



LIBRARY BOARD MINUTES

September 12, 2012

BOARD PRESENT: Amir, Brodsky, Christman, Cotter, Dickerson, J. Lewis, O. Lewis, Neuman, Ram, Watts

STAFF PRESENT: Carol Legarreta, Public Services Administrator for Branch Operations, MCPL; Regina Holyfield, Recording Secretary

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

INTRODUCTIONS:

Introduction of Board members

APPROVAL OF PREVIOUS MINUTES:

Minutes from the July 11, 2012 meeting were approved.

APPROVAL OF LAC APPLICATIONS:

The LAC member applications were approved unanimously.

DIRECTOR'S REPORT

- The family of David Chiles donated \$2,500 to the White Oak Library. The letter from Sonja Chiles was read to the Board.
- Status of Recruitment:
 - The recruitment has been ongoing since July 2012.
 - Vacancies are open to transfers, promotions and outside candidates.
 - Five lateral transfers have been completed.
 - Four outside individuals have been hired.
 - Fourteen staff have been promoted internally.
 - Voluntary transfer opportunity and promotional Opportunity postings go out on Wednesdays.
 - Recruiting for four Library Aides; two Librarian Is; Senior Librarian; Program Specialist II and Program Specialist I (Customer Account Coordinator).

- Will be recruiting for five entry level Library Associate positions. Persons in these positions will be on the Information desks for 20 hours per week and in the community for 20 hours per week. Each will be based at a Tier 1 branch, but they will cover the communities on their respective Circles of Support.
- There will also be five floating Librarian Is hired. A portion of the substitute budget was used to create these positions. They will provide short and long time substitute coverage in the branches.
- This is the first time the Department has been able to hire in the past three years. The addition of staff will give MCPL the ability to do community outreach (schools, Head Start programs, Seniors, disabled communities, etc.)
- New hours go into effect on September 16. The following branches will be open from 9:00 a.m. to 9:00 p.m., Monday through Thursday: Bethesda, Germantown, Quince Orchard, Rockville Memorial and Wheaton. Friday and Saturday hours of 10:00 a.m. to 6:00 p.m. will remain unchanged. All libraries open on Sundays will be open from 12:00 p.m. to 5:00 p.m. These branches are Bethesda, Gaithersburg Interim, Germantown, Marilyn J. Praisner, Rockville Memorial, Silver Spring and Wheaton.
- Director Parker Hamilton gave Kate Tavakolian, Staff Development Coordinator, and Carol Legarreta, PSA for Branch Operations, a directive that new hires be “branch ready.” Kate Tavakolian developed an intensive twelve-week training program that will meet this directive.

Question: What designates a branch as Tier 1? How can a branch move from Tier 2 to Tier 1?

Answer: The designation is determined by circulation. These branches usually have a larger facility and more staff. When new and renovated facilities are opened, a determination as to where they will fall is made. Gaithersburg and Silver Spring will both probably be Tier 1 libraries.

CHAIR’S REPORT

- Davis Library Status Report (from David Dise, Director, Department of General Services)
 - Improvements have been made to the HVAC systems.
 - The basement air conditioning units are working at full capacity.
 - There is a noticeable difference in the air quality.
 - More dehumidifiers have been ordered.
 - Staff have been doing periodic air quality checks.
 - There was no water damage with all the summer storms.
 - The damaged carpet is going to be replaced.
 - Improvements have begun on the gutters, down spouts and gradings.
 - The interior walls will be painted and waterproofed.
 - All work is scheduled to be completed in September.
 - DGS feels this will carry the building until its scheduled rebuild/renovation.
- New Board Member Interviews
 - The Nominating Committee (Paulette Dickerson, Otto Lewis and Jill Lewis) interviewed four candidates for the three Board vacancies.
 - Of the four candidates, three were recommended to the County Executive for appointment to the Library Board.

- Board Representatives to Friends of the Library, Montgomery County, Inc. (FOLMC) and FOLMC representatives to the Board
 - Is it necessary to have a representative from the Board at the FOLMC meetings since Director Hamilton attends?
 - FOLMC Executive Board meetings are closed; MCLB meetings are public meetings.
 - If the FOLMC representative reports to the Library Board regarding their meeting, it is reported in the Library Board minutes which are public.
 - Chair Lewis, Vice Chair Elect Dickerson and Director Hamilton will meet with the president of the FOLMC, Ellen Berman, on a regular basis and will report back to the Board.

- Work Plan (see attached)
 - The 2011-2013 revised Work Plan was presented.
 - Items in red will be removed from the Plan.
 - Items in blue have been added to the Plan.

- Joint FOLMC/MCLB/LAC meeting is scheduled for Wednesday, November 14, 2012.
 - All Board members were asked to communicate to their respective LACs the importance of attending this meeting.
 - A great deal of time will be spent networking with reports from the MCPL director, FOLMC executive director and MCLB chair.

