

Aspen Hill Library Advisory Committee

Minutes of November 21, 2022

Call to Order

Chair, Althea Grey-McKenzie called the meeting to order at 7:43 p.m. The meeting was held by teleconference, with the teleconference participation guidelines in place. Chair Grey-McKenzie welcomed everyone.

Attendees:

Althea Grey-McKenzie, Chair, Delores McKoy, Secretary, Ariana McKenzie, Eileen Smith, Babs Margolies, Moye Stephenson were present; Members sending regrets: Elliot Chabot, Aleen Chabot, Chris Swan, Betty Bell (sent regrets previously to Chair). The MCPL representatives present were Christine Freeman, Library Manager; Vikram Pant, MCLB Liaison

Secretary Report

Delores McKoy reported that draft minutes are ready for review.

Approval of Minutes

June 2022 Meeting Minutes:

Ms. Smith moved to adopt the June meeting minutes and Mr. Pant seconded. A voice vote was taken and voting was unanimous in favor of the motion. June 2022 meeting minutes were approved.

August 2022 Meeting Minutes:

Mrs. Stephenson-Fairweather moved to adopt the August meeting minutes and Mr. Pant seconded. A voice vote was taken and voting was unanimous in favor of the motion. August 2022 meeting minutes were approved.

September 2022 Meeting Minutes:

Chair Grey-McKenzie moved to adopt the September meeting minutes and Mr. Pant seconded. A voice vote was taken and voting was unanimous in favor of the motion. September 2022 meeting minutes were approved.

October 2022 Meeting Minutes:

Ms. Grey-McKenzie moved to adopt the October meeting minutes and Ms. Margolies seconded with the redacted name of the youth volunteer. A voice vote was taken and voting was unanimous in favor of the motion. October 2022 meeting minutes were approved.

March 2022 meeting minutes are in progress. Chair is planning to use the notes she captured from that meeting to compose the minutes, however, she is missing some information. Taking into consideration that it is not a good time to lean on the previous scribes, Chair asked if anyone has notes from the March 2022 meeting to kindly share them by email with her and the Secretary.

Chair Report: Althea Grey-McKenzie (The Chair's full report is attached)

Chair Grey-McKenzie reported that she and Delores McKoy met with library representatives, Patrick Fromm, Vikram Pant, Christine Freeman, to discuss how best to communicate and share info regarding AHLAC activities and achievements. At the meeting they explored the use of new technology as a subcommittee, especially as the AHLAC educates the community and works with volunteers. Anniversary memories can be shared but not recorded.

AHLIB 55 Anniversary

Chair Grey-McKenzie was happy to see the 55th anniversary display and activity set up at the library. Christine Freeman included a display table and memory book where people could write their memory, pick-up a takeaway gift button and bookmark. Chair Grey-McKenzie said that she is happy to receive Eileen Smith's email sharing her memories of the library and thanked her for taking the time to write and share some library history about the Garden Club. Ms. Freeman has posted Ms. Smith's memory at the library. Chair asked anyone with personal memories of the library that they would like to share to send them to her; she feels that the history would be beneficial to share, especially for the youth. Babs Margolies promised to send in written memories of her years at the library.

Ms. Freeman and Ms. Margolies wanted to know if the memories will be added to the Memory Book at the library. Chair Grey-McKenzie believes that there could be more discussion on how to package or represent the 55th Anniversary memories and the volunteers are interested in developing a plan for creating a larger memories package. Ms. Freeman mentioned that she is thinking of how to do some preserving for the future. Ms. McKoy suggested showcasing the library's history in a way that is more accessible and can reach a wider audience. For example, interviewing and utilizing sharing the history on a YouTube video. Ms. Grey-McKenzie said that capturing these memories using technology is important and more information is needed about how best to use the technology, align the AHLAC's vision and plans within MCLB and MCPL protocols. A good plan can support the community and culture.

