

ASPEN HILL LIBRARY ADVISORY COMMITTEE MINUTES OF February 27, 2023

Call to Order

Chair Grey-McKenzie called the meeting to order at 7:31 pm. The meeting was held by teleconference, with the teleconference participation guidelines in place. Chair Grey-McKenzie welcomed everyone and newest member, Barbara Reading.

Roll Call

Althea Grey-McKenzie, Chair, Delores McKoy, Secretary, Eileen Smith, Babs Margolies, Carl Jeanty, Ariana McKenzie, Elliot Chabot, and Chris Swan were present; Members sending regrets: Betty Bell, Aleen Chabot, and Moyer Stephenson. The library staff present was Patrick Fromm, Regional Manager; Vikram Pant, MCLB Liaison; Guest Fran Kaplan, former children's librarian, AHLIB.

Secretary Report: Delores McKoy reported that the draft January meeting minutes were distributed and asked if anyone had questions or comments.

Minutes for review: January 23, 2023

Matters arising from the minutes: Chair has reached out to Liaison about one change to his verbal report. The Chair moved to adopt the January 23, 2023 minutes with one correction, seconded by Ms. Margolies. A voice vote was taken, and voting was unanimous in favor of the motion. January meeting minutes approved.

Chair Grey-McKenzie indicated that approved November minutes were submitted to MCPL. Review of AHLAC 2023-2024 Calendar was moved to later in the meeting.

55th AHLIB Anniversary Guest memories:

Chair welcomed Ms. Fran Kaplan, who worked at AHLIB for 14 years and retired in 2019 with 18 years with the MCPL. Ms. Kaplan recalled when the Garden Club came to the library and reminisced about the wonderful summer planting program. The programs included everyone from the Garden Club who attended to support planting of peppers by kids who came into the library to check in. The gardens were lush with sun flowers that were about 18 feet tall. A summer program had a horse at the library which was from the Montgomery Agriculture

Fair; kids were able to pet the horse (one of the largest animals that they have had at the library). She shared about the great programs that the AHFOL supported with funds, supplies for the rooms and for kids to have creative play after story time, (including a kitchen set, lots of fun things to play with and lots of craft programs). One year she recalled vividly, the flowers in little cups and programs with pinecones and honey for making hanging cones for bird feeders. She also shared a funny story about burnt popcorn and the fire alarm. She was there for 14 years. Ms. Kaplan served at 8 libraries in the system and appreciates all of the great customers and good staff. Fran Kaplan shared that she has a copy of a 2013 newsletter and some newspaper articles. Chair asked her to send a copy of the newsletter and articles to Christine Freeman, Branch Manager.

Ms. Grey-McKenzie read a written memory from Carol Petzold, (a former AHLAC and AHFOL member, MCPS teacher and former District 19 Delegate, Maryland House of Delegates). She also reached out to Angelisa Hawes, former AHLIB Branch Manager for memories surrounding her tenure during the library refresh.

Chair Report: (report attached)

Althea Grey-McKenzie reported that there was quite a bit of activity since our last meeting. Highlights from her report are: 1) Tabling by the AHLAC at community events is bringing in members; we are expecting a new member soon. Secretary and Chair are working with MCPL to update the roster and Chair reminded everyone about updating their membership; 2) Chair asked everyone to review the AHLAC goals in her report with focus on the opportunities to increase communications with the AHLIB, MCPL wide, and within provisions provided by the LAC Handbook, between LAC officers. There were specific questions asked of the MCPL and Anita Vassallo, MCPL Director. Chair explained that she and other LAC Chairs are asking about the language in the Handbook, data, volunteer status and processes, opportunities to review and comment on Handbook revision, among others items . 3) increasing opportunities for LAC subcommittee regarding LAC awards and 4) how to manage information that we collect. 4) AHLAC is a subcommittee of the MC Library Board and should think about how best to pass on history and knowledge. There was discussion about membership and volunteers of the AHLAC, LACs in general and how volunteers are designated in the LAC Handbook, MCLB Manual and with the County. Language about these details was shared with our Liaison, Vikram Pant. Chris Swan asked Chair to change language in her report about membership/volunteers. Chair will change the language to reflect what is currently in the LAC Handbook.

Chair asked everyone to review the LAC Handbook which is currently under revision by the

Library Board. We want to be prepared to review any changes or updates. We also have a goal of creating a supportive AHLAC handbook to help future AHLAC Officers.

Volunteer Appreciation events were big events at the libraries. They were funded by the Friends of the Library, giving money to the staff for the event, according to Chris Swan, President, Aspen Hill Friends of the Library. She recalled that the FOL AH Chapter at that time, was asked to fund those events at the AHLIB. Chair would like to share a list of names with Patrick Fromm, Regional Manager, if the AHLIB were to have an event this year.

