



LIBRARY BOARD MINUTES

July 8, 2015

BOARD PRESENT: Amir, Brooks, Christman, Core, Lewis, Persaud, Ram, Rao, Reedy, Watts

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

GUESTS: Tanner Wray, Director of College Libraries and Information Services, Montgomery College Libraries

The Library Board meeting was convened by Chair Watts at 7:05 p.m.

APPROVAL OF BOARD MINUTES:

The minutes from the June 10, 2015 Board meeting were approved.

APPROVAL OF LAC APPLICATIONS:

The LAC applications were approved.

DIRECTOR'S REPORT:

- **FY16 Savings Plan**

MCPL has constructed an operating budget savings plan recommendation for fiscal year 2016 (FY16), per instructions issued to County Government Departments and County Agencies by Chief Administrative Officer Timothy Firestine. MCPL's savings plan instructions include \$1.35 million in savings for elimination of new initiatives that were proposed for FY16 by the County Executive and the County Council; in addition to \$0.8 million in general reductions, corresponding to the 2% per County department, per the instructions from Mr. Firestine. MCPL's potential reductions, if accepted, would total \$2.136 million, or 5.25% of the recently approved FY16 Operating Budget for MCPL. The three new initiatives to be eliminated included a further increase in library service hours for FY16 (beyond increases already made in FY13, FY14, and FY15), and a further increase in library materials funding for FY16. MCPL submitted these recommendations to the Office of Management and Budget on July 2 as instructed.

HHS Committee review of the FY16 Savings Plan is scheduled for Thursday, July 16 at 2 PM in the COB's 7th Floor Hearing Room.

- **County Executive’s Library of the Future Summit**
 - Summit’s objective: To provide Mr. Leggett with community input and library customer feedback that illustrates the future needs for library services in order for MCPL to revise and re-focus its Strategic Plan for FY17-FY20.
 - The day-long meeting will be an opportunity for Summit participants to hear what MCPL’s customers and the County’s residents want from the public library; and to hear from an expert in the field: Susan Benton, Urban Library Council (ULC).
 - Summit participants will hear from ULC’s president, Susan Benton and participate in group discussion in person at the Silver Spring Civic Building as well at a satellite location at the Gaithersburg Library, plus via social media.
 - MCPL will focus on gathering customer input during the month of September, leading up to the Summit on September 24, 2015. This includes branch participation as well as the Outreach Team attending its currently scheduled events during September. All Public Services staff will participate in collecting customer and resident feedback.
 - Questions can also be submitted for the County Executive during his September 22 “Live Discussion.” Questions may be prefaced by noting that this is a question/feedback comment for the Library of the Future Summit. The link is: <http://www6.montgomerycountymd.gov/apps/News/Discussion/PIODisc.asp?discID=1>
- **ULC Annual Forum**
 - The theme for the 2015 forum held in San Jose, CA was “High Tech, High Touch, High Trust.”
 - MCPL’s “Service beyond Our Walls” outreach concept has been recognized with an Honorable Mention Award in the “Positioning the Library” category from ULC. The award is part of ULC’s Innovations Initiative that showcases leading “best” and “next” practices that demonstrate the value and impact of public library service in the 21st century. The practices embody ideas, approaches and insights that other libraries can adapt.
- **CIP and Refresh Updates**
 - Silver Spring Library had a very successful grand opening on Saturday, June 20 with over 500 residents in attendance. The official foot traffic count for the Saturday period from noon to 6 p.m. was 4338 and for Sunday from 1-5 p.m., it was 1591.
 - The interior design work on the new Wheaton Library/Recreation Center is underway. The architects are planning to have documents ready to review July 27, and after that the construction document preparation period will begin. Current plans are to have construction start July 1, 2016 with the need to have the Recreation Center and Library both closed by March 28, 2016. The library will need 4-6 weeks to pack the collection and clean out and pack the spaces.
 - The Twinbrook and Kensington Park Refresh projects construction bids were received in May and were higher than the budget available. MCPL and Building Design and Construction have value engineered the project work and relooked at the CIP budget funding, and the notice to proceed for construction on Twinbrook was expected to be issued the week of July 6. There will be two-weeks’ notice to the public before closing and another two weeks after closing when staff will work with Moving Services to take books off shelves that will be moved as part of the project and for Moving Services to relocated shelves into their new locations and replace the collection on them. The permits have been received for Twinbrook, so once the initial 4 week period is over, the construction company

can start their work, which is scheduled to take 4 months. Work is currently projected to start mid-August and complete mid-December 2015.

