

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

### Minutes April 4, 2023 Meeting

1. Chair, Kathy Davies, called the meeting to order at 6:30 p.m. Other LAC members present: Hannah November, Secretary, Irem DeMirkan,, Jane Mandelbaum\*, Robert November, and Geraldine (Gerry) Ostrove\*. Also present: Katrin (Kate) Sweeney, Regional Manager, and Grace Manubay, Montgomery County Library Board (MCLB) liaison. Absent: Rehana Gubin, Mark Mitchell, John Stodola, and Tamara Zemio\*: No Guests or observers.

\*New LAC Members – Ms. Zemio unable to attend.

- Roll call and Introduction of the new members that were present:
  - Gerry Ostrove is a retired music librarian with extensive experience, including a long career at the Library of Congress.
  - Jane Mandelbaum, an active member of the Garden Party Garden Club, has been working to improve and tend to the plantings around LF Library for many years. She worked at the Library of Congress too providing tech support.
2. Approval of Agenda and Minutes of the February meeting:
    - Kathy Davis requested approval of the agenda - moved by Robert November seconded by Irem DeMirkan. Adopted unanimously by show of hands.
    - Kathy requested approval of the minutes for the February 7, 2023, LFLAC meeting. Approved unanimously with minor corrections by a show of hands.
  3. Montgomery County Library Board (MCLB) Report – Grace Manubay:
    - Grace reminded the LFLAC that this is budget season and an opportunity to testify to the County Council and County Executive about the library’s budget and needs. Both the Chair of the MCLB, Timothy Lighter, and the President of the FOLMC Board of Trustees, Pam Saussey, will testify. Members of the Library staff attended Legislative Day and met with state delegates to show support for the libraries. There are statewide bills related to library infrastructure and to the Maryland State Library Resource Center.
    - New resources for MCPL include six sets of the Welcoming Library Collection – 20 picture books about immigrant communities that will rotate through all the branches.
    - A new position was created in the Central Library to oversee electronic resources.
    - Grace brought the LFLAC interest in getting a bike rack to be placed near the entrance to LF Library from the parking lot to the attention of the MCLB. They indicated that the request could go through FOLMC. If we want to follow-up, Kate should write to Anita Vassallo, Director of the MCPL and Angelisa Hawes, MCPL Facilities and ADA Assistant Director, to discuss placement.
    - Grace requested that LFLAC members review the current MCPL policies in the Collection and Privacy Sections (posted on the MCPL website - <https://montgomerycountymd.gov/library/policies/index.html> - and provide feedback to her. Are the policies clear and sensible? Do they require updating? LFLAC members can email her and we can discuss this at the next meeting.
    - For additional details see Grace Manubay’s email of 04-07-23 included in an email forwarded to the LFLAC by Kathy Davies on 04-07-23 attached to the minutes.

4. Regional Manager report – Katrin (Kate) Sweeney:
  - Kylie Sparks, the current LF Library Manager, will transfer to the Davis Library and Linda Curvey-Brown, currently the Manager of the Connie Morella Library, will become the Manager at Little Falls as of April 9<sup>th</sup>.
  - Work is progressing on hiring three Library Assistants – It takes a long time.
  - The hiring process is underway for filling the two Library Associates positions, one Adult and one Children’s. The interviews are done.
  - Two staff members from LF Library have transferred to other libraries.
  - The February 25<sup>th</sup> “Jubilee Voices” concert at LF Library to celebrate Black History Month was a success as was the March 11<sup>th</sup> program to celebrate Women’s History Month featuring the art of Yayoi Kusama. Literary Society meetings remain popular. On April 22<sup>nd</sup> there will be a program about worms. The size of the LF Library staff affects the ability to run programs. Filling the vacant positions will be very helpful.
  - Facilities: Library Grounds staff visit to LF Library. See first bullet below in “Old Business.”
  - Angelisa Hawes, MCPL Facilities and ADA Assistant Director, discussion with Kate Sweeney. See second bullet below in “Old Business.”
  
5. Old Business - LAC Chair – Katherine (Kathy) Davies and Kate Sweeney:
  - Facilities: Library Grounds staff looked at an “unofficial” path in the woods between Westland Middle School and LF Library that has been and continues to be used by school children as a short cut. This path runs through land belonging to the middle school and land belonging to the library, including an area being considered for landscape improvement. It is uneven and in poor condition. Parts of metal poles (perhaps the poles once had signs on them) are sticking up from the ground. They also looked at another “unofficial” path in poor condition. This path is steep and has some steps in it. It goes from the left side of the parking lot to the street (near the corner of Massachusetts Ave and Westbard Ave).
  - Angelisa Hawes, MCPL Facilities and ADA Assistant Director, discussed the grounds improvement project with Kate Sweeney. A request for proposals for the landscape project is necessary. It need not be complicated but must clearly indicate what we want, i.e. - an outdoor space for children’s Story Time and other programs and for adult programming. It will need to provide information on the qualifications of the person(s) responding to the request (this needs to be a Landscape Architect licensed in Maryland), scope of the work, how it will be executed, dimensions of the space, maps from the DGS, zoning requirements, seating required, access, and ADA requirements, etc., The response to the request should be a proposal responding to the request and providing cost estimates. The request should come from the FOLMC. It would need to be approved by Anita Vassallo, Director of the MCPL.
  - **CORRECTION TO STATEMENT IN 02/07/23 MINUTES UNDER “OLD BUSINESS”** about Ms. Padelfort : Ms. Padelfort, a local licensed Landscape Architect, is interested in submitting a proposal for the landscape project. She sent a draft proposal circulated to the LFLAC by Kathy Davies on 02/21/23. See attached correction email from Kathy Davies dated 04/17/2023 and a copy of the 02-07-23 minutes.
  - Resumption of LF FOLMC book sales in the library lobby. Kate Sweeney met with the volunteer coordinator for FOLMC. Each library that runs a book sale needs a qualified

person to lead the project. Money must be collected and deposited, etc. LF Library does not have a volunteer leader for the book sale. Other problems at LF for resuming the book sale are the cramped space in the lobby, lack of a place to store donated books, and space for the volunteers to sort them.

6. New Business:

- Grace Manubay reminded LF LAC members to review MCPL policies posted on the MCPL and provide any comments to her to discuss with the MCLB.  
<https://montgomerycountymd.gov/library/policies/index.htm>
- Kathy Davies reminded people that elections will be held for the Chair and Secretary at the June 6, 2023 LFLAC meeting. Kathy has served as the chair for two terms and is term limited. Hannah November has indicated that she would like to retire as Secretary.
- Gerry Ostrove asked if meetings can be held in person. There are 11 more days in which to reserve the meeting room in the library.

7. Comments from Observers: No observers.

8. Adjournment: 7:32 PM

- Date for next LFLAC Zoom meeting Tuesday, June 6, 2023, at 6:30 PM – includes elections. Other scheduled LFLAC meetings, Tuesday, August 1, 2023.

9. Action Items:

- Review the policies posted on the MCPL webpage and provide feedback to Grace Manubay.

Submitted by Hannah P. November, Secretary