



LIBRARY BOARD MINUTES

March 11, 2015

BOARD PRESENT: Amir, Brooks, Core, Cotter, Lewis, Persaud, Reedy, Sabnis, Watts

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield, Recording Secretary

GUESTS: Tom Thomson, Board of Trustees, Friends of the Library, Montgomery County, Inc.

The Library Board meeting was convened by Chair Watts at 7:00 p.m.

APPROVAL OF BOARD MINUTES:

The minutes from the February 11, 2015 Board meeting were approved.

APPROVAL OF LAC APPLICATIONS:

The LAC applications were approved.

PRESENTATIONS: FY 2016 Advocacy Platform - Tom Thomson, Chair, FOLMC Advocacy Committee

- The FOLMC Advocacy Committee, Library Board and LAC members have been actively working to identify the points of common interest in order to advance the work of Montgomery County Public Libraries.
- FOLMC, MCLB, LAC members have attended the County Executive's Public Forums where residents have given their views and opinions regarding funding for the various programs and services, including public libraries.
- Joining efforts, the Library Board and FOLMC drafted the FY2016 Advocacy Platform.
- Within the Platform, five different areas are identified:
 - Continue FY2015 funding levels to support existing hours of operation at all branch libraries.
 - Continue FY2015 funding levels to expand MCPL's book and media collection.
 - Continue FY2015 funding levels for capital development.
 - Continue FY2015 funding levels for IT upgrades.
 - Continue FY2015 funding levels for maintenance/upkeep.
- The groups have been meeting with members of the County Council who play a key role in the budget process.
 - During the January Joint Meeting there was a discussion regarding the meetings with the Council members. Most of those in attendance agreed the meetings should have a more disciplined approach with coordinated presentations.

- Tips for the meeting included:
 - The teams visiting the Council members should be representative of the respective Council members' districts.
 - This does not have to be a large group. A small group with the right composition can be very effective.
 - The designated team leader would make the introductions. Last year the team leaders were the Library Board chair and the president of the FOLMC Board of Trustees.
- Materials:
 - Primary document – FY2016 Advocacy Platform.
 - Draft letters that can be personalized to be sent to Council members.
 - The letter should not be so generic that it loses its authenticity.
 - The draft letter will be shared with the Library Board prior to sending to Council members.
 - Letters to the editor and opinion pieces are good ideas.
 - Identify LAC members who have writing skills.
- Question: Is there a social media component?
Answer: Having a social media component is a great idea. Many elected officials use social media and view how many mentions and comments. Facebook is a good place to start. Comments can be posted directly to Council members' pages.
- Question: Is the next step to draft an action plan?
Answer: There will be a one or two page memo with suggested steps and timeline.
- It is important to identify yourself and affiliation when sending a letter to Council members. The message needs to reflect that of the Board if persons are identifying themselves as Board or LAC members.
- Council members need to hear from the community; LAC members should be encouraged to send letters and emails.
- After the County Executive announces his proposed budget, a short letter should go out to the advocacy community to encourage them to send letters.
- Comment cards from Library Lovers Month have been coming en masse. Language from these cards can be used to create letters.
- Having a unified approach in testifying is important.
- Have an "orange day" on Facebook.
- The Library Board must have a presence in this advocacy effort. It is important for the Board to have a presence as the advisors to the Library Director and County Executive.
- Chair Watts, Vice Chair Brooks, Dennis Horn (FOLMC) and Director Hamilton met with County Executive Leggett at the annual meeting and the five points of the Advocacy Platform were presented.
- The potluck is an FOLMC, MCPL, MCLB driven event.
- Shout out to Kim Persaud for the good logistics in scheduling the meetings with the Council members' offices.

DIRECTOR'S REPORT:

- **Customer Parking at the Silver Spring Library**
MCPL is working with the County Executive, the Department of Transportation (Parking District Services), Department of General Services, and the Office of Management and Budget on the provision of customer parking at the new Silver Spring Library. The Executive will announce his decision on March 16th.

- **Library Server**

Work continues on MCPL's move to a hosted solution for our SirsiDynix Symphony Integrated Library System (ILS), to address the issues recently experienced with the aging County-owned server that currently hosts the ILS. Approval for funding and a contract negotiation has been received, and MCPL staff, County Attorney staff and others are in the midst of negotiating a contract amendment with SirsiDynix to implement the hosted solution as soon as possible. MCPL has transmitted comments from the County Attorney's Office to SirsiDynix on the contract draft, and MCPL staff will be completing additional text for the contract amendment this week.

In the meantime, contingency plans are in place with SirsiDynix for an emergency movement to hosted services should the County owned server suffer another major failure. Maintenance arrangements on the aging server were also improved so that any smaller issues that come up prior to the move to hosted services could be handled efficiently. Such an outage occurred on March 2nd, parts were identified and replaced by March 3rd.

The new solution is being planned to have minimal disruption to customers and staff, be more cost effective over the long-term than our current approach, and provide MCPL with better maintenance and response arrangements than we have been able to achieve using our own computer resources and County-owned equipment. Implementation will occur on an expedited basis in the next 6 weeks.

