards was given by Chair Watts.

The Eleanor Ablard Award was presented to the Gaithersburg LAC by Board Member Syed Amir. Accepting the award on behalf of the Gaithersburg LAC were Chair Christopher Dentel and Vice Chair Bruce Goldensohn. The Eleanor Ablard award is presented to the LAC with the most effective program linking the LAC, the library and its community of users.

The David Chiles Member of the Year Award was presented by Board Member Deborah Brooks to Steve Schmal, Chair of the Chevy Chase LAC. The David Chiles Member of the Year Award is presented to the outstanding member of an LAC for work accomplished during the year.

INTRODUCTIONS:

Board Members, staff and guest were introduced.

APPROVAL OF BOARD MINUTES:

The minutes from the July 9, 2014 Board meeting were approved.

DIRECTOR'S REPORT:

Director Hamilton extended congratulations to the LAC Achievement Award winners. She stated that Steve Schmal has been advocating on behalf of public libraries for a long time and has not lost his enthusiasm.

Director Hamilton also extended congratulations to Robyn Watts and Deborah Brooks in their new positions as Chair and Vice Chair of the Library Board. She also thanked outgoing Chair Jill Lewis and Vice Chair Paulette Dickerson for their service.

Personnel

- Silver Spring Library
 - Worked with the Office of Management and Budget in order to start staffing the new Silver Spring Library.
 - The Senior Librarian will be Uzo Onyemaechi (currently at Rockville Memorial).
 - Will open as a Tier I branch.
 - Recruitment and interviews taking place for other positions due to Tier I status.
 - Working with Branch Manager Fran Ware regarding when to stop conducting programs.
 - No date for substantial completion from DGS at this time.
- Noyes Library
 - New Librarian II, Lauren Martino, started September 8th.
- Manager II
 - Reopened the recruitment for this position. It closes on September 12.
- Have at least 5 interview panels in place as a result of hiring for system-wide expanded hours. The applicants are a great representation of Montgomery County.
- Hiring Preferences
 - We are full participants in the County's non-competitive process for hiring People with Disabilities, Veterans and Veterans with Disabilities. We have hired 2-3 new employees as a result of this program.
 - In addition, Regina is a leader in mentoring and training People with Disabilities through the County's Project Search program.
- Will be recruiting for a Manager III position for Long Branch as a result of Ed Trever stepping down. Mr. Trever will be the Librarian II at the White Oak branch.

MCPL's Service Hours for FY15

- The press conference was a huge success. It gave Mr. Leggett and the Council an opportunity to make the announcement, and the advocates the opportunity to thank them.
 - Montgomery County Media filmed the entire press conference which is now online.
- Highlights of expanded hours
 - Sunday hours 1-5 PM
 - New Sunday branches
 - Aspen Hill, Damascus, Quince Orchard, White Oak
 - Marilyn Praisner added to Tier I
 - Data study showed that the Marilyn Praisner branch is busy from opening to closing.
 - Poolesville hours extended to 6 PM on Friday and Saturday evenings.

- Noyes Library will open on Wednesdays 1PM – 8 PM; having evening hours for the first time.
- Evening hours (10 AM – 9 PM) will be provided on Fridays and Saturdays at the Rockville Memorial Library during the summer months beginning this fiscal year. These hours will coincide with the activity of the Town Center.
- Many thanks to the LACs for their important input.

Collection Management

- Will hold an in-house Collection Management Summit on September 30th to examine our policies and procedures for acquisition, delivery and merchandising our collection. Question to answer: Are we giving our customers the materials they want when they want them? Especially relevant based on the County’s demographics.
- May determine a new model or return to former models.
- E-books may pose a barrier due to cost.
- Current budget is \$5,350,000.

Refresh Projects

- The Council session regarding the refresh projects is scheduled for October 2.
- Grants from the State.
 - Kensington Park \$259,000 (total funds: \$759,000)
 - Twinbrook \$128,000 (total funds: \$628,000)
- We are finalizing priorities from the Department of General Services, branch managers and Administration. Design will start shortly and both projects will be completed before the end of this fiscal year.

Cyber Security

- In light of recent breaches and the County’s emphasis on Cyber Security, the director has begun a conversation with staff about potential risks (security risk versus the need for information retention).
Montgomery College will share their new policy regarding record retention and security.

Information Technology

- The County is moving to Office 365 and upgrading networks. This has and will continue to disrupt our services from time to time.

Snapshot Day

- There is no new information from the State regarding Snapshot Day.
- MCPL is considering a new model. Having Snapshot Day in February during Library Lovers Month. Discussion is ongoing.

Outreach

- We have registered to participate in the Thanksgiving Parade.
- Two proposals submitted for competitive consideration to be presenters at the 2015 ALA Conference:
 - Marrying Technology with Traditional Learning: ACE Go! Kits
 - Books that Make a Real Difference: The Library Book Repair

CHAIR’S REPORT:

- Chair Watts welcomed new Board member Amishi Sabnis.
- This summer visited eight branches, five of which have programs going on at the time of the visits. Chair Watts encouraged the Board members to visit different branches and check out the quality programs.
- MCPL’s website is very informative. The interactive map for the new hours is great as is the Flickr feed on the site.

