

Rockville Memorial Library
Library Advisory Committee Meeting Minutes
September 14, 2021 @ 6:00 PM
Virtual via Zoom

Members present: Patrick Fromm, Carolyn Goshen, Sue Unger, Dr. William Duval, Lillian Snyder, Arzo Yaftali

1. Approval of Minutes

2. Branch Manager's Report

I. Programming:

1. First outdoor story time held last week - Wednesdays at Rockville Town Square. Make sure County insurance will work with City of Rockville to get permit and then story time can get expanded to on stage and around that central area.

II. Services:

1. Branch has been busy. Huge amount of delivery is coming in and collection warehouse is getting through returns and holds. Has generated 40 carts in the back area and trying to shelve through them.
2. Customer service has been positive. A lot of people are coming back for school. After school and children's area is always busy.
3. Have 1 vacant full-time children's library position open.
4. Multiple story times have been discussed.
5. Printer/copier sign in sight of computers and catalogs.
6. Koha to go live on October 4th.
 - a. Koha is the integrated library system (account, storage, check-in, and check-out). Aspen is a layer of interface between our collection and user. Displays in a way that is understandable and has a search algorithm
 - b. Training for circulation team. Temp staff to help information team.
 - c. Performing stress tests.
 - d. Library accounts should be transferred.
 - e. Can use username vs. library card number to sign in

3. Library Board Liaison Report

1. Off in July and August for summer break. Met on September 8th
2. HR personnel, substitutes, and pages have been recalled in County libraries.

3. Germantown almost complete and working on when will reopen.
4. Maggie Nightingale closed in August.
5. Potomac and Damascus doing pre-closure work, facilities assessments.
6. Aspen discovery – Koha – happening on Oct 4th. Seen presentations for how it can make people's lives easier.
7. In early August, the library system discontinued phone renewals - still do emails.
8. New policy due to Covid – we are no longer allowing live animals to be housed permanently in MCPL facility (ex. fish).
9. Series of outdoor programs that FOL MC has funded in Aspen Hill, Germantown, Noyes for fall (Sept/Oct). Calendar on MCPL website has those activities listed.

4. Old Business

I. **Book Supply**

1. Patrick spoke with Felicity Brown regarding lack of new items in collection. Since purchasing was paused from the beginning of the fiscal year, we wouldn't be receiving new items. This should be resolved as we get into the new buying cycle

II. **Vaccinations for homeless patrons**

1. Patrick spoke with Katie at Evermind regarding vaccination for homeless patrons. There were a lot of outreach efforts to provide vaccines and they did go into homeless shelters to provide vaccinations.

III. **Receipts**

1. No new information on savings at end of receipt. Patrick will keep on list once Koha is ready.

5. New Business

I. **Book sales**

1. Sue had question on if the book sale will start soon.
 - a. Bigger book sales will take a while and once ready, will publicize it again and start prepping for sales

II. **Collaboration rooms**

1. All collaboration rooms and meeting rooms are open. Can book through community use of public facilities (CUPF). Rooms are all booked. Patrick will look into demand he also spoke with property manager regarding overnight cleaners.

III. **Meetings**

1. Continue to have LAC meetings over Zoom
2. Consider having one LAC meeting for a branch tour if COVID gets better
3. Reach out to PTA's for new members

6. Adjournment