

Aspen Hill LAC Meeting

January 27, 2025 - Meeting minutes

Attendees: Althea Grey-McKenzie, Chair; Delores McKoy, Secretary; Ariana McKenzie, Lisa Pereire; Chris Swan, Moya Stephenson-Fairweather, Hayat Pacquette, Eileen Smith; MCPL: Adrienne Miles Holderbaum, Regional Manager; Nanyamkah (Nan) Mars, Branch Supervisor; MCLB: Melanye Johnson, Liaison; Sent regrets: Babs Margolies, Elliot Chabot

Call to order: Chair Althea Grey-McKenzie called the meeting to order at 7:30 p.m. and welcomed everyone; Zoom, Agenda and Nov minutes review protocols were in place.

Secretary Report: Secretary, Delores McKoy reported that November 2024 draft Minutes were reviewed with only minor changes.

- Chris Swan made the motion to approve the November 2024 minutes, which was seconded by Althea Grey-McKenzie. All unanimously accepted the minutes with changes. The November 2024 meeting minutes were approved with minor modifications.

Chair Report: Chair Althea Grey-McKenzie reported that membership has not changed, but that members should check the term range of their membership. Members raised concerns regarding the communication gap due to the lack of board reports online (from end of year meetings). Chair Grey McKenzie also asked for information on budget reports or notes on budget matters, and reports on Library presence at the Thanksgiving Parade.

January Joint Meeting: Chair Grey-McKenzie asked for reports on the 2nd Joint Meeting which occurred on January 15, 2025. Chris Swann and Hayat Paquette attended the hybrid Joint Meeting. Chris Swan reported that 45 people attended the joint meeting virtually, but she was unable to determine the number of in-person attendees due to the limitations of the Microsoft Teams platform used to conduct the Joint Meeting. Hayat Pacquette shared that she attended the meeting where several Library Board questions were posed, including this question: how to effectively reach out to parents and caregivers of children and teens to enhance their involvement in library services. Ideas and answers were shared in breakout sessions which included program visits by MCPL staff, best practices, SSL hours, Clubs, areas designated for Maker spaces and the anticipated revival of Friends of the Library Chapters.

Ms. Swan reported that Director Graham highlighted a new state law referred to as the Freedom to Read Bill. This bill stipulates that libraries must meet state standards regarding the resources they provide. Director Graham also mentioned that the Damascus Library will be closed until sometime in 2026 for renovation. Ms. Swan shared that the Noyes Library is also getting ready for a refresh which was in the process of securing funds for their renovations for 10 years (which may include adding an elevator and staff break room). Chris also shared information on the New Library Technology System.

The AHLAC Meetings: Chair Grey-McKenzie had a concern regarding the lack of visibility of the Aspen Hill Library Advisory Committee meeting dates, as they are not listed in the events section of the Library website although 2024-2025 calendar was submitted last year.

Branch Report: Adrienne Miles Holderbaum, Regional Manager, reported that the Branch Report (Nov. 18, 2024) with performance library data was shared and that Nan Mars, Branch Supervisor, would be managing the zoom and will give a verbal report. It was noted that the foot tracker was not operational for a couple of weeks in September, which may have affected attendance numbers reported in the library's data.

Public Technology Systems: The transition to the new TBS (Today's Business Solutions) system took a couple of weeks to implement, and the library staff reported a 90% success rate in completing this transition. The library has successfully reintroduced mobile printing capabilities via Wi-Fi, which were previously unavailable. As indicated on their website, the library is working to resolve the remaining issues. The Department is streamlining how we use public computers and public printers.

Income Tax Forms: Aspen Hill Library now has Federal and State/local tax forms and instructions available for customers; 1040/1040 SR tax forms (available in English and Spanish); More examples listed in the attached Branch Report. Branches are collaborating with AARP to offer Tax aide services to community members.

Programs and Data: The Library offers multiple weekly programs (see attached Branch Report for list of programs), including, story times (3 times each week) and various adult classes (English conversation, digital couponing, etc.), Parachute Party programs. Regional Manager Miles Holderbaum provided details and added that programs from Dec. 2024 to Jan 2025 were Pumpkin Painting (25 attendees), Artificial Intelligence program (17 attendees).

The Aspen Hill Library hosted a festive program on December 23 where families decorated gingerbread houses, attracting 47 attendees out of 50 available spots.

New Programs for the New Year: (More details upcoming)

1. Spring Book Sale: Aspen Hill Library is in the early stages of planning a spring book sale in collaboration with the FOLMC for mid to late spring.
2. Hand Dance programs
3. Intergenerational programs (teens and seniors)
4. Computer programming
5. Foreign films

Facilities Issues: The faucet in the community room is broken, which has been reported to the facilities. Pictures were taken and an initial ticket was submitted. A follow-up ticket was created due to the worsening condition of the faucet. There was discussion on the faucet and updating the Punch List.