Ms. Margolies had a question on the vision of what AHLAC is doing regarding the 55th Anniversary. Chair explained that the vision goes beyond the Anniversary - as structure of the MCPL changes, new opportunities arise and the "LACs can serve as "Keepers of the Library History" throughout these transitions. The Chair's report is a mid-year report which has more information about the vision. In the past, the Aspen Hill Friends of the Library Chapter, the AHLAC and the AHLIB supported the 50th anniversary celebration during the Fall Community Festiva/Celebration and that this news was shared in past joint Friends / AHLAC newsletter(s). The Chair initiated passing on the 55th Anniversary information to the Branch Manager and now the Regional Manager, to start conversations about what activities could be possible in 2022 and 2023. The request for memories by AHLAC and the display in the Library, are a result. Depending upon what is possible using available technology, more dialogue with Patrick Fromm and others, could continue. Suggestions should be sent to the Chair.

Ms. Freeman suggested doing a time capsule. She can gather old albums and newspapers that were archived. Ms. Margoles also has a box of historical items from the Garden Club and there are awards and plaques on the wall at the library. Ms. McKoy made suggestions to do an interviewing-style recording/taping of folks sharing their favorite memories, and a weekly spotlight on social media. Also, we should consider utilizing a platform such as YouTube. Vikram Pant would like to contribute by creating some interview questions.

February is Library Lovers' Month. Chair will reach out to Mr. Fromm and Ms. Freeman for what is possible.

Chair is concerned about challenges that patrons are having with Zoom and how to help them get into our meetings quicker to reduce delays. Patrick could share some quick hints/fixes to get into Zoom meetings. Chair asked everyone for topics for our meetings to help drive more people to our meetings. Topics should be sent to Ms. Grey-McKenzie and Ms. McKoy.

Bulletin Board

Chair Grey-McKenzie did an overview for us and showed us the new improved look of the bulletin board updated by the student volunteers. The displayed QR code goes directly to the webpage showing the 50th year Anniversary. Ms. Grey-McKenzie asked if anyone has suggestions to improve the Bulletin board, to send those to Ms. Ariana McKenzie.

Ms. Freeman agreed that Ms. Grey-McKenzie and any members needing some printed copies to decorate the bulletin board, can have them printed at the library.

November FY24 Operating Budget Forum

Nov 14, 2022 FY24 Budget Forum occurred at the MidCounty Service Center in Wheaton, MD with people attending online and in person. Chair discussed MCLB plans with Tim Lighter, new Chair of the Liaison MCLB (MCPS Library Board) and met two board members, Jim Montgomery and Marilyn Schiff at the forum. Mr. Lighter, Mr. Montgomery and Ms. Schiff are part of a team of board members and others, that developing talking points and asked LACs for input and opportunities to speak on behalf of the library. Ms. Grey-McKenzie asked for AHLAC members to reach out to her for talking points and working with the team, etc.

Library Manager Report: (Full report is attached)

Christine Freeman reported on monthly programs and shared some outreach. All story times are now indoors. Foot traffic jumped up showing how busy the library is during the week. Checkout and renewals are about the same from October to November. Nothing to report on staffing or collections.

Chair asked Ms. Freeman to explain more about the how MCPL works with MCPS. The Library Department is working with school contacts at MCPS. Previously, Children's staff would work with the media specialists from each school to share library services. Now each school has a school liaison that library staff can work with. The library are presently in contact

with the local school liaisons to set up school nights in the coming months. Chair asked if they need any help from the LACs. Christine said that they always need suggestions.

Landscape Committee Report: (Full report is attached)

Babs Margolies reported that the new President of the Aspen Hill Garden Club is Vicky Duguet. The Club had a meeting on November 8 at the Library. Chair asked Ms. Margolies if the meeting was hybrid since it was at the library. The meeting was in-person only. There was some discussion on how the Garden Club is related to the AHLAC. Chair explained that during the AHLAC Landscape Committee agenda item, an AHLAC member, who is also a member of the Aspen Hill Garden Club, reports on garden activities that support the library and community.

MCLB Liaison Report: (Full report is attached)

Vikram Pant reported that there was no board meeting this month. The next board meeting is December 14, 2022. He believes the LAC Handbook will be reviewed with focus on digital questions. Please send questions on the Handbook to Mr. Pant. He reminded us of the upcoming County Executive FY24 Operating Budget Forums - the next one is November 28 at Leisure World, which may be for residents only. Christine Freeman said she was able to sign up on-line for the forum. Mr. Pant is planning to attend.