VICE CHAIR ELECT/COMMUNITY LIAISON REPORT

- October 3 at 7:00 p.m. there will be a meeting at the current Silver Spring Library regarding the new Silver Spring Library.
- October 10 is Snapshot Day. Members were encouraged to talk to the LAC members about volunteering for: crowd control at VIP Reads, collecting comment cards and photographing the day's events. It would also be nice if someone could go the MCEXpress@Olney to take pictures.
- The Thanksgiving Day Parade is scheduled for November 17, 2012 in Silver Spring. The library already has a float and a van to pull it; they just need more participants.
- Please send any other community day events for which the Board can participate to Paulette Dickerson.

OLD BUSINESS

- Bulletin Discussion:
 - Who is the intended audience – Are we trying to make the Board more visible or trying to inform the community what is going on?
 - The wider the audience the better. Community outreach is important.
 - What is the merit of having a targeted audience? How would the format of the Bulletin change?
 - May need to create two vehicles.
 - It is a big undertaking to have a limited audience.
 - The current format is labor intensive and there is a need to be timely.
 - LACs can provide information on their events.
 - Who would edit this information?
 - There may not be enough news to have a monthly newsletter.
 - Director Parker Hamilton is checking to see if Library Board information can be included in the Director's Report which will soon become a newsletter.

- Make it interactive – even if it is elementary. There was no newsletter in the beginning. A paper version was created, now it is online.
- The responsibility for creating the Bulletin is being passed to Jeanette Cotter.
- The current Bulletin will be finalized in its existing format.
 - After edits, it will be sent to Chair Lewis and Director Hamilton for review.
- Jeanette Cotter and Lois Neuman will meet with Parker to discuss the possibilities.
- The Bulletin could have themes such as the joint meeting for the fall issue and the awards for the spring issue.
- A one-pager with more current information might be better. There should be no trouble filling a one-pager.
- The Board needs to make its presence known and that it is different from FOLMC.
- Working Groups
 - Board and LAC Activities (Neuman, Coordinator; Cotter, Ram, Watts, J. Lewis)
 - LAC Awards and Presentation
 - Newsletter
 - New Board members mentoring
 - Board website
 - LAC mentoring/pairing report

Discussion regarding LAC mentoring/pairing: The Germantown LAC and Quince Orchard LAC pairing should be replicated by two other LACS to see how it works elsewhere. Other pairs may be Long Branch/Wheaton and Bethesda/Chevy Chase. Other Board members should participate. It is sometimes difficult for people to attend meetings that are held on varying schedules. Mentoring/pairing will be on the agenda for the next meeting to get a sense of what LACs are not flourishing and how to implement this pilot.

Legislative and Public Affairs (Brodsky, Coordinator; Dickerson; Amir; Lewis, J.)

- Legislative and Public Affairs (Brodsky, Coordinator; Dickerson, Amir, Lewis, J.)
 - Scheduling Council branch visits/tours
 - Scheduling council visits at offices
 - Preparing packets for Council visits
 - Presence at all the hearings and forums
 - Attending Legislative Day

Art Brodsky will work with the group to determine assignments. Reporting back to the Board is key. Otto Lewis is available for questions.

MCPS REPRESENTATIVE REPORT

- This school year there are two new schools: Paint Branch High School, which under went a major renovation, and Flora Singer Elementary School, a brand new school that was opened to relieve the crowding at Oakland Terrace.
- MCPS has a brand new online school catalog – Destiny.
 - Librarians can logon and see the entire collection.
 - Media specialist can make resource lists.
 - It helps students and teachers locate, share and use print, digital and media resources.

- Author of Neal Shusterman will be at Walter Johnson High School on October 10, 6:30 PM discussing his new book, *Unwholly*. The purchase of the book will be the entrance fee. Flyers and posters have been sent to MCPL branches.
- A presentation of the Destiny catalog will be shown during the next Board meeting.

LAC INFORMATION/LAC UPDATES

- The Bethesda LAC is up and running. They have seven members, four of which are teens.

PUBLIC COMMENT

None

ADJOURNMENT:

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

B. Parker Hamilton

Attachment

Work Plan Montgomery County Library Board 2011-2013

Goal:

Develop and implement a process to involve a broad segment of the community in Board activities to support the mission of MCPL and to follow the County Executive's transition plan.*

Objectives:

1. Increase involvement of LACs in Board activities
2. Promote LAC recruitment
3. Facilitate involvement of new Board members in Board activities
4. Develop and implement legislative activity plan

Activities or strategies for achieving objectives:

