

Montgomery County Public Libraries  
Accessibility Advisory Committee

December 12, 2023

6:30 - 8:30 pm

Meeting held virtually on Teams\*

AGENDA

- 6:30 Greetings / Microsoft Teams tips
- 6:35 Introductions and organizational updates
- 6:40 Approval of the September 2023 meeting minutes
- 6:45 Updates since the September meeting: Francie Gilman
- 6:50 MCPL Board report: Tim Lighter, Board chair
- 7:00 Election of AAC Officers for 2024: Jane Carona
- 7:20 Overview of Library structure and organization: Elizabeth Lang, Assistant Facilities and Accessibility Program Manager
- 8:00 Library report: Elizabeth Lang
- 8:20 County ADA report: Matt Barkley, Montgomery County ADA Compliance Officer
- 8:25 Action items summary
- 8:30 Adjourn

Next AAC meeting: March 12, 2024

Please contact Library Administration at 240-777-0002 at least five days prior to the meeting to request reasonable accommodations.

\*Join on your computer, mobile app or room device:

[Click here to join the meeting](#)

Meeting ID: 214 074 295 418

Passcode: FKFiXP

[Download Teams](#) | [Join on the web](#)

Or call in (audio only):

[+1 443-692-5768,,919641641#](#) United States, Baltimore

Phone Conference ID: 919 641 641#

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### Teams tips for keyboard

Toggle mute = ctrl + shift + m

Temporarily unmute = ctrl + spacebar

Raise/lower hand = ctrl + shift + k

### Teams tips for phone

\*1 Play a list of commands

\*3 Play the names of participants

\*5 Toggle to raise and lower hand

\*6 Toggle to mute and unmute your microphone

\*22 Toggle to mute everyone but the organizer (Elizabeth)

\*23 Toggle to enable and disable exit and enter announcements