James (Jim) Montgomery on the Library Board is attending all of the forums. Vikram can share talking points to anyone who would like to see them. Chair asked Mr. Pant if he could further explain the process and provide any scripts. Mr. Pant explained that there is a team working on the talking points and attending the meetings. The team is made up of library board members and a representative from the Friends of the Library Montgomery County. He will share the scripts.

Old Business

Chair Grey-McKenzie asked if anyone could share any information on the Aspen Hill Friends members. She may reach out to Eileen Smith for updates.

New business:

Chair would like the AHLAC to do more tabling. She asked if anyone is interested in managing a table to share information.

Chair asked if anyone attends the civic association meetings or may be able to report to the AHLAC.

Adjournment

Chair asked for a motion; Babs Margolies made the motion to adjourn the meeting.

With no further business, the meeting ended at 9:05 p.m.

Next Meeting: January 23, 2023.



Aspen Hill Library Advisory Committee (AHLAC) Chair

Mid-Year Report

November 20, 2022

Celebrating **Aspen Hill Public Library 55 years in the Community** has helped me to reflect on the role of the Aspen Hill LAC and its accomplishments for 2021 and 2022. We embarked on ways to increase our membership for both our youth and adult volunteers (LAC members are considered MCPL volunteers and LACs are a subcommittee of the MCLB). We have already attracted new youth members and a youth volunteer coordinator. We are using our Zoom meetings to share additional, comprehensive Talks and Demos to help our community learn more about the library resources and tools, as well as engage in conversations about the needs of our neighbors. With our newly elected Secretary, we are able to spend more time on communication with our members and the MCLB leadership, participate in Strategic planning and follow-up on library matters in a timely fashion. We are receiving great feedback about our meetings and receive monthly inquiries about joining the AHLAC. We are also working with our Liaison, Regional Manager and Library Manager to make recommendations, suggestions and deliver solid ideas from our membership and Community Voices engagements. August meetings and planning sessions supported a structure to capture information and to address changes that occurred with MCPL leadership changes. We continue to be involved and support the needs of our community and library.

Our initiatives involved community inclusion of our stakeholders:

- 1) Initiated the “Community Voices” Agenda Item at most meetings.
- 2) Initiated monthly Talks/Demos for library experts to share resources with the public.
- 3) Strong recommendations on how to celebrate a growing Latino Community by informing Branch managers of the traditional October Community Celebration (traditionally organized by the Friends of the Library Aspen Hill) and using that platform for a seminal Hispanic Heritage Celebration which could serve the community and meet strategic plan goals.
- 4) Initiating conversations to inform the Regional and Branch Managers and Liaison about AHLIB 55th Anniversary and offering ways of utilizing technology at our virtual meetings to education the public, as well as suggestions about signage and simple ideas to celebrate throughout the year.
- 5) Initiating youth volunteer support and working with Branch Manager and Liaison to share a simple onboarding process; Establishing best practices when working with MCPL youth. Created a Youth Volunteer Coordinator role for a trained AHLAC member and Montgomery College graduate to facilitate the youth volunteer activities that support the AHLAC.

6) Addressing our role as “Keepers of AHLAC / AHLIB tradition within a wider library system” by regularly communicating with new leadership, attending MCLB and Joint Meetings, and supporting the Department and library patrons with letter-writing, educating elected officials, continued partner relationships (Garden Club / Knitting and Crocheting Group), and offering information on experts that could support library activities and programs.

7) Initiated conversations with Officers, Branch Managers and Liaison to align with the Strategic Plan and to build on an inclusive goal of teamwork. We proffered ways of supporting all members/liaison/managers in verbal accounts, written accounts and reports to supervisors, Board members/Committees and Department leads.

Without a revised LAC Handbook and given no awards activities/procedures, LACs are being left with very few ways of sharing their good works and works of others. I thank everyone who has sent in their questions for our Liaison and we wish the Working Groups our best in their efforts.

