

Potomac LAC Meeting Minutes

June 1, 2021

LAC Member Attendees

Gael Cheek, Co-chair

Wei Lu, Co-chair

Don Libes, Secretary

Rosemarie Lentini

Absent

Sylvia Diss

Meenu Mohan

Fred Olowin

Bonita Slade, MC Library Board Liaison

Other Attendees

Adrienne Miles Holderbaum, Potomac Branch Manager

Edie Wingate, Friends of the Library Potomac (FOL-P) President

Elizabeth Lang, MCPL Assistant Facilities and Accessibility Program Manager

Chair and Member Updates

Meeting held using Zoom. Gael called the meeting to order at 7:05pm. Agenda previously distributed by email:

[2021 06 01 Potomac LAC Agenda](#)

Current LAC membership:

[Potomac LAC Members](#)

Minutes from Previous LAC Meeting

Gael moved to approve minutes from previous meeting with no changes. Wei seconded. Approved.

[2021 03 05 Potomac LAC Minutes](#)

Adrienne Miles Holderbaum, Branch Manager Report

Potomac Branch re-opening June 14. Given that MoCo has <1% infection rate, new library policies will be:

- Masks required.
- No appointments.
- No social distancing.

Holds-To-Go (HTG) ends June 12.

- 16,000 HTG completed appointments
- 1000 walk-ins (special requests such as same-day service)
- 600,000 items borrowed

Don: If HTG is ever repeated, is there anything you would do differently?

Adrienne: We used an outside service for the web interface which was not optimal. It would be better to have a custom solution tuned to our needs.

PL is down to one child librarian. She does story time once a month with attendance throughout the county.

Adult Book Club continues.

FoL programs continue.

All programs to remain virtual indefinitely.

Gael: 93 people turned out for Glenstone presentation. More than 50 for Emily Dickinson presentation. Several presentations coming up. Most notable: July 13, author and Disney illustrator Mallory O'Meara on "Girly Drinks: A Feminist History of Women and Alcohol"
<https://mcpl.libnet.info/event/5205855>

Potomac Village Gardening Club continues very good work. Brochure explaining the plantings are provided in a custom box made by a patron.

Native garden is now on west side. Danielle wrote a blog post; Hope it will appear soon.

Edie: Current issue of Potomac Almanac (PA) has article on the planting. Matt from Glenstone arranged for Glenstone Museum to donate the labor and plants. Previous issue of PA has a nice spread.

Elizabeth Lang, Asst Facility and Accessibility Program Manager

About me: Half time on disabilities, half on renovation/refresh coordination. Overseeing Potomac Library refresh. Oversee 2-3 MCPL branch refreshes a year.

tl;dr: PL still in design phase. Hope to start construction in 2022. Last PL refresh was 20 yrs ago.

Refresh is carried out by an arm of MC government (not MCPL) with input from MCPL staff. Division of Building Design & Construction (DBDC). Largely funded by DBDC as well. Each refresh gets a manager from DBDC who is either an architect or engineer. I'm the point person on MCPL side.

Architect: Hughes Group

<https://www.montgomerycountymd.gov/DGS-BDC/711502-Potomac.html>

Last year, we did a building assessment - looked for leaks and other ceiling issues, ADA accessibility, etc. Design started in April, 2021. Expected dates:

Construction bids: Jan-Feb 2022

Close to patrons beginning: Spring (Feb, Mar, or Apr) 2022

Completion: December 2022

Gael: How do we collaborate with you?

Elizabeth: "Collaboration" is the wrong word. Your role is more limited:

1. Talk amongst yourselves.
2. Prioritize.
3. Give result to Adrienne.
4. Adrienne will give it to me.

Gale: When is the last opportunity for the LAC to give input?

Elizabeth: "Right now. Next couple of weeks. June 15."

Gael: We'll have to discuss via plac: <https://groups.io/g/plac>

Finalized input: See attachment 1 below.

Gale: We haven't seen any plans.

Elizabeth: We don't share drawings outside of MCPL staff. If you want something specific, let us know. For example, if you want special lighting. But we cannot give you the plans to critique.

The following interchange was repeated several times in several ways during the meeting, paraphrased here:

Elizabeth: **We want your input.**

LAC: **Hard to comment on what you're doing when we don't know what you're doing.**

Elizabeth: **Just wait for the architect's design.**

LAC: **You're saying you want our input now but you're also saying just wait for the architect. Makes no sense.**

Elizabeth: **Just say what you want now.**

Edie: FOL has already given a list of requests to MCPL management but we've not received any feedback. Unclear if MCPL even received it.

