

Little Falls Library Advisory Committee  
Minutes of the Meeting- December 3, 2019

In Attendance:

David Shumaker- Chair \*

Tom Legro-Secretary \*

Carolyn Bogardus- Branch Manager

Michael Wallace- Montgomery County Board Liaison

Kathy Davies\*

Hannah P November\*

Robert November\*

Kathryn Scott\*

Committee members absent: Diane Mesirow

- 1) Chairman called the meeting to order and recognized that a quorum of voting members were in attendance
- 2) **Action:** The Committee approved the minutes of the meeting of October 1, 2019.
- 3) Chairman's Report- The Chairman reported on the Annual Report for the year October 2018-September 2019. A draft copy was distributed to the Committee for their review.  
Action: The Chairman will submit the final report within two weeks after the meeting. The Chairman and the Branch Manager also discussed an update to the web site where past agendas and minutes of the Committee meetings are stored. In addition, the Chairman reported on his visit in October to the Citizens for Maryland Libraries meeting.
- 4) The Branch Manager's Report. Carolyn Bogardus reported on the continuing challenges associated with filling outstanding positions. Since the last meeting, a Library Associate position has been filled. However with the training and certification process, the staff continues to be stretched. The childrens's librarian (FT) , young adult librarian (PT) and library assistant 1 positions remain open. Ms. Bogardus

also discussed the bureaucracy associated with the recruiting, hiring and training of staff within the Montgomery County Public Library system.

- 5) The MCLB Liaison's Report was presented by Michael Wallace. The letter of October 14, 2019 written by the Chairman on the impact of staff vacancies on library services was discussed. As of the date of the meeting, no written or verbal response was received from the MCLB.

**Action:** The Chairman agreed to write a follow up letter to express the Committee's continuing concerns on this topic.

- 6) New Business- A schedule of meeting dates was established as follows in 2020: February 2<sup>nd</sup>, April 7<sup>th</sup>, June 2<sup>nd</sup>, August 4<sup>th</sup>, October 6<sup>th</sup>, and December 1<sup>st</sup>. It was also agreed that the Branch Manager would provide hard copies of the Library Advisory Committees Handbook to all Committee members.

A discussion was had on the matter of setting the 2020 priorities for the Committee. Here are some of the principal points that were discussed

- A request for more diversity within the Committee by recruiting more parents and teens.
- Strengthen community involvement by communication through neighbor e-mail lists or community web sites.
- Provide outreach and seek involvement with local elementary and high schools. Inform local school librarians of the mission statement of the Library Committee.
- Understand the community needs with a survey or questionnaire. Be an advocate for the community.

**Action:** Review other community e-mail lists. Reach out to local schools. Attend other Library Advisory Committee Meetings.