1. Increase involvement of LACs in Board activities

- Invite LAC Chairs to all Board meetings
When: October 2011-June 2012, October 2012-June 2013
Person(s) responsible: Board Chair
- Invite LAC Chairs to Board committee and subcommittee meetings
When: October 2011-June 2012, October 2012-June 2013
Person(s) responsible: Board Chair
- Sponsor a get-together for new Board members and LAC Chairs
When: October 2011, October 2012 Board meetings
Person(s) responsible: Board and LAC Activities Work Group
- Publish Board Bulletin
When: October, 2011 and March 2012, October 2012 and March 2013
Person(s) responsible: Board Chair, LAC Activities Work Group
- Use LAC report template for Board reports on LACs at Board meetings
When: Ongoing
Person(s) responsible: Board members
- Attend LAC/FOL joint meeting
When: November 2011, November 2012
Person(s) responsible: Board members
- Hold training programs for LACs
When: ongoing
Person(s) responsible: Board and LAC Activities Work Group

2. Promote LAC recruitment

- Publicize LAC awards in Board Bulletins
When: October 2011 and March 2012, October 2012 and March 2013
Person(s) responsible: Board Chair, LAC Activities Work Group
- Set up a process for successful LACs to mentor new or low functioning LACs
When: September/October 2011, September/October 2012
Person(s) responsible: Board and LAC Activities Work Group
- Create a list of "hints" of successful activities for LACs participating in the budget/hearings process
When: September / October 2011, September / October 2012
Person(s) responsible: Board and LAC Activities Work Group

- Support turnover of LAC Chairs for greater involvement of community
When: ongoing
Person(s) responsible: Board members
- Attend MCPL/LAC meeting
When: June 2012, June 2013
Person(s) responsible: Board members

3. Increase involvement of new Board members in Board activities

- Hold Board orientation for all new members
When: initial orientation on appointment with additional orientation after 2, 4, and 6 months
Person(s) responsible: Board Chair, LAC Activities Work Group, MCPL Director
- Develop and implement mentoring process for new Board members
When: September / October 2011, October 2012, October 2013
Person(s) responsible: LAC Activities Work Group
- Current Board members attend first LAC meetings with new Board members.
When: ongoing
Person(s) responsible: Board members
- New Board members attend LAC meetings of their respective mentors
When: ongoing
Person(s) responsible: Board members
- Appoint new Board members to at least one Board standing committee
When: October 2011, October 2012, October 2013, or upon appointment
Person(s) responsible: Board Chair/Vice Chair
- Develop and implement a “Buddy” system so that new Board members can get assistance and information from current members
When: October 2011, October 2012, October 2013
Person(s) responsible: Board, LAC Activities Work Group LAC Activities Work Group
- Attend Citizens for Maryland Libraries Trustee meeting
When: October 2011, 2012 and 2013
Person(s) responsible: Board members

4. Develop and implement legislative activity plan

- Invite two Council members to attend each Board meeting
When: ongoing
Person(s) responsible: Chair, Legislative & Public Affairs Committee
- Include a presentation by MCPL Director and/or staff at the start of Board meetings attended by Council members
When: ongoing
Person(s) responsible: MCPL Director and staff
- Legislative Committee meet with Council members with brief summary packet
When: September/October 2011, September/October 2012
Person(s) responsible: Legislative & Public Affairs Committee members
- Continue coordination of communication effort for unified message for Board, LACs, and FOLs
When: ongoing
Person(s) responsible: Legislative & Public Affairs Work Group

- Organize visits for Council members and their staffs to branch libraries
When: Begin September 2011/ongoing before budget hearings
Person(s) responsible: [Legislative & Public Affairs Work Group](#)
- Sponsor program on budget process for Board and LACs
When: November 2011, November 2012
Person(s) responsible: Board members, MCPL Director and staff
- Invite Council members to participate in key MCPL events
When: ongoing
Person(s) responsible: Board Chair/ [Legislative & Public Affairs Work Group](#)
- Prepare talking points for Board and LACs for testimonies, letters, phone and email messages
When: February/March 2012, February/March 2013
Person(s) responsible: [Legislative & Public Affairs Work Group](#)
- Attend annual meeting with County Executive
When: February 2012, February 2013
Person(s) responsible: Board members
- Prepare and present packets to legislators at annual meetings with County Council members
When: February/March 2012, February/March 2013
Person(s) responsible: [Legislative & Public Affairs Work Group](#)
- Attend Library Legislative Day in Annapolis
When: February 2012, February 2013
Person(s) responsible: [Legislative & Public Affairs Work Group](#)
- Attend County Council Public Hearings on Budget
When: April 2012, April 2013
Person(s) responsible: [Legislative & Public Affairs Work Group](#)
- Attend ALA Day in Washington
When: April 23 and 24, 2012, April 2013
Person(s) responsible: [Legislative & Public Affairs Work Group](#)

End Result:

- Report summarizing Board activity to be presented at annual meetings in [June 2012 and June 2013](#)

* Quotes from County Executive Leggett's Transition Documents:

"I want to keep what is working; fix what is broken, and make certain that everyone has a seat at our table and a voice in the outcome."

"The real challenge for us in Montgomery County is how do we include more of us at the table without forcing aside those who are already rightfully there? The simple answer is to increase the size of the table."