- **Network Infrastructure, Wi-Fi enhancement, Telephones, Collection Management Center, Germantown Library, and Capital Projects**

At MCPL's request, the Department of Technology Services (DTS) has drafted an aggressive, coordinated plan to address several MCPL technology issues that are dependent on DTS's staff for implementation. MCPL has received the funding to implement these projects in the County's Capital Improvements Program. DTS and MCPL have been actively working on implementing a redesigned network. Key servers have been moved, DTS will be staging equipment later this week at 21 Maryland Ave., and a major portion of the redesign will be implemented on Sunday, March 29th. Further installations of new equipment at library branches will be done in May 2015, including network changes at all 21 branches, and telephone system replacements at 5 branches. The new network and telephone changes are designed to improve the speed and reliability of the MCPL network, and support a major enhancement to the public Wi-Fi at all branches. The more modern, higher capacity Wi-Fi at Gaithersburg and Olney are previews of the end result of this system-wide redesign.

Networking and wiring issues at the MCPL Collection Management Center and the Germantown Library have been addressed by DTS and MCPL staff, who will monitor the infrastructure for any recurring issues. A plan was proposed to the County Executive to better position MCPL and all County departments for replacement of aging telephone systems infrastructure, like the infrastructure that experienced a substantial failure this past November – January at 21 Maryland Avenue. The County Executive will announce his decision in the FY16 budget on March 16th.

Finally, DTS staff, Department of General Services Staff, and MCPL staff are collaborating on the installation of new technology at the Silver Spring Library, including an in-building staff communication system, a technology corral, enhanced Wi-Fi, and the digital signage, all-in-one computers, pre-kindergarten workstations and other new technologies in use at Gaithersburg and Olney. Wiring of the building is well underway.

- **Upcoming Dates**
 - Teen Tech Week - **March 8-14, 2015**
 - Closing Ceremony for the Silver Spring Library – March 15, 3:30 – 5 PM
 - County Executive’s Press Conference – March 16 at 12:30 PM
 - National Library Week - April 12-18, 2015
 - FOLMC Gala – April 18
 - National Legislative Day – May 4 and 5, 2015
 - MLA Conference - May 6 - 8, 2015
 - Summer Reading – beginning July 1
 - National Library Card Signup Month - September
 - Library Summit – TBD
 - Staff Development and Training Day - October 12, 2015
 - Maryland Library Trustees and Citizens for Maryland Libraries Annual Conference – November
- **Amy Alapati**
Amy Alapati has been named Library Professional of the Year by FOLMC.
- **Refresh Projects** - Current goals will be finalized once the costs have been finalized.
 - Kensington Park
 - ADA upgrades
 - Elevator
 - Restrooms
 - Parking spaces
 - Collaboration conference spaces
 - Customer service desk
 - Enhanced space for children
 - Flip this space with adult space
 - New carpeting
 - Additional furniture
 - Painting
 - Security cameras
 - ID badge access
 - Activate downstairs area
 - Electrical outlets
 - Enhanced Wi-Fi
 - Digital displays
 - Twinbrook
 - ADA upgrade
 - Restrooms
 - Parking Spaces
 - Collaboration conference spaces
 - Customer service desk
 - Enhanced space for children
 - Flip current space with Adult and Quiet Room
 - New shelving
 - Additional Furniture
 - Painting
 - Selective replacement of carpeting
 - Make outside green space accessible for programs
 - Electrical Outlets
 - Enhanced Wi-Fi

- Digital Displays
- Susan Benton, President and CEO, Urban Libraries Council, has been asked to be the keynote speaker for the County Executive's Library of the Future Summit. This is any opportunity for more voices to be at the table. We plan to use Google Hangout and social media throughout the day. The County Executive can go online to answer questions. This will remove barriers for any residents who want to give input or ask questions.

CHAIR'S REPORT

- Chair Watts thanked Tom Thomson for his presentation and his work in support of Libraries.
- Deborah Brooks and Director Hamilton were thanked for their attendance at the annual meeting with County Executive Leggett.
- Orientation will be scheduled for those members who have not received the training. Chair Watts will schedule a time with Jill Lewis for the orientation.
- Board members were asked to think about their strengths and their ability to contribute.
- LACs need to be reminded to send via email the minutes from their meetings. Also remind them not to schedule meetings when the Board is scheduled to meet.
- During Library Lovers Month, the Aspen Hill LAC, in conjunction with the Aspen Hill FOL chapter, created comment cards and posters that endorsed a new library building for Aspen Hill. This message is not one the Library Board promotes.
 - As subcommittees of the Library Board, LACs and the Board should be speaking with one voice.
 - Board members were asked to send their thoughts to Chair Watts and Vice Chair Brooks regarding how to ensure the LACs recognize their roles.
- LAC recruitment
 - This should be done system-wide.
 - LAC members can be encouraged to bring a friend to the meetings.
 - Tables can be set up in the branches with information about LACs.
 - After the budget cycle, Council members can be contacted about residents in their districts who are involved in their communities and might be interested in serving on an LAC.
 - Recruitment information can be added to the messages on the receipt printers.
 - Branch managers should be recruiting and using the agenda template.
 - This is an agenda item for the next Board meeting.

PUBLIC COMMENT:

None.

ADJOURNMENT:

The meeting was adjourned at 9:00 p.m.



 B. Parker Hamilton