MCLB Liaison Report: Melanye Johnson, Liaison, reported on Library Goals, Strategic Planning and LAC Recruitment. MCPL Director, Darcell Graham's goals include preparing pre-kindergarten children for kindergarten by reading a significant number of books and increasing teen engagement with library resources. Director Graham indicated positive statistics regarding these goals. Director Graham decided not to create a new strategic plan but instead to augment the existing one, focusing on improving metrics and benchmarking. The Department anticipates partnerships with Human Health Services (HHS) and Montgomery County Recreation and conducting meeting rounds with agencies.

Library Lovers Month Recruitment Efforts: There is a general concern among board members regarding the robustness of some Library Advisory Committees (LACs). There are ongoing issues with recruiting members for LACs, which the board is aware of and is addressing through coordinated efforts during Library Lovers Month. The board has proposed a coordinated tabling effort during Library Lovers Month to assist with recruitment. In support of the effort, Chair Grey-McKenzie asked if anyone was interested in coordinating the tabling efforts for Library Lovers Month, they

should contact her first to help with management.

Data Collection: Concerns included constraints faced in collecting data under restrictive existing rules on data collection by LACs. The Director and Board members may need to review information in the LAC

Handbook on this topic to review these concerns. This may be an area of consideration for the Director and Board members during discussions about budget-related data calls.

A data call is anticipated in the future, though the exact timing remains uncertain, highlighting the ongoing need for organized data collection efforts. There is also concern that the County Executive may not fully recognize the vital role libraries play, which could impact upcoming budget decisions.

Library Budget Enhancements: Director Graham is requesting an increase in funding to support the rising usage of Hoopla, an App for borrowing books and media, and to update the world languages collection. Director Graham intends to request funding for two additional positions: 1) a Customer Experience and Workplace Manager and 2) a Community and Partnership Engagement Manager.

Library Gardens Update: The fall cleanup of the library gardens was moved to November due to the colorful flowers, and the next cleanup is scheduled for March. Eileen expressed concern about the dwindling participation of the 4-H Lucky Clovers in the garden cleanup activities, which may affect future collaborations. The Garden Club Landscape Committee is planning to discuss ideas for enhancing the library gardens as spring approaches. The next meeting is scheduled for February 11 at 1:30 p.m. and will feature a presentation on floral arrangements using iris flowers, which are significant to the Garden Club. It was decided that the meeting would be held at the library in the meeting room.

Library Lovers Month Presentation: The Garden Club will present a special gift to the library staff during Library Lovers Month, recognizing their dedication to the library community.

Old Business: No Old Business

New Business: No New Business

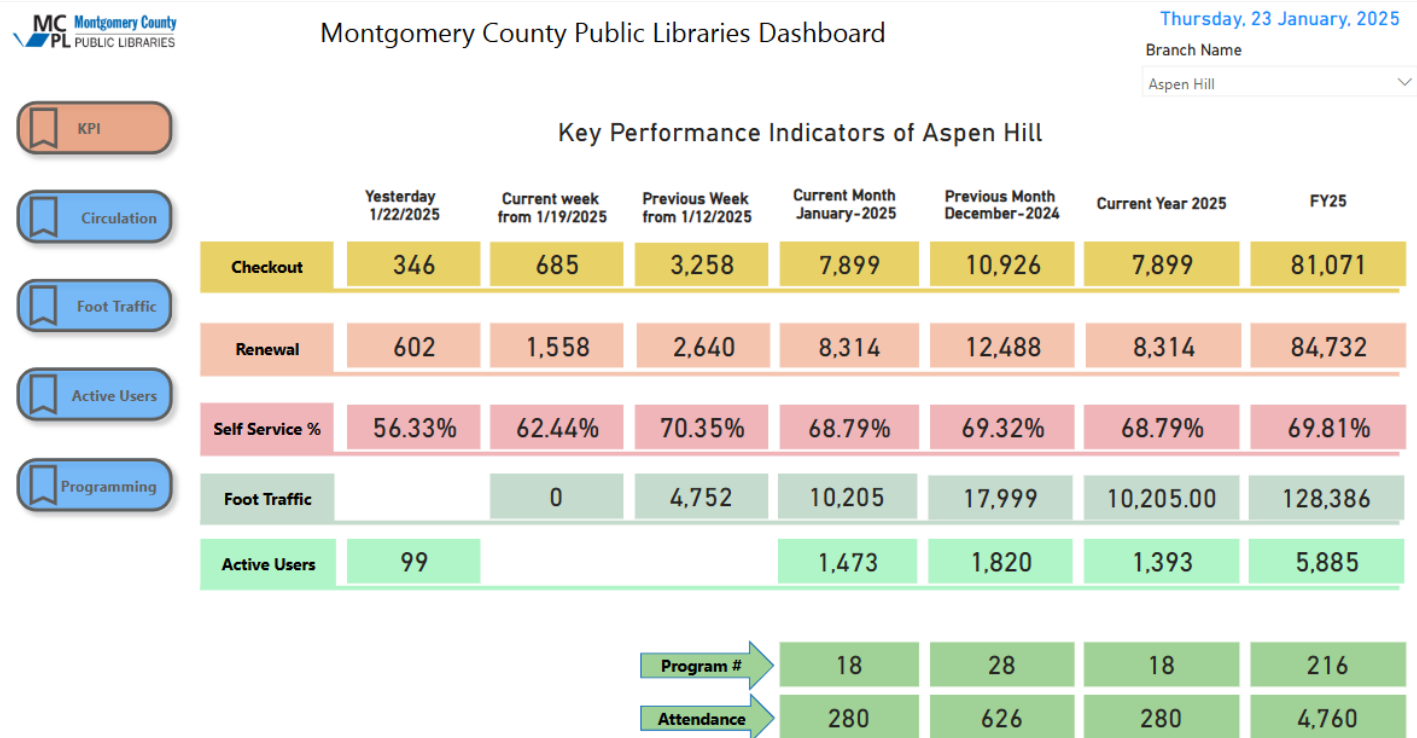
General Comments: Discussion on Senior Planet Programs - Eileen shared that The following program with Senior Planet is scheduled for February 18, 2025 at 3 p.m., focusing on Digital Coupon Tools. Seniors from Leisure World are invited to participate in the upcoming programs and computer classes to enhance their computer skills.