Addressing technology resources and tools: It is becoming increasingly important that the LACs can add value to the Strategic Plan Goal of equity and increased access in a digital world. Meeting about the 55th Anniversary revealed opportunities to use technology to give memories some permanency. Recording memories with permission, supervised access to Audio/Visual Kits and utilizing equipment for hybrid meetings have been discussed. Our LAC is interested in responding to questions regarding future permission to utilize technology, procedures related to data storage and responsibility. We hope the MCLB will consider these concerns as they revise the LAC Handbook.

- A. Roster: We are adding new members to the Roster and waiting for one more member to join us before sending out a revised Roster.
- B. Meetings: One Zoom link change was made to our 2022 – 2023 Calendar and confirmed by Patrick Fromm. Christine Freeman will attend our November meeting in Patrick Fromm’s stead. For Spring 2023 Calendar, we would like to consider starting meetings at 7:00pm. **Reminders: No AHLAC Dec meeting; Jan Joint Mtg TBA; Feb Lib Lovers Month.**
- A. Membership/Volunteers: We are waiting for the approval of one new youth member. Membership Total: 15 (Continuing members = 11; Youth members (volunteers) = 4; Inactive = 1).
- B. AHLAC Goals: Please indicate what topics you would like to have discussed or demoed at our January or February 2023 meetings. If you know of any MCPL and County speakers/presenters we can invite for future presentations, please share. We would like to start filling our calendar with information on these meeting topics during our break. Vikram Pant
- C. AHLIB Administration: I asked for a meeting with Delores McKoy, Vikram Pant, Patrick Fromm and Christine Freeman about the role of the Regional Manager and how the Chair and Secretary are to communicate best. We are experiencing identical questions and requests for information from multiple leaders and are seeking a remedy. Patrick informed us that the Chair and Secretary should make library/system-related requests/inquiries to him directly and that anyone can do the same. At times, we will be communicating directly

with Christine. Vikram Pant is our Liaison on the MCLB and we will continue to communicate with him in all matters. Vikram suggested that the Officers reach out to LaKrista Prather and Regina Holyfield-Hewitt with special concerns. We will continue to cc: Vikram on all library matters.

- D. Punch List: This is another project which we will review and ask the youth volunteers to help complete. We hope to have the Punch List available in January 2023.
- E. Minutes: We are still working on March minutes. If you have any notes from the **March 2022 minutes**, please share them with Delores and with me. June minutes were tabled and August, September and October minutes have been shared and are awaiting edits. We have 4 sets of minutes to review at our November meeting. Please read through all documents and please send any corrections to me and Delores as soon as possible. Thank you.
- F. Calendar: We will be reviewing the 2023-2024 calendar to schedule dates. We are planning to meet on the 3rd Monday of every month, with changes dependent upon conflicts with Holidays, MCLB meeting and major events.
- G. Bulletin Board: Our newly decorated bulletin board seems a bit fresher and captures the Library logo motif. Please visit soon and share what we can add to the library bulletin board. Unfortunately, Knitting and Crocheting group has ended and the information is no longer on our bulletin board.
- H. Operating Budget Forum: I reached out to Tim Lighter, Chair of the MCLB who informed me that there is a Team made up of MCLB members and a representative of the FOLMC. I met MCLB members, Jim Montgomery and Marilyn Schiff at the Nov. 15, 2022 FY24 Budget Forum at the Mid-County Regional Center, Wheaton, MD. There were representatives and students from Montgomery College, other regional center directors, Office of Community Partnerships, County Rec. Dept., Non-profit Montgomery, Wheaton Art and Entertainment District, etc. Patrick Fromm and Jaime Flores were present. It was a packed (but small) meeting room with about 50 plus attendees and others attending virtually. The Budget process was discussed and County Executive Elrich focused on expanding early childhood care and education, the Environment and opportunities for funding from the State. Jim Montgomery did a great job with the talking points. I believe progressed talking points will help to highlight that libraries are already serving early learners, however, will need adequate funding in the budget to support the staffing to execute the Strategic Plan. County Executive Elrich explained that he is reviewing the hiring practices to speed up the hiring process.

I made a few suggestions to the team, including hearing from a young person at these forums, especially if that youth is connected to the libraries in some way. If you are interested in joining the Team, please reach out to Tim Lighter or Jim Montgomery who will be attending all of the Budget forums and wants to make sure he connects with LAC members.

