

Aspen Hill Library Advisory Committee Minutes

Meeting of January 13, 2020

Community Meeting Room of Aspen Hill Library

Call to Order: LAC Chair Elliot Chabot called the meeting to order at 7:45 pm.

Present: LAC Members--- Aleen Chabot, Elliot Chabot, Babette Margolies, Eileen Smith, Chris Swan, AH FOL, and Judy Tankersley. Also present were Christine Freeman, Aspen Hill Library Branch Manager. Carrie Villar, Library Board Representative, Brian Crider, community resident, and Philip Sussler, community resident.

Minutes of the November 4, 2019 Meeting were approved, with the correction of the scheduled meeting time for the January meeting to 7:30 pm..

Branch Manager Freeman's Report:

Staffing - Branch currently has 3 openings: Adult Services, Children's Services, and Circulation. Mark Santoro has been promoted to L2 position and will be able to take on some of the service needs.

Foot traffic numbers were not complete, but traffic is down since the re-opening of the Wheaton Library. The counter tabulated a total of 12, 675 including the weeks of 12/29 with 5,118; 1/05 with 6,186, and 1/12 with 1,371. **Circulation** numbers were reported as 18,000 in October and November, and 15,000 in December. **Self Check Out** is at 54%

Programming - Library staff will be planning Summer Programming next week. Creative Play is now scheduled at 3 days a week. A Gardening project will be discussed with the Garden Club/Landscape Committee for Spring. Tax information is expected shortly.

Facilities Issues - Branch Manager Freeman reported that no additional flooding incidents had occurred since the repair services in November. New HVAC equipment has been installed in the Community Room. The County's Department of General Services (DGS) performed a deep clean of the flooring in the Community Room last week.

LAC Chair Chabot asked for a return of the use of a counter level placement of paper towels and soap at the Meeting Room sink, given the inability to lower the mounted dispensers for access by shorter persons or those in wheelchairs. Ms. Freeman said she would place soap and towels on the counter. Ms. Freeman will also check back with Angelisa Hawes regarding the addition of a toilet paper stand in the Ladies Restroom , given the awkward placement of the existing dispenser.

Question of “how to use” signage again raised about the electronic towel dispensers. Ms. Freeman reported that replacing the noisy hand driers is still planned. The question of the need to adjust the Flag Pole lighting to correct impact on night time pedestrians leaving the meeting rooms (#38 on Punch List) was raised for follow-up information. Waiting for installation of Baby Changing Station in Men’s Restroom. Ms. Freeman indicated that she will put in a work order to fix the faucet in the Women’s Restroom.

Given the noise created by the audio loop, Branch Manager Freeman indicated that the Library would ask that the installation be checked. James Donaldson, MCPL Assistant Director for Collection and Technology, is doing a county wide review of People Counters; AH LAC has sought the addition of one to the one outside Entrance/Exit Door on the Community Room.

Ms. Freeman asked about placement of last Keep Montgomery County Beautiful Award for the Aspen Hill Library Gardens to be hung in the corridor going to the elevator; that item will be deferred so that final plan can be decided before scheduling DGS to come for the task. In response to questions about the authorized purchase of a table for the staff room, Chris Swan, the AH Friends of the Library President, explained that the FOL would provide the table.

Book Repairs - The question of volunteer book repairs was raised, although Betty Bell was unable to be in attendance. Ms. Freeman indicated that she would welcome the book repair volunteers continuing to repair books, and will have staff set books aside for them.

County Budget - New County budget process that is outcome based evaluation. MCPL’s Director is seeking equal hours throughout the branches, including Sunday hours. The Library Budget is now in a reorganized Culture and Education Subcommittee of the County Council, along with MCPS and Montgomery College.

Landscape Committee representative Babs Margolies will meet with Christine Freeman regarding a Children’s Garden project. Members will staff an FOL/Garden Club/LAC information table three times during Library Lovers Month in February: Tues., Feb 4, Tues., Feb 11, and Sat, Feb 8 from 10-11:30 am. There will be a dinner meeting of the Garden Club at the AH Library on January 14, at 6 pm.

Library Board Liaison Carrie Villar indicated she had been unable to attend the recent Library Board meetings but was able to report that the LAC Handbook and suggested revisions were being reviewed and changes might be available in February. The Advocacy Tool Kit is available on the Board’s web site. Ms. Villar provided a December 11, 2019 Director’s Report to the LAC - Attached to these minutes.

Friends of the Library Liaison Chris Swan reported that the FOL will again present treats to each staff member for Library Lovers Month. The group will also seek membership enrollment through the information outreach tables referenced by the Landscape Committee. At Large Councilman Will Jawando visited the Aspen Hill Library on Saturday, January 11, seeking feed-back on Libraries as well as other community concerns. Ms. Swan explained the FOL budget appropriation process in response to Ms. Freeman's questions, and suggested that she bring these questions to the next FOL meeting.

Upcoming Meetings/Events - Judy Tankersley announced that The Mid County Citizens Advisory Board (MCCAB) will be meeting on Tuesday, Jan 21 to discuss its initial Budget input to the County Executive and feed-back to the County Council regarding proposed legislation to charge an impact tax on home renovations requiring a demolition permit from the Department of Permitting Services.

Adjournment - Seeing no further business, the Chair announced that the next meeting of the Aspen Hill LAC would be on Monday, February 10 at 7:30 pm. Chair Chabor adjourned the meeting at 9:12 pm.

Judy Tankersley
Recording Secretary