

Little Falls Library Advisory Committee (LFLAC) - Zoom and in person

Minutes Meeting of June 21, 2022

1. Chair, Kathy Davies called the meeting to order at about 7:00 p.m. Other LAC members present: Mark Mitchell, Hannah November, and Robert November. Also, present: Eric Carzon, Interim Little Falls Branch Manager, and Grace Manubay, Montgomery County Library Board liaison. LAC members absent: John Stodola. No guests or observers.
2. The minutes of the April 5, 2022, meeting were previously approved via email. Kathy requested approval of the agenda - moved by Hannah November, seconded, and adopted unanimously by show of hands.
3. Branch manager report - Eric Carzon:
 - As a result of the reorganization of the Montgomery County Public Libraries (MCPL) system Eric Carzon will be leaving (going to Silver Spring). Little Falls (LF) Library will be managed by Senior Librarian, Kylie Sparks starting 06/21/22. She will be responsible for day-to-day management of the library (staff, programs, scheduling).
 - As of August 1, 2022, LF Library will be one of four libraries under the direction of Katrin Sweeny, Regional Manager. She will oversee all these branches and be in charge of outreach, administration, and overall scheduling. Other libraries in the same region are Connie Morella, Chevy Chase, and Davis.
 - Having a full-time librarian managing LF Library should help with staffing, as will addition of a new Library Assistant 1, Sumi Lee. Addition of a new MCPL human resources manager should help increase and speed up hiring for MCPL.
 - Outdoor programming (in parking lot) is a success so far. These weekly sessions are well attended. Other programs, includes the Garden Show, Literary Salon (scheduled for Sept, Oct, Nov), Chinese class for kids, and Teens Program, are going well. The English conversation club and Little Falls Village programs remain “virtual” for now.
4. Montgomery County Libraries Board (MCLB) Report – Grace Manubay:
 - The MCLB met on June 8, 2022. Discussions covered the transition of the “Big Friends” (Friends of the Library Montgomery County - FOLMC) and an update on the restructuring plan for MCPL - the new regional system.
 - All FOL funds are now managed by the FOLMC. As before, requests for funds go through the branch library Director and amounts greater than \$100 must be approved by the Director of the MCPL. Each library has a separate account, e.g., Little Falls has a separate dedicated account.
 - Branch Managers get quarterly reports about the funds for their branch and the Regional Managers can include this in their reports.
 - FOLMC Book sales – Volunteer application forms are on the FOLMC website and at branches. Volunteers who want to run book sales first need to do a FOLMC training program. This helps standardize how book sales are conducted. A critical mass of volunteers is required for a branch to conduct book sales (5-6 people or more).

5. LFLAC Chair's report – Kathy Davies:
 - The LFLAC needs more members – We need to recruit more LAC members and more volunteers for the LF Library.
 - Having an LAC member present at LF Library events – Grace noted that Wheaton Library has a table at events with information on what the LAC does, application forms, etc. This has helped them recruit.
 - Ask newsletter editors about putting a copy of the LAC brochure (available at the library) in community newsletters (Wood Acres, Springfield, Sumner, Bannockburn, ...), and Little Falls Village communications.
 - Get a copy of the LAC brochure.

6. Old Business – update on grounds improvements:
 - Eric followed up with Montgomery County services regarding the gap in the fence. He was told they do not plan to have a gate because access is needed. This makes no sense. Should we follow up on this?
 - Grace reported that she got a prompt, encouraging, response regarding the proposed outdoor space improvements memo.
 - The memo was sent to Angelisa Hawes, Assistant Director Facilities, MCP, liaison with the Department of General Services (is this correct? Who does this?).
 - The next step is for the Depart of General Services to conduct a site visit. This should take place in about a month.
 - Mark asked if members of the LFLAC are allowed to be present during the site visit.

7. New Business – Election of Chair and Secretary
 - Kathy Davies elected unanimously to serve for her second term as LFLAC Chair.
 - Hannah November elected unanimously to serve as LFLAC Secretary (The position can be shared).
 - Is it possible to get closed captioning for the Zoom LAC meeting? Can we get a Zoom Chat transcript of the meeting?

8. No guests or observers

9. Meeting adjourned at about 8:00 PM.
 - Next LFLAC meeting - Tuesday, August 2, 2022, at 6:30 PM.
 - Next MCLB meeting - July 13, 2022 at 7:00 PM.

10. Action Items:
 - Recruit new LFLAC members and volunteers
 - Volunteers are needed if LF is interested in having a book sale
 - Ask if LFLAC members can participate in the grounds improvement site visit. (Kathy sent an email to Anita Vassallo asking about this 7/6/22. Grace will get an update from Angelisa Hawes by the end of July and will ask her).

Submitted by Hannah P. November