

Aspen Hill Library Advisory Committee Minutes

Meeting of April 12, 2021

Zoom Meeting Platform

Call to Order: LAC Chair Josephine Rios-Davis called the meeting to order at 7:36 pm.

Present: LAC Members---Betty Bell, Aleen Chabot, Elliot Chabot, Althea Grey-McKenzie, Babs Margolies, Eileen Smith, Chris Swan, Judy Tankersley. Also attending: Christine Freeman, Agency Manager, Carrie Villar, MCLBoard Liaison, and Sonja Roberts, MCLBoard Chair.

Chair Rios-Davis welcomed the attendees and introduced the chair of the MC Library Board, Sonja Roberts. Ms. Roberts stated she tries to visit local LAC meetings once a year.

Minutes of the March 8, 2021 LAC Meeting were approved with two corrections. Moved by Judy Tankersley, seconded by Betty Bell.

Branch Manager Freeman's Report-

What has Happened Since March 8, Meeting - Ms. Freeman reported there was no definite information to provide regarding opening buildings, from the information she has at the Branch level..

A new service will be provided starting next week, called Prints to Go. Similar to Books To Go, the service will allow patrons to add funds to their account and order items to be printed and placed for pick up, similar to books. Details are on the website, and cost will be the regular \$.15 per page. This plan is to serve a need for those without access to printing at home.

The AH Library has also re-scheduled Drag Queen Story Time for June 12; the program providers had initially rejected the virtual performance platform, but that reluctance has changed.

Back to Normal - No definite plans for re-opening to the public have been released. Elliot Chabot stated the importance of equal footing for all libraries in any re-opening sequence.

Moving Forward 2021 - Accountability, Compliance, Community Transparency

No further information available about the state's Inspector General Audit.

Facilities Issues - Ms Freeman reported that the access for the one faucet repair has been cleared, the part is on hand, and installation can proceed as soon as the Department of General Services can schedule. Since there was a question about the operation of another outdoor faucet, Ms. Freeman will double check all five as to operation. Question about installation of a replacement outdoor plaque by a private contractor or only by County is still waiting for an

answer for the Landscape Committee. No flooding has been detected downstairs, which is used regularly by Mark Sandori for his virtual program presentations. Several attendees reported that the return drop box slot is again hard to operate, after improvement for a time after last meeting. Ms. Freeman will look into a more permanent repair.

Collection - Ms. Rios-Davis thanked the Branch Manager for sending the program statistics for March, which has been circulated to the Committee. Ms. Freeman expects the AH inventory to be completed over the next two weeks; their inventory also included identification of damage/repair needs as part of the assessment. Chris Swan raised questions about the new system wide ILS, Koha Open Source Library Software, that is scheduled for testing in June, with a launch in October. After discussion, Ms. Roberts suggested that the LAC send any questions to her to obtain information through the Library Board. Ms. Freeman suggested contacting James Donaldson, Collections and Technology Assistant Director, directly for detailed understanding of the process, cost and function of the new system.

Ms. Freeman recommended that questions about the operation of Libby, raised by Ms. Rios-Davis, who no longer has access, should best be solved by phone consultation with Library staff to go step by step to solve the access problem.

Library Budget - Carrie Villar reported that, despite fears earlier in the year about possible cuts, the Library Budget is mostly flat. Judy Tankersley reported that the proposed Budget as a .69% modest increase to \$42,705,607 which represents 234 Full Time Equivalent staff and 208 Part Time. As with most County agencies, 80% pays for staff, 20% for operations.

Discussion about the role of the Library Board in encouraging re-opening buildings and the role of LAC groups developed. Ms. Roberts urged committee members to get information before making assumptions and attend the Library Board meetings to ask questions. Since those meetings conflict directly with local Aspen Hill groups, Ms. Rios-Davis indicated that we do rely on the communication afforded by Carrie Villar. Reference to Joint Board/LAC meetings as an opportunity for interaction elicited a comment that, while well done, the January Meeting did not allow for interaction. Althea Grey-McKenzie, based on her prior service with the Library Board, asked for specific information about the process now being used in the Board's advocacy/educational role. Ms. Roberts indicated she would respond to her question via email, shortly before her electronic connection froze and dropped..

Ms. Freeman requested specific feedback from the LAC regarding programs or materials as a way of providing advice, as outlined in the role of an LAC. Committee members emphasized the need for information in order to provide advice, which is why questions are raised. Since shelf space is limited, the group discussed the use of bottom shelves.

Membership - No applications are pending. Judy Tankersley reported that she had followed up with Library Services regarding verification of Volunteer Insurance registration for the existing LAC members, as referenced in the Handbook. She was advised to check with the Branch Manager, since data entry for that is done through each Branch. Christine Freeman will verify the records, and will obtain a brief explanation of what the enrollment means for the next meeting..

Landscape Committee - Garden Club Co-President Babs Margolies thanked Christine Freeman for her presentation about Library electronic services to the Garden Club. The April 3 Garden clean up at the Library was a successful joint effort with the 4H Lucky Clover group. They are scheduling a similar effort for annual planting on May 15. The next Club meeting is tomorrow, April 13, at 7 pm on Peaceful Gardens.

Library Board Liaison - Carrie Villar indicated she had provided her information in the discussions through the course of the meeting. Ms. Villar will ask the Library Board about any change in election requirements for LAC's in this Covid year when the need for election prior to June 1, as described in the Handbook, was raised by Judy Tankersley.

Upcoming Meetings - Aspen Hill Civic Association Board Meeting on Wed., April 14, at 7 pm
MCCAB Feb meeting, Tuesday, April 20, at 7pm

Ms. Rios-Davis thanked Ms. Freeman for providing the March virtual program through the AH Civic Association covering access to electronic resources in the Library system. The program which also featured Mark Sandori, had 46 attendees.

Adjournment - Seeing no further business, the Chair adjourned the meeting at 9:44 pm.

Judy Tankersley
Recording Secretary