Joint Meeting: Chair could not attend, but asked for notes from those who did attend on her behalf. The next Joint meeting may be in November 2023.

Chair commented on the opportunities for Library Lover's Month – One opportunity was through the Landscape Committee engaging an artist, Arlene Siller who they worked with prior to create "Library Lover's Month" wrappers around mini chocolates in a crafty pouch. She thanked Arlene Siller, Eileen Smith, Moye Stephenson, Babs Margolies, Ariana McKenzie and one of our youth volunteers, for their support in making this activity possible. The activity was a collaboration between the AHLAC volunteers and the Landscape Committee. The second opportunity was with the AHLAC youth volunteers lead by Ariana McKenzie, to create hand-made cards with Mardi Gras beads. Volunteers delivered those tokens of appreciation to the staff on the same day they created the thank you gifts. Special thank yous to Patrick Fromm for making the meeting room available for staging the activities.

Black History Month: Chair thanked Mark Santoro, Adult Librarian, Christine Freeman, Branch Manager and the Sandy Spring Slave Museum for the February 18, 2023 Black History Month event which was well received and attended by all ages; we are not sure how many registered, but about 30 patrons attended. The program was funded by the MC FOL.

Chair Grey-McKenzie indicated that we would vote on our scheduled meeting times later on during this meeting.

Branch Report: Patrick Fromm, Regional Manager

Patrick Fromm reported that the Black History Month and Broadway program were successful; they continue with baby stories which has gone well. They are gearing up for Spring and Summer programming offerings.

Facilities: Walk through of the roof has occurred. There are a few remaining items on the Punch List which they hope will be done soon. A retaining wall is being built for the recycling retainer, which will be positioned next to the dumpster.

Door Count: Slightly down from the last month.

Data: Patrick will send out his report with circulation data. A new staff member came onboard and they anticipate Data Analysis will be much more robust for future reports. Questions were asked about the MCPL website; Chris Swan was interested in the LAC being

involved in the talks about the website. Patrick encouraged everyone to take the survey and share any feedback with him. Chair reminded everyone to copy her on any survey feedback to Patrick or Vikram.

AHLAC Landscape Committee Report: (report attached)

Babs Margolies reported on what was upcoming for March; March Spring clean-up: The Aspen Hill Garden Club will select a Saturday at 1pm with their Lucky Clovers volunteers and garden club members to clean up the garden (ongoing cleaning). Introduced by their President, they will be doing soil testing at the various areas of the library gardens to know which type of soil the plants need. The Red Bud tree is starting to bud. She reminded everyone that people can sign up to participate in the Red Bud project. Garden Club presented the AHLIB staff with a 2 boxes of chocolates.

MCLB Liaison Report: Vikram Pant (report attached)

Vikram Pant entered the meeting part of the time and left to attend the Silver Spring LAC meeting. Chair reported that the Liaison Report was distributed and that Mr. Pant wanted to highlight the survey addressed in his report. She asked everyone to refer to his report for the links. Chair also pointed out that Mr. Pant informed her that the AHLAC was the only LAC to do activities in appreciation of the AHLIB staff for Library Lover's Month.

2023 – 2024 Calendar Review: Chair reported that the new year will start in September with a break in December and perhaps other breaks in the year – we meet our quota for minimum number of held meetings each year; right now we meet 9 or 10 months of the year. Review of calendar shows our meetings taking place after the MCLB meetings and may adjust during months with a Joint Meeting. Calendar was reviewed and will be revised with Joint Meeting dates. Chair is interested in having a Hybrid meeting by June 2023, to further test the equipment at AHLIB. Updates to come.

Meeting times Discussion/Vote: The Chair received comments and concerns about the meeting times and opportunities for meetings to occur online or in person. The comments came from community voices, staff, current and new members. Announcements were made over the last few months about anticipating a vote concerning these matters:

Chair asked for motion regarding the meeting time: Chris Swan Moved that we keep our meetings at 7:30pm; Elliot Chabot seconded: There was discussion on changing the times to 7:00pm, 7:15pm or keeping start time at 7:30pm. Survey of members present revealed that there were members interested in changing the

time to 7:00pm and others interested in keeping the time at 7:30pm.

Vote For keeping 7:30pm meeting time: Chris Swan, Babs Margolies, Eileen Smith, Elliot Chabot

Vote for changing to 7:00pm meeting time: Carl Jeanty, Ariana McKenzie, Althea Grey-McKenzie

Mode of Meetings or Calendar year 2023 – 2024: There was interest from current and present members to change the mode of our meetings to hybrid or possibly to having meetings on other days.

