Montgomery County Public Libraries
Accessibility Advisory Committee

March 12, 2024
6:30 - 8:30 pm
Meeting held virtually on Teams*

AGENDA

6:30 p.m. Welcome, Teams tips and Introductions

6:35 Councilmember Kristin Mink, Lead for Libraries

7:00 Review and discussion

7:15 Approval of the December 2023 meeting minutes

7:20 Updates since the December meeting: Francie Gilman

7:25 Disability Day(s) discussion: Joyce Plaxen

7:55 Library report: Elizabeth Lang, MCPL Assistant Facilities and
Accessibility Program Manager

8:15 MCPL Board report: Tim Lighter, MCPL Board chair

8:20 County ADA report: Matt Barkley, Montgomery County ADA
Compliance Officer

8:25 Action items summary

8:30 Adjourn

Next AAC meeting is on June 11, 2024.

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

*Teams access:
Join on your computer, mobile app or room device:
Click here to join the meeting

Meeting ID: 296 367 355 47
Passcode: gRErFM
Download Teams | Join on the web
Or call in (audio only)
[+1 443-692-5768,,690214191#](tel:+14436925768) United States, Baltimore
Phone Conference ID: 690 214 191#

Teams tips:

<u>For computer users</u>
Toggle mute = ctrl + shift + m
Temporarily unmute = ctrl + spacebar
Raise/lower hand = ctrl + shift + k
Webpage: Microsoft has a <u>page devoted to accessibility tools for Teams</u>, which has links to the keyboard shortcuts, information about captioning, reducing distractions in Teams, customizing the view, <u>using Teams with a screen reader</u> and more, for those who want to explore further.

<u>For callers</u>
*1 Privately play a description of the available commands.
*3 Privately play the name of each participant in the conference.
*4 Mute audience or return mute control to participants. Important: Turning off audience muting does not unmute individual participants. When you turn off audience muting, participants hear a message explaining how to unmute themselves.
*5 Raise or lower your hand (there may be a delay before this is visible to other participants)
*6 Mute or unmute your microphone.
*9 Enable or disable announcements for participants entering and exiting the conference. Announcements are heard by everyone in the meeting
*22 Mute all participants except the organizer.
Webpage with general information on calling in:
https://support.microsoft.com/en-au/office/join-a-teams-meeting-by-phone-1e710768-bde6-4289-a1f9-17a20ff9b8ee