



LIBRARY ADVISORY COMMITTEE
WHITE OAK BRANCH

September 14, 2021 Meeting Minutes

Chairperson Jan Bloom called the meeting to order at 7:05 PM. The meeting was held virtually on the MCPL's ZOOM platform.

Members present: Jan Bloom, Muriel Hairston Cooper, Natasha Isler, Connie Oprisch, Randi Passamaneck, and Paulette Wright.

Other attendees: Kathie Meizner, White Oak Branch Manager, Barbara Shansby, prospective LAC member, and Reverend Betty Landis, prospective LAC member. Reverend Landis is the Pastor at St. Stephen Lutheran Church. A person with the screen name Kate Brown joined for the first 10 minutes of the meeting but did not respond to requests to unmute or start the video feed.

The minutes from the June 2, 2021, meeting were approved.

Montgomery County Library Board Liaison Report

There was no MCPL Board Liaison present. At the time of the meeting, it was not clear whether or not a new MCPL Board Liaison had been appointed to replace Carrie Villar.

Membership Report

There are no membership changes since the June 2, 2021 report. LAC Membership approval can be a months-long process from application submission to the MCPL Board to applicant notification of Library Board approval.

NOTE: *One new White Oak LAC member application was approved at the Sept 8, 2021 MCPL Board meeting. No White Oak LAC member applications are pending at this time. This information was received after the White Oak LAC Sept 14 meeting and included here for completeness.*

Branch Manager Report

Facility: The Branch reopened to patrons on Tuesday, July 6th with standard operating hours of 10:00 AM to 6:00 PM on Mondays, Wednesdays, Fridays, and Saturdays, and 12 Noon to 8:00 PM on Tuesdays and Thursdays. The Branch is closed on Sundays.

The door counts (patron visits) continue to increase since the opening, with 11,500 in July and 14,470 in August. The facility is "comfortably" full given social distancing guidelines. A masking policy is in effect, and there have been very few mask issues.

White Oak added two additional self-service stations to make it more convenient for patrons to check out materials on their own. The MCPL self-service performance target is 85% of all check-outs. White

Oak serves a significant immigrant and elderly population that may need additional time and assistance to meet this target.

Additional computers have been installed for patron use in the library. The audio output connections to enable patrons to use their own earbuds with the new computers are not compatible with the standard 3.5mm connectors on most earphones/earbuds. Adapters are available and will be obtained.

MCPL will switch to a new Integrated Library System on October 4, 2021. The new system will improve inventory control and patron self-service with a user-friendly catalog designed to make it easier than ever to find and borrow materials from the library. Among other enhancements, individual users will have the option to save an on-going list of books they check out under the *My Reading History* feature.

Collection: The outflow of materials has increased from slightly fewer than 30,000 items to a little greater than 65,000 items since the building re-opened. The circulation, while increasing, is still short of the level needed to provide the best use of space. The children's collection accounts for nearly half of the circulation, but only one-third of the shelf space. Consequently, many children's items are on the top of the shelves in the Children's Section until circulation increases.

Staffing: There are currently ten staff, four pages and two on-site volunteers. Staffing remains short by one part-time Children's Librarian, one full-time Circulation Services staff, and one Library Aide.

Services: The MiFi Mobile Hotspot check outs are continuing to be a popular item. Laptops available pre-covid for patron check out were reclaimed by the County to support employee remote work situation in April, 2020. Laptops are expected to be replaced and lending resumed later in the fiscal year.

Programs: White Oak provided seven virtual programs in August 2021 for a total of 162 virtual attendees (connections). Of which 108 were for Storytime programs. Resources are continuing to be made available to patrons who are working on tests and certification preparations, as well as job-matching avenues.

UNFINISHED BUSINESS

The scheduled Election of Officers was deferred to the June 7, 2022 meeting. Current officers will continue in their positions through that date. Paulette Wright agreed to place her name in nomination at the June 7, 2022 meeting for LAC Secretary.

NEW BUSINESS

None

Mark Your Calendar: The next White Oak LAC meeting will be held on Tuesday, November 2, 2021. The meeting will be held on Zoom.

The meeting adjourned at 7:32PM

Respectfully submitted,
Paulette Wright on behalf on Ellen Melle, Secretary, White Oak LAC