- The Kensington Park refresh involves replacing the current elevator with a Limited Use/Limited Application elevator which will be closer to a full service elevator than the “lift” version currently in place. The building permits for Kensington Park Library will have to be reissued, so construction is not currently expected to start until late fall 2015.
- The FY16 Refresh Project priorities have been identified and Building Design and Construction is making arrangements for the architect, NOA, to visit Aspen Hill, Little Falls, and Davis to look at the work and provide updated cost estimates. MCPL met with the HHS Committee of the County Council on Thursday, July 2 at 2 p.m.; we reviewed the FY16 projects and talked about the anticipated work. Building Design and Construction hopes to sign the contract with the architect in a week or two and start the design work on all three libraries shortly thereafter.
- This is the year when a full Capital Improvement Program budget is prepared and presented to the County Executive. Department submissions are due September 4. The only new project the Department anticipates submitting is for the Noyes Library renovation. The County is currently working on a MOU with the Noyes Foundation to fund a portion of the renovation.
- Tamar Sarnoff spent most of May preparing the State Capital Grant reports for the FY17 program. MCPL submitted requests for Bethesda, Quince Orchard, and White Oak libraries. The Capital Grant review committee met on July 7 to review the grant proposals.
- **IT Status**
 - Wi-Fi upgrade wiring is progressing.
 - Sirsi Cloud Migration is officially completed. When asked, staff has reported that connectivity is much more stable and speeds are faster.
 - Catalog Only: Due to migration the Catalog Only PCs lost their connection to iBistro. Until there is a better solution to implement, those machines are full-access using Enterprise.
 - Marilyn Praisner, Potomac, Rockville Memorial, and White Oak have been converted [or cutover] to the new network structure. Cabling is happening at several branches which is necessary to install new county Wi-Fi and in some cases prepare data closets for infrastructure to be able to cutover to new network design.
- **Libraries and Education**
 - MCPL has signed up the County for ConnectED. The ConnectED Library Challenge is a way for communities throughout the country to create or strengthen partnerships so that every child enrolled in school can receive a library card. The initiative calls upon library directors to work with their mayors, school leaders, and school librarians, to provide wider access to the learning resources and books of America’s libraries.
 - On July 28 MCPL will participate in ULC’s webinar, **“Partners for Education: Strategic Coalitions for Early Learning.”**
 - Council Analyst Vivian Yao has been invited as well as senior staff from MCPL and MCPS.
 - This past spring, under Bills 11-15 and 13-15, Council created the Child Care Expansion and Quality Enhancement Initiative and established an Early Childhood Coordinating Council.

- **Washingtonian "Best of DC"**
 - Best New Creative Zone for Kids - KID Museum at Davis Library
 - Best New Reason to Read - Silver Spring Library

CHAIR'S REPORT

- The Board will not meet again with the County Council regarding the FY16 Savings Plan.
- Board members will attend the Council's Health and Human Services Committee session regarding the FY16 Savings on Thursday, July 16.
- Board Interviews:
 - Nomination Committee: Robyn Watts, Kathleen Reedy, Anne Core
 - Geographic representation is considered when making recommendations to the County Executive.
- Board bylaws – Amishi Sabnis and Kathleen Reedy have begun noting suggested edits to the bylaws.
 - Notes will be shared with the entire Board as they progress.
 - This will be completed via email and voted on at the September meeting.
- LAC Checklist will be ready for the September meeting.
- What is the status of the ex-officio member representing Montgomery College on the Library Board?
 - This recommendation was made to CERB, approved by the County Executive, and it is now awaiting approval by Council.
- Elections are held annually, if applicable. There should be a nominating committee.
 - The chair and vice chair are elected to two year terms. This may need to be revisited.
 - The Board liaison position with the Friends of the Library, Montgomery County, Inc. will be discussed during the September meeting.
- Current work groups/committees

<ul style="list-style-type: none"> ○ Syed Amir – LAC Activities ○ Sri Ram – LAC Activities ○ Anne Core – Advocacy ○ Jill Lewis – Accessibility Advisory Committee 	<ul style="list-style-type: none"> ○ Kim Persaud - Advocacy ○ Ash Rao – LAC Activities ○ Kathleen Reedy – LAC Activities ○ There is an Outreach workgroup
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- Board Work Plan – Chair Watts will meet with Director Hamilton
- LAC Awards – Deadline is July 15

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 8:40 PM.

B. Parker Hamilton