Chair asked for a motion regarding the meeting mode for the 2023-2024 calendar year: Chris Motioned to continue Zoom meetings and to have a meeting on a Saturday or outdoor in the warmer months; Elliot seconded. There was discussion on utilizing other days for meetings and to continue a tradition of having meetings on Saturday mornings. Members liked the ideas and were interested in starting, when possible, for the new calendar year.

Vote for continuing Zoom meetings and including a Saturday meeting during the day, and a meeting outdoor over the summer or in the warmer months: Chris Swan, Babs Margolies, Eileen Smith, Elliot Chabot, Carl Jeanty, Ariana McKenzie, Delores McKoy; Abstained: Althea Grey-McKenzie.

Aspen Hill Friends of the Library: No report at this time.

Old Business:

- Membership renewals: Chair is working with Liaison for the best way members should renew their membership; Chair reminded everyone to renew before the MCLB meeting so that they are approved soon.
- March Meeting plans – Chair is asking for topics
- Punch List and other items – will be reaching out for member support
- AHLIB Hybrid Meetings: Althea and Delores plan to meet with Patrick to view equipment and to have a demo regarding how the equipment works. Members will be invited.
- Knitting and Crocheting Group – Chair heard from Betty Bell who runs the

Knitting and Crocheting Group, that the group is no longer able to conduct meetings within the virtual library setting.

New Business

- Reminder about Volunteer Appreciation – waiting for date to be announced; there was discussion on the way it was organized in the past.
- Tabling: Chair would like to hear from members about locations, events to do tabling, etc.
- Chair is creating a way for the members to support specific activities: Punch List, Volunteer coordination, Co-Chair duties, etc.

General Comments: No general comments

Adjournment

Secretary asked for a motion; Eileen Smith made the Motion to adjourn the meeting; Babs Margolies seconded the motion. With no further business, the meeting ended at 9:p.m.

Next Meeting: March 20, 2023



Aspen Hill Library Advisory Committee (AHLAC)

Chair Report

February 27, 2023

- A. Roster: The Roster is being updated. We currently have 17 members.
- B. Meetings: We will continue with our 55th Anniversary memories at the February Meeting. Review and approval of the 2023 - 2024 Calendar was tabled at the last meeting and will be reviewed and approved this month.
- C. Membership/Volunteers: All members are considered volunteers. The AHLAC would function as a subcommittee under the MCLB. Volunteers must be registered by the Departments for which they serve.
- D. Members can serve and contribute in many ways. Members approaching term-end dates were informed and invited to renew their membership. Inactive members were invited to renew their membership. I have reached out to Vikram Pant, our MCLB Liaison, about the current plan for renewing memberships. Continuing members = 12; Youth members (volunteers) = 5; Youth Volunteer Coordinator = 1 (a continuing member); Inactive = 1.
- E. AHLAC Goals:
- 1) Increasing Communication:
 - Between LACs and Library System, regarding AHLIB and Library-wide current and past operations, procedures, initiatives, early stages of handbook revision, etc.
 - Between Officers of each LAC (LAC to LAC communication).
 - Regarding Achievements (LAC Activities and Awards) – AHLAC Officers are working with the Liaison and Branch Managers to discuss, inform and capture ways of not only reporting news, but a formal way of expressing LAC Achievement.
 - 2) Responsible Data:
 - Having comprehensive data/charts and early inclusion in planning, feedback and transferring histories.
 - Use of new modalities / technology and training early on to support all of our communities so they have a sense of belonging.
 - Technology usage and safety regarding storage, authorization, devices and online communications.

3) Positioning:

- LAC members desire to support efforts of the AHLIB staff to create a physical library with collections and focused programming.
- Keepers of the History: The AHLAC and other LACs are extremely familiar with their communities and can serve as history and culture bearers. As Keepers of the History, the LACs can pass on knowledge and support continuous community outreach, recommend services and initiatives surrounding demographic trends/needs.
- Outreach: We would like to be more involved in plans early on to schedule tabling and community outreach.
- Suggested events for MCPL to participate in to share info and offer library cards, etc.

As we learn more about procedures and updates to the Strategic Plan, LAC Handbook and MCLB Manual, embrace collaboration and increase communication, I believe we can start progressing through our goals now and into next year.