- Liaisons were reminded to send the LAC meeting dates and any cancellations to the Director's Office staff.
- The Joint Meeting is scheduled for November 5. There will also be a Joint Meeting in January 2015.
 - The Board needs to send a save the date.
- New liaison assignments
 - Anne Core – Marilyn Praisner and Silver Spring
 - Kim Persaud – Wheaton and Potomac
 - Amishi Sabnis – Noyes

OLD BUSINESS:

- The Outreach subcommittee will work on the Thanksgiving Parade which for many years the only MCPL representation was by the Silver Spring branch. Paulette Dickerson felt that it needed to be the entire system involved in the parade.
- Purple Line
 - June 16: Topic: Review of June 4 topics, Preview of July 2 topics.
 - July 2 Meeting: Topics: Noise, Vibration, Barriers, Lighting, Visual Appearance, Aesthetics and Maintenance, Environmental.
 - Presentation: Capital Crest Trail – Green Trail.
 - Discussion: Trail Transit Construction and Trail Availability.
 - July 16 Meeting: Topics: Traffic, Parking, Pedestrian, Bike safety and Parking.
 - Neighborhoods will lose parking on Bonifant, Chevy Chase Lane.
 - Operating Phase – No parking planned to be provided, will end up parking in the neighborhoods and public facilities (i.e.: Long Branch Library).
 - Parking at Chevy Chase Library dedicated lot discussed.
 - Operational Phase: Public Parking provided.
 - No parking at new library in Silver Spring, decision by County to Spring Street and Colesville Road.
 - Discussion: How to deal with no parking for Purple Line and the Library.
 - Bikes to be allowed on trains.
 - Bike storage available.
 - July 30 Meeting: Topic: Businesses Impacts during construction: MTA Presentation
 - August 12 Meeting: Topic: Purple Line Communications and Community Outreach
 - July 29, 2014: Purple Line request for proposals released: State of Maryland Seeking a Private Partner to Build and Operate New Light Rail Line.
 - The Maryland Department of Transportation / Maryland Transit Administration (MDOT/MTA) released a Request for Proposals (RFP) for the Purple Line, a light rail line to be constructed in Montgomery and Prince George's counties, seeking to select a private-sector team. Four teams of private companies will have until January 9 to submit proposals for a 35/year public-private partnership in which the companies would design build, operate, maintain and help finance a Purple Line construction. The State expects the winning team to contribute \$500 to \$900 million toward the project's estimated \$2.37 billion construction cost. The line will run inside the Capital Beltway, have 21 stations and connect Maryland's Metrorail lines. Bid will be chosen in spring 2015, construction will start later that year and open in 2020.

- Purple Line Advisory Group meetings are suspended until November 2014 or January 2015.
- **DRC LAC**
 - The Library Board has completed its part with making the motion to form an exploratory committee.
 - Jill Lewis and Director Hamilton have reached out to the Commission on People with Disabilities to begin the work of forming the committee.
- **Work Groups**
 - **Legislative Committee or Legislative Liaison**
 - It is important to have the Legislative Committee with a point person.
 - Kim Persaud volunteered to be the point person who will work closely with Tom Thomson, the Advocacy Chair for the Friends of the Library, Montgomery County, Inc. Board of Trustees.
 - It would be beneficial to have a second person who could be mentored by Kim Persaud and assist with some of the work.
 - Anne Core is very interested in helping draft talking points.
- **Work Plan**
 - Chair Watts thanked the Board members for their feedback on the work plan.
 - The new work plan elements will depend on the mission and goals for the upcoming year.
 - Have a good discussion with the full Board and Director Hamilton before putting together a work plan for 2014 -2015.
- **LACs**
 - LAC membership should reflect the respective community.
 - The LACs should follow the same officer election and term guidelines as the Board.
 - LAC members feel they are not getting enough guidance from the Board regarding roles and responsibilities.
 - Liaisons should promote the viewing of the orientation PowerPoint that is on the Board's webpage.
 - The LAC handbook may need to be revisited.
 - Little Falls LAC is meeting next week. They are going strong.
 - Rockville Memorial LAC is going well.
 - Currently, Germantown Branch does not have an LAC.
 - Reminder LAC meetings are open meetings; FOL meetings are not.
 - Montgomery County Correctional Facility had a fabulous LAC meeting during which they developed a mission part of which includes promoting services.
 - Encourage LAC members to take on the LAC chair positions that are currently vacant.
- **Work Groups**
 - Outreach – Brooks, Amir, Cotter
 - LAC Activities – Ram, Reedy, Watts
 - Legislative – Core, Persaud
 - Accessibility - Lewis

ANNOUNCEMENTS:

- Secretary Perez and Attorney General Holder visited the jail and the press conference was held in the library.
- September is National Library Card Sign Up Month.

- Customers and staff have been asked to submit pictures or videos stating what services they access with their library cards. These pictures and videos will be posted to Facebook and Twitter.
- Videos have been submitted and posted from Jill Lewis, Craig Rice and Phil Andrews.
- Director Hamilton challenged each Board member to submit a picture or video.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 8:56 p.m.



B. Parker Hamilton, Director