Adjournment and Next Meeting update: Babs moved to end the meeting and Chris seconded. The meeting ended at approximately 8:46pm. The next meeting is planned for March 17, 2025.

Aspen Hill Branch Report for LAC Meeting

Monday, January 27, 2025, 7:30 PM

Branch Statistics



Branch Updates

- AH now has the following tax forms and instructions available for customers:
 - State and Local tax forms (with instructions)
 - 1040/1040 SR tax forms (English and Spanish)
 - 1040/1040 SR instructions (English)
- AH is in the early stages of planning a spring book sale in collaboration with the FOLMC. More details to come.

Past Popular Programs (December 2024 and January 2025)

- Adults:** Introduction to Selling Online (presented by Senior Planet) on Monday, 12/2 – 29 total attendees
- Teens:** Anime Club on Friday, 12/6 – 7 total attendees
- Kids & Family:** Family Storytime - Followed by Stay and Play! On Friday, 12/7 – 70 total attendees
- Adults:** Aspen Hill Book Discussion (Hybrid): *Notes of a Native Son* by James Baldwin on Monday, 12/9 – 16 total attendees
- Kids & Family:** Parachute Party Family Storytime on Saturday, 12/21 – 67 total attendees
- Teens:** Chess Club (presented by the AH TAB) on Saturday, 12/21 – 9 total attendees
- Kids & Family:** Decorate a Gingerbread House! on Monday, 12/23 – 47 total attendees
- Adults:** Dancing To the Beat! - Intro to Hand Dance Workshop on Saturday, 1/4 – 19 total attendees
- Kids & Family:** Baby Storytime at Aspen Hill - Followed by Stay and Play! On Friday, 1/10 – 65 total attendees
- Teens:** Teen Advisory Board Meeting on Saturday, 1/11 – 10 total attendees
- Teens:** Create a Vision Board for the New Year! (presented by the AH TAB) on Saturday, 1/11 – 10 total attendees
- Adults:** Aspen Hill Book Discussion (Hybrid): *Confederacy of Dunces* by John Kennedy Toole on Monday, 1/13 – 27 total attendees

Upcoming Programming

Kids & Family

- Preschool Storytime – Mondays at 10:30am
- Baby Storytime – Fridays at 10:30am
- Read to a Dog – Saturdays at 11am
- Parachute Party Family Storytime – Saturday, 2/1 at 10:30am
- Pokémoon Party! – Saturday, 2/8 at 10:30am

Teens

- Teen Art Club – Tuesday, 1/28, 2/4, and 2/18 at 4:00pm
- Teen Advisory Board (TAB) Meeting – Saturday, 2/8 at 2:30pm (Free pizza!)
- Chess Club (presented by the AH TAB) – Saturday, 2/15 and 2/22 at 3:00pm
- Anime Club – Friday, 2/28 at 4:00pm

Adults

- English Conversation Club – Thursdays at 10:00am
- Dancing To the Beat! - Intro to Hand Dance Workshop – Saturday, 2/1 at 3:00pm
- Foreign Films Screening Series: *Sami Blood* – Sunday 2/9 at 3:00pm
- Aspen Hill Book Discussion (Hybrid): *Their Eyes Were Watching God* by Zora Neale Hurston – Monday, 2/10 at 1:00pm
- Digital Coupon Tools (presented by Senior Planet) – Tuesday, 2/18 at 3:00pm
- Basic Computer/Internet Introduction – Saturday, 2/22 at 1:00pm
- Aspen Hill Adults Meet and Make – Sunday, 2/23 at 3:00pm