Aspen Hill Manager's Report October 2022

PROGRAMS

We have weekly programs-

Monday 10:30 Family Storytime

Thursday 10:00-12:00 English Conversation Club

Friday 10:30 Baby Storytime

Saturday 11:00 Read to a Dog

Other Monthly Programs

Adult Book Club 1:00-2:00 3rd Monday of the month

Family Storytime- 10:30 1st Saturday of the Month

One Offs

Medicare Fraud Program

Voting Program for Children

Latin American Community Celebration

Find a Travel Option That Works for You with Connect-A-Ride - In-Person

Slime Event for Children

Pumpkin Painting Event for Children

Halloween Storytime

Energy Action Month Event

Several Class visits

Teen Advisory Board continues to meet monthly

Living and Dying with Covid, The Maryland Stories is wrapping up.

November 1st all storytimes and programs have been moved indoors.

Foot Traffic

The dashboard displays the following data:

Year	Month	Foot Traffic Count
2021	July	7,046
	August	7,077
	September	6,445
	October	6,958
	November	6,657
	December	6,644
2022	January	9,096
	February	7,823
	March	9,736
	April	9,263
	May	9,893
	June	10,475
	July	11,727
	August	12,021
	September	10,158
Grand Total		131,015

Foot Traffic - Day of Week Over Time, Branches

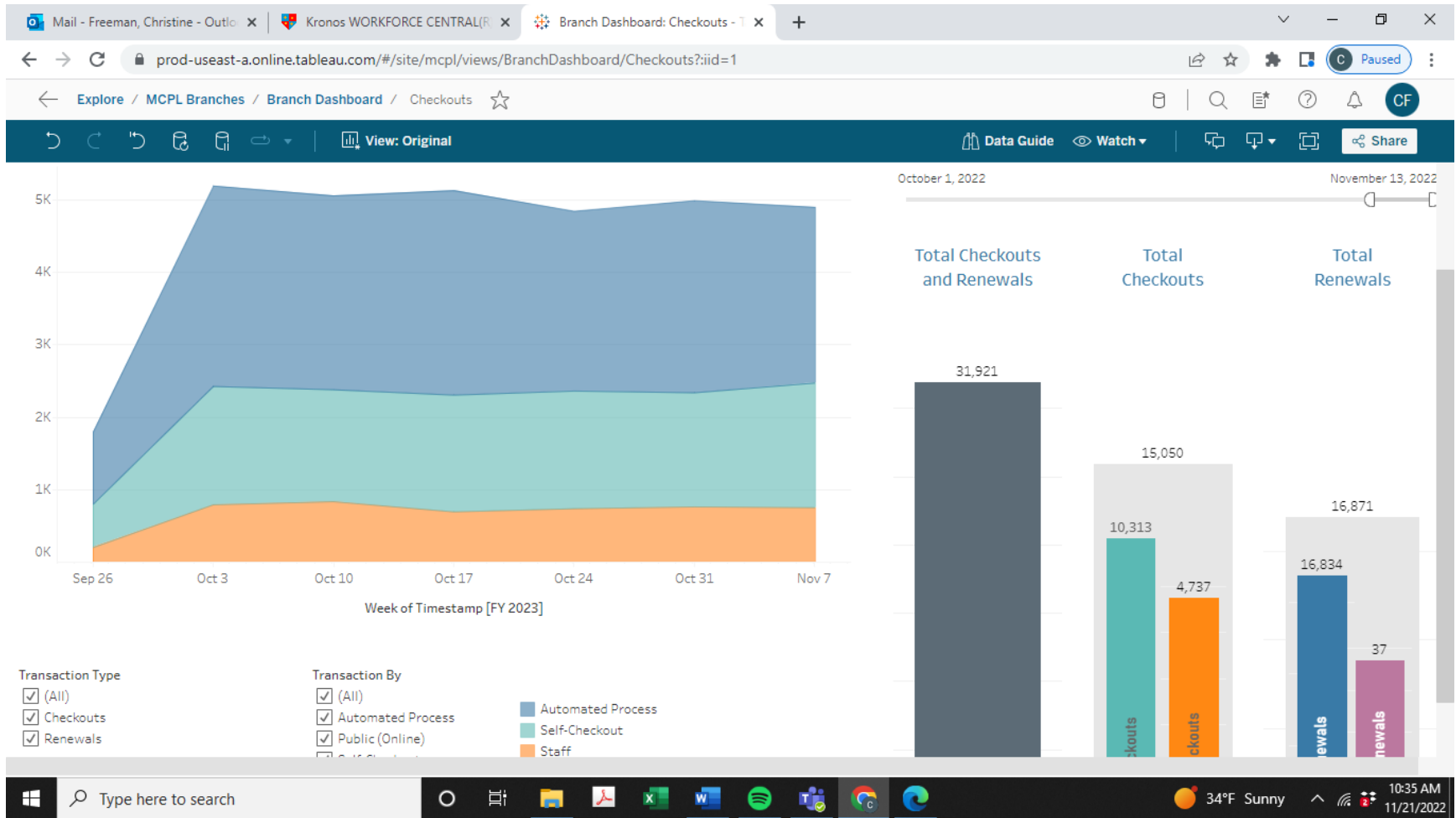
Day of Week Legend:

