

Rockville Library Advisory Committee  
Meeting Minutes

2023 Rockville Library Advisory Committee Meeting Minutes

Meeting Date: 06 June 2023 at 5:00 pm  
 Meeting Format: In Person  
 Meeting Location: MCPL – Rockville, 1<sup>st</sup> Floor Meeting Room  
[21 Maryland Avenue, Rockville, MD 20850](https://www.mcppl.org/locations/21-Maryland-Avenue-Rockville-MD-20850)  
 Meeting Recording: None  
 Next Scheduled Meeting Date: 11 July 2023 at 5:00 pm (recurs on 1<sup>st</sup> Tuesdays, monthly)

**Attendees:** 9

Office	Members	I	V	P	U	Proxy	.*
Branch Supervisor	<a href="#">Gretchen Benson</a>	I					
LAC Committee Chair	<a href="#">Lilian Snyder</a>	I					
	<a href="#">Carolyn Goshen</a>	I					
	<a href="#">Shu Zhang</a>						
LAC Committee Secretary	<a href="#">Chuck James</a>	I					
	<a href="#">Sue Unger</a>	I					
	<a href="#">Tahlia Williams</a>	I					
	Heyjung (Charlotte) Ku						
	<a href="#">Tarik Shenkore</a>						

Office	Guests	I	V	P	U	Proxy	.*
Library Board Liaison	<a href="#">Candice Will</a>	I					
Regional Manager	<a href="#">Patrick Fromm</a>	I					
Library Board Member	<a href="#">James Montgomery</a>	I					
Library Board Member							

("I" is in Person, "V" is virtual, "P" is by proxy, "U" is a vacant Office)

Notes:

- 1) **Quorum:** 4:59 pm
- 2) **Approval Minutes of preceding meeting:** 5:00 pm  
 Moved: Sue Unger Second: Carolyn Goshen  
 For: 6 Against: 0 Abstain: 0
- 3) **Introductions**
  - A) Attendees introduced themselves.
  - B) **Branch Supervisor** – Gretchen Benson introduced as the new Rockville Branch Supervisor.
  - C) **Board Liaison** – Candice Will introduced as the new Board Liaison.
- 4) **Announcements**
  - A) **Governance** – The 2 June 2023 ("Open Meeting Act Compliancy") eMail reviewed and additional guidance on advocacy limitations in the LAC Handbook provided.

**5) Reports**

**A) Board Liaison**

**[James Montgomery]**

- i) **2023 Budget & Funding** - \$ 825,000 funding for 55 personnel vacancies was approved. Funding for additions to Chinese and Spanish collections was not approved.
- ii) **Future Budget & Funding Requests** - Discussion held on need to develop plan to demonstrate to County Council how libraries increase the number of children who are deemed ready for kindergarten.
- iii) **Pre-K Literacy** – Discussion held on libraries in Priority Equity Areas using federal funds for prenatal literacy programs. Discussion held on the Hatchling program.
- iv) **Marketing** – Discussion held on need to refocus Library’s marketing program to emphasize reading to children and involvement in programs over information distribution. Marketing efforts should be targeted toward getting the library out of the library (service delivery to customers where they are), teenager engagement, and promotion of services in areas where children who are deemed unprepared for kindergarten are concentrated.

**B) Regional Manager**

**[Patrick Fromm]**

- i) **Personnel** – The new full-time Teen Librarian (Mellissa) and the new Associate II (Yolanta) have joined the staff. More people are needed in Circulation.
- ii) **Information Team** – Updates on the Team’s Story Time, collection rotations, and display maintenance activities provided.
- iii) **KPIs** – MCPL System’s metrics were reviewed. The key performance indicator (KPI) dashboard is not currently on the MCPL website. A decline in the Foot Count is anticipated when COVID test kit/mask distribution ends.
- iv) **Maker Space** – Update provided on redesign progress. Period for community comment has not been designated.
- v) **Self-Checkout System** – Discussion held on problem with equipment as not all scanned books are checked out/checked in. Potential issue of book scan while system is attempting to disable/enable (non-existing) RFID tracker was identified.

**6) Old Business**

**None**

**7) New Business**

**None**

**8) Next Meeting** - Date set for 11 July due to holiday on first Tuesday. Future Tuesday meetings to convene at 5:00 pm to accommodate attendees’ schedules. Proposed format will be hybrid with notice of virtual meeting link and in-person location to be announced.

**9) Adjournment:**

6:06 pm