Elizabeth: Send it again.

Discussion of specific requests

Gale: Need more storage for FOL books than before.

Elizabeth: Storage in meeting room will be removed. We no longer store in meeting rooms.

We've told DBDC we need more storage space and are still in discussion over how space in the building is used.

Edie: We need storage space and staging area for FOL book sales. Tiny cubbyhole is inadequate. If you don't want us to have book sales, we don't need storage space.

Elizabeth: We have requested storage: space and shelving.

Rosemarie: Can we have a trailer?

Elizabeth: Don't know.

Don: Where is ban on storage in meeting rooms coming from? ADA? ALA? MCPL? MC Exec?

Elizabeth: MCPL

Eddie: FOL is willing to donate money to redo staff kitchen. Can FOL donate money to solve storage space?

Elizabeth: Expenditures have to be approved by Anita and DBDC. We have communicated kitchen offer.

Wei: Can we use multipurpose room for book sales?

Elizabeth: Fire Dept would have to approve.

Wei: Can we repurpose west exit for storage space?

Elizabeth: Unknown. The west exit was originally designed for walkers. We're still trying to encourage outside use.

Eddie: Parking lot side used to have a picnic table. Rusted out. FOL offered to replace it. Denied.

Eddie: Arched bench by Glenolden side has broken section - a safety hazard. Consider alternatives if unable to repair.

Eddie: Is MCPL really trying to encourage outside use? Then need more seating/tables.

Don: Can we shrink the info desk? It's sized for several people and I never see more than 1 person there.

Elizabeth/Adrienne: Info desk space will be available. Info desk will merge into checkout area.

Wei: What fiscal year of the budget is paying for refresh?

Elizabeth: Some of this year. Some of next.

Wei: Have prices increased so much due to COVID that we need to scale back our expectations?

Elizabeth: Have to leave. Willing to return and update you on a regular basis.

Elizabeth left at 8:40pm.

Don: Can LAC see FOL list?

Adrienne walked us through FOL list and will forward it to plac.

Adrienne: We have requested changes to our own workrooms.

Meeting End

Don: Did Fred's letter ever get drafted. [See previous minutes, link above.]

Gael: No.

LAC agreed to discuss (via plac) and submit its own list of refresh requests.

Meeting adjourned: 9:04pm

Attachment 1: Proposed final items list of suggestions from the Potomac LAC for the FY22 refresh of the Potomac Library (see request from Elizabeth Lang to LAC, page 3)

Date: June 15, 2021

From: Gael Cheek, LAC Co-Chair Potomac Library

To: Adrienne Miles Holderbaum, Potomac Branch Manager

This list is in agreement with and based on the FOL suggestion list with some editing and the addition of a suggestion for outside Wifi.

Meeting room

- A strip about 2 feet below the ceiling that would make it easy to hang items on the walls without damaging the walls.
- Some cart(s) to hold the tables so they are not stacked against the walls causing damage as well as creating temptations for children to climb upon.
- The Friends purchased the current chair holders which are far more attractive and easier to use than the previous ones. These holders allow for the extra chairs to be removed from the room when necessary. It would be nice to be able to do the same with the tables.
- A built in sound system with lavalier capability which is often requested/expected by speakers.
- A ceiling projector.

Children's area

- The Thursday morning story and play hour is immensely popular with area caregivers — they enjoy lingering afterwards. Create more reasons and space for them to come and linger.

General

- Maintain some space for storage of books for the FOL book sales. This is a **very high priority** because book sales are vital for the financial support of the Friends. Additionally, the sales are an extremely popular community service. They draw many patrons to the Library on the days when large community sales are held and the sales in the lobby also draw patrons to the Library each day. For the sales to continue some sort of dedicated space must be included to allow for sorting and storage of the books. If the plan does not include monthly book sales, then we have other suggestions.
- Close the Glenolden entrance which is seldom used and therefore wasted space to create additional space for community use.
- Provide a local author's shelf or shelves the size to be determined based on what is available in the final plan.

Public bathrooms

- They are in desperate need of renovation.
- Include one sink and one toilet for height challenged patrons (also known as children). All patrons could still use them.
- Often, bathroom stall doors have interesting, relevant information. Example: at an aquarium, each door featured a sea critter; ours could highlight authors.

Outside

- Add additional seating to the outside. A picnic table and/ or benches would be popular with patrons and make use of the beautiful grounds that are maintained by the Potomac Community Garden Club.
- A curbside book drop — even with accessible parking it is difficult for individuals with disabilities to get to the current book drop.
- Add outdoor Wifi which has been done in other branches of the Library.