- F. AHLIB Administration: Informed the Branch Managers of the previous Appreciation events / programs that were conducted by the AHLIB and partners, to recognize volunteers, etc. Awaiting responses for a possible recognition event. I am creating a list for our Liaison and the Branch Managers.
- G. Hybrid Equipment: Requested use of the A/V equipment for possible Hybrid AHLAC meetings this year.
- H. January 2023 Joint Meeting II: The Joint Meeting is a MCLB event which includes MCPL and partners from the Montgomery County Friends of the Library (FOLMC) and other agencies. Tim Lighter is the Chair of the MCLB and other presenters included, Pam Saussy, President, Board of Trustees, FOLMC; Anita Vassallo, MCPL Director; Deborah Lambert, Budget Analyst, Montgomery County Office of Management and Budget (OMB) and Jaime Flores, Assistant Director Outreach and Programs, MCPL. They shared pictures of the Department event with Will Jawando and had a short remembrance for Mary, a volunteer who passed away in December. Deborah Lambert shared her presentation on the operating budget process and MCPL budget, highlighting services for K-12 education and parks and recreation; The Capital budget information focused on facilities (roads, bridges and buildings). This year there will be no deficit budgets since a mild recession is projected for 2023 (outgoing expenses must match or be less than funds coming in). The good news is that there was over 1 billion in surplus for the end of the fiscal year (September 2022). Jaime Flores spoke about Latino outreach and focused on organizations impacting Latino communities in Montgomery County. He explained that the Library does not ask for data like race, ethnicity and gender when patrons sign up to use the library. MCPL is not able to share demographics on specific users. Question & Answer was included after each presentation. The link for the MC Open Budget was shared.

- I. February Library Lover's Month: On Saturday, February 4, 2023 members of the AHLAC, Landscape Committee and a youth volunteer wrapped mini chocolates with handmade library lover's wrappers for 25 staff and volunteers, presented in a handmade pouch with greeting. On Saturday, February 11, 2023, our Youth Volunteer Coordinator led volunteers in decorating colorful handmade cards with a thank you note and Mardi Gras beads for 17 staff members. Both activities were held at the AHLIB and the appreciation items were delivered to the library staff.

- J. Black History Month at AHLIB: I attended and participated in the in-person event "Black History: A Living Resistance in Dance and Movement" on February 18, 2023. The event was organized by the Sandy Spring Slave Museum and The White House Studios (performing arts). The event was well attended and involved discussion, engagement, dance and music demonstrations and audience participation. The Museum had a table and shared additional BHM info and a craft. Mark Santoro, Adult Services Librarian welcomed everyone and shared information on other library events.

Landscape Committee Report for February 27, 2023, LAC Meeting

The Aspen Hill Library Gardens continue to gain nourishment as they enjoy their winter rest. Because of a few warm days, signs of awakening are bringing the promise of spring growth. Aspen Hill Garden Club is, also, anxiously awaiting the arrival of warmer weather and the emergence of spring buds.

Aspen Hill Garden Club does not have much to report this month. Preliminary planning is in its initial stages. Library Garden clean-up will probably occur some time in late March. 4H Lucky Clovers will be contacted to enlist their assistance with this project. Projected plans also include contacting Garden Club members to sign up for the 2023 weeding and watering schedule which runs from the week after clean-up in March to the fall clean-up in November.

Babette Margolies
Eileen Smith

MCPL Board Report – February 27, 2023

Providing a high-level recap of the recent board activities. Our most recent board meeting was on Wednesday, February 8th. Our next board meeting will be March 8th.

Library Legislative Day – Was held on February 15th in Annapolis. Members of the board attended to meet and greet State Delegates with members of the MCPL staff.

Joint MCLB / FOL Letter to County Executive – A joint letter from FOL and the MCLB was sent on February 8th to the County Executive. Focus was the recap the end of last year budget forums and highlight how MCPL can support the CE's vision for increased Kindergarten readiness in addition to other goals of the County. Email copy of text was sent to LAC Chairs, I can forward if you did not receive.

Confirmation of 11 LAC Applications – Many were expired terms reapplying, but several new members approved across LACs. Please keep track of your individual LAC members term expiration dates and let those affected know they do need to reapply to be tracked at the MCPL level.

An Ask from the Board – Your voice in updating MCPL Policies and Practices, Part 1 – Circulation and Computers. Please review and provide feedback to me by **3/7** (day before not board meeting). Future months will focus on additional policy reviews.

Periodically the board, through its working group on Policies and Procedures, is tasked with reviewing policies and procedures. These can be found online at <https://montgomerycountymd.gov/library/policies/index.html>.

Please review the Circulation and Computer Policies and let me know if you have any thoughts / concerns / revisions. I will send them to the Board's working group for potential incorporation into refreshed policies.

Some questions you can help us answer are:

- How can these policies be improved? Are there any shortcomings?
 - o Do you think we need changes in Library Cards, Borrowing, Holds, Privacy?
- How can Computer policies be improved? Any shortcomings?
 - o Areas such as Computer, Internet and WiFi usage policies? Privacy issues?

Finally, as always, if there are any topic / kudos / issues / challenges you would like relayed to the MCPL Director and/or the Library Board, please feel free to let me know or send me an email at [REDACTED] * anytime. (*One ask is please do not share my personal email address beyond the LAC, such as in community listservs or other online message boards.