

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

Minutes Meeting of August 2, 2022

1. Chair, Kathy Davies called the meeting to order at about 6:35 p.m. Other LAC members present: Hannah November, Secretary and Robert November. Also present: Katrin Sweeney, Regional Manager and Kylie Sparkes, Little Falls Library, Senior Librarian. Absent: Mark Mitchell and John Stodola, LAC members and Grace Manubay, Montgomery County Library Board liaison. No Guests or observers.
2. The minutes of the June 21, 2022, meeting were previously approved via email. Kathy Davis requested approval of the agenda - moved by Hannah November seconded by Robert November. Adopted unanimously by show of hands.
3. Regional Manager report – Katrin Sweeney:
 - This was the second day on the job for Katrin (Kate) Sweeney. She previously was Branch Manager for the Kensington and Olney branches and before that Silver Spring. She will be the MCPL interface for the LFLAC. The Montgomery County Library system is now divided into six regions with three to four libraries in each. She will oversee four branches: Little Falls, Chevy Chase, Connie Morella and Davis. The person in charge of day-to-day management of the branch is the Branch Supervisor and the head of the circulation desk is the Assistant Branch Supervisor.
4. LF Library Branch Supervisor report – Kylie Sparkes:
 - Kylie Sparkes has been the Branch Supervisor for one month and is getting familiar with the Montgomery County Library System and the new strategic plan. Previously she worked in Fairfax County as the Branch Manager of the Chantilly Regional Library. She is particularly interested the LF Library’s programs to help children under five be ready for school and teens ready for college, the Digital Divide program to help Seniors connect and use the internet, and the English language learner program.
5. MCLB Report – Grace Manubay:
 - Absent but she sent information about the ground’s improvement request. The Assistant Director of Facilities emailed her saying the Property Manager has been in touch with the contractor. The contractor’s schedule is busy, and they have not been able to schedule a site visit yet. They are waiting for the contractor to provide a date and time. The Assistant Director will notify Grace when the date is set.
 - A LAC report is due in September. Grace will send the template next week.
6. Old Business:

- We need to actively recruit new LFLAC members. Currently there are five. Three constitutes a quorum. Kathy plans to go to the Westmoreland Citizens Association meeting (second week in October) and give a short presentation on what the LAC does/why it is important. It is important to recruit at each meeting. She encourages the other LFLAC members to work with their neighborhood associations, to recruit for the LAC too. We also need Friends of the Library Montgomery County (FOLMC) volunteers interested in running a book sale and trained by FOLMC if we want to resume having a book sale at the LF Library. Information about LAC membership and being a Friends of the Library volunteer as well as application forms are available online and at the Circulation Desk in the library. Kate Sweeney indicated that decisions for membership are all made centrally, not at the branch level.

7. New Business:

- Closed Caption for LFLAC Zoom meetings can be requested.

8. Comments from Observers: No Observers

9. Adjournment: 7:00 PM

- Tentative date for next LFLAC Zoom meeting Wednesday, October 12, 2022 at 6:30PM. (October 4th is Yom Kippur and Kate Sweeney has a conflict the following Tuesday.)
- Future meetings: December Tuesday, December 6, 2022, Tuesday, March 7, 2023.

10. Action Items:

- Have the LAC leaflet, other volunteering information, and application forms available both at the Circulation Desk and on the table next to the entrance from the parking lot.

Submitted by Hannah P. November, Secretary