

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

Minutes Meeting of October 12, 2022

1. Chair, Kathy Davies called the meeting to order at about 6:32 p.m. Other LAC members present: Mark Mitchell, Hannah November, Secretary, and Robert November. Also present: Katrin Sweeney, Regional Manager. Absent: John Stodola and Grace Manubay, Montgomery County Library Board liaison. No Guests or observers. New LAC members Irene DeMirkan and Rehana Gubin are completing the approval process (now approved).
2. The minutes of the August 2, 2022, meeting were previously approved via email. Kathy Davis requested approval of the agenda - moved by Robert November seconded by Hannah November. Adopted unanimously by show of hands.
3. Regional Manager report – Katrin (Kate) Sweeney:
 - Little Falls (LF) Library now has a new Library Assistant II, Oscar Reyes formerly at White Oak. He speaks Spanish and this will be helpful in assisting patrons. Two Library Associate-and one Library Assistant I positions remain open, but are likely to be filled soon. Jaime Flores has filled a position that has been open for quite some time, Assistant Director for Outreach and Programming. There is a new position that is currently being recruited for Teen Services Program Manager. This is an area identified for development in the Montgomery County Library Systems new Strategic Plan. The person in this position will coordinate Teen Services across the system.
 - Story-Times for young children, Chinese for Beginners, and the LF Literary Salon programs continue to be very popular. The summer reading program had the biggest turnout in the last seven years. Families liked the changes. Vouchers for the Library Bookstore were given for completing all the “Missions” and a free book was given at the start of the programs as opposed to at the end of the program. A program for lending tablets is being piloted.
 - LF is recruiting for volunteers. In other branches, volunteers help bag and distribute masks and home COVID test kits. They put books in order on the carts to assist in reshelving. Volunteers do not shelve. LF needs more volunteers.
4. MCLB Report – Grace Manubay – unable to attend due to a conflict.
5. LAC Chair report – Katherine (Kathy) Davies – See her report below in Old Business.
6. Old Business:
 - Recruitment of new LFLAC members is going well Two new members joined the LFLAC in October and the application of a third is being reviewed. We continue to need Friends of the Library Montgomery County (FOLMC) volunteers interested in running a book sale.
 - Kathy attended a meeting of Montgomery County Facilities members, the contractor, contractor liaisons, project coordinator and LF staff members. They discussed a new project to provide a space near the Massachusetts Ave. side of the building that could be

safely used for outdoor programs, especially children's programs (e.g., Story-Time). It would need to meet ADA requirements. This can be done easily. The space would need to be fenced or contained in some way because it is near a busy street. The County is concerned about maintaining a fence. The LAC is concerned that an existing fence around a drainage conduit is unsightly and lacks a gate. The County representatives agree that the outdoor steps need to be repaired and plan to do this but would like to wait and make it part of the overall project. A first step for the outdoor renovation project is to draft a detailed plan. The County has neither a landscape architect nor the money to hire one. If they were able to hire somebody procurement would take about 2 years. They would like the library/FOL to engage a landscape architect to provide a plan for the project. It would be much quicker.

7. New Business:

- It may be possible to get a local landscape architect to do this gratis as a service to the community. For example, the Huntington FOL had an architect donate effort and time to the FOL, not the library. LF does not have their own FOL but does have dedicated funds.
- Are we permitted to try to find a landscape architect interested in donating their skills for this project? Katrin Sweeny investigated this and indicated (see her email 10/21/22) that we are allowed to recruit someone if they are qualified and certified. It is still unclear how repair of the steps (the responsibility of Montgomery County fits in).

8. Comments from Observers: No observers.

9. Adjournment: 7:13 PM

- Tentative date for next LFLAC Zoom meeting Tuesday, December 6, 2022, at 6:30 PM. Other scheduled LFLAC meetings: Tuesday, March 7, 2023.
- LFLAC invited to attend Joint Meeting MCLB and FOLMC Wednesday, Nov. 2 7:00 PM

10. Action Items:

- Begin effort to recruit a landscape architect for the outdoor project. For example, via neighborhood newsletters.
- Post a sign near the front door of the library letting people know that FOL volunteers are needed if LF wants to resume running a Booksale. Kathy volunteered to make it.

Submitted by Hannah P. November, Secretary