- Monday (Blue)
- Tuesday (Orange)
- Wednesday (Red)
- Thursday (Teal)
- Friday (Green)
- Saturday (Yellow)
- Sunday (Purple)

Day of Week Filter: (All), Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Date Range: 7/1/2021 to 10/31/2022

Circulation Stats



Collection

Nothing to Report

Staffing

Nothing to report

Landscape Committee Report for November 21, 2022, LAC Meeting

Thanks to climate change, Winter temperatures have intermingled with too warm Fall days. Not to worry, our Aspen Hill Library Gardens have begun their winter slumber. Meanwhile, our Garden Club members are taking a well-deserved respite, while continuing to reflect on ideas for the coming spring.

The Club's November meeting was held in the afternoon of November 8th at the Library. A short business meeting was followed by an opportunity to paint a flowerpot.

A Garden Club Holiday Get Together is being considered for some time in December.

Babette Margolies
Eileen Smith

MCPL Board Report – November 21, 2022

Providing a high-level recap of the November board activities. Please note that no board meeting was held in November. Our next board meeting is scheduled for Wednesday, December 14th.

Ask for Questions / Comments to Forward to LAC Working Group – Prior to our next board meeting on 12/14, I plan to send a note to the LAC Working Group Chair to discuss what LACs are looking for in the next revised handbook. Please send any comments by 12/7 (originally said 11/30 but extending a week).

County Executive Budget Town Hall Meetings – The County is in the early stages of formulating the FY24 operating budget. County Executive Elrich is required to submit a recommended budget to the County Council by March 15. The Council will then have two months to review the budget. It must adopt a final budget no later than June 1. The FY24 operating budget will go into effect on July 1.

Schedule of remaining events:

- Monday, Nov. 21. 7-8:30 p.m. Gwendolyn E. Coffield Community Recreation Center, 2450 Lyttonsville Rd., Silver Spring. Social hall. [Register](#) to view online.
- Monday, Nov. 28. 2-3:30 p.m. Leisure World, 3701 Rossmore Dr., Silver Spring. Clubhouse 1—Crystal ballroom. For Leisure World residents only. Satellite viewing at North Potomac Senior Center, 13850 Travilah Rd., Rockville. [Register](#) to view online.
- Tuesday, Nov. 29. 7-8:30 p.m. In Chinese. Chinese Culture and Community Service Center, Inc., 9318 Gaither Rd., Gaithersburg. Art gallery. [Register](#) to view online.
- Wednesday, Dec. 7. 7-8:30 p.m. White Oak Community Recreation Center, 1700 April Lane, Silver Spring. [Register](#) to view online.
- Monday, Dec. 12, 7-8:30 p.m. BlackRock Center for the Arts, 12901 Town Commons Drive, Germantown. [Register](#) to view online.
- Wednesday, Dec. 14. 7-8:30 p.m. Bethesda-Chevy Chase Regional Services Center, 4805 Edgemoor Lane, Bethesda. East-West Room. [Register](#) to view online.

The ask is for LACs to attend, where possible, a budget forum and act as advocates / champions for the library.