



## **LIBRARY BOARD MINUTES**

**September 9, 2015**

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

**STAFF PRESENT:** B. Parker Hamilton, Director; Regina Holyfield, Recording Secretary;  
Mary Ellen Icaza, Manager, Virtual Services

**GUESTS:** Tanner Wray, Director of College Libraries and Information Services, Montgomery College Libraries; Mike Wallace, Chair, Twinbrook Library Advisory Committee (LAC); Shirley Bertoni, Twinbrook LAC

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

### **INTRODUCTIONS:**

The Library Board members and guests self-introduced.

### **PRESENTATION:**

- LAC Website Proposal – Mike Wallace
  - In January 2015, Twinbrook Branch Manager met with individuals in that community regarding reestablishing the LAC at Twinbrook.
  - After onboarding new members, Mike Wallace was elected LAC chair.
  - The Committee developed a plan based on the role of the LACs from the handbook.
    - The LACs are the eyes and ears of the Montgomery County Public Libraries.
  - The Committee evaluated the community – resources, where people live, etc.
    - There are four apartment complexes within walking distance of the library. These four complexes represent 1,000 units.
    - There is a new Metro station on the subway line.
    - It is a diverse community on the rise.
    - The library is near the Twinbrook shopping center.
  - The LAC wanted to determine how to engage the community and the makeup of the community.
  - The Committee used Appendix C of the LAC Handbook to determine strategies to engage new members.
  - Other LAC chairs were contacted to answer a questionnaire which was developed by the Committee.
    - One question was, “Does your LAC have a website, if not, why?”
      - Six LAC chairs were contacted, and responses were received from four.

- The Committee determined a website would be a great way to engage and inform community members. The LAC website would contain:
  - A static “welcome” page.
  - A static “join us” page.
  - A “contact us” page.
  - There would also be a “blog” page with information regarding the refresh project, upcoming programs, services, etc.
    - Only the blog would require updating.
    - Dynamic pages would be updated by MCPL.
- Other MCPL branches already have active blogs – Silver Spring, Olney and Gaithersburg.
  - The blogs for these branches were created while they were undergoing construction to keep the public updated. The content was written by MCPL staff.
- Other potential LAC websites would have the same kind of information with relevant updates.
- The website would be a way to receive input from the community.
  - The Committee has to determine how to translate community input into usable information.
- The website would be sustainable, brand neutral, not promoting social media, mobile ready, with little upkeep.
- It would contain information of general interest and who to contact with questions.
- Mary Ellen Icaza, Virtual Service Manager, stated that this (LAC website) was a very interesting proposal. Virtual Services staff could work with the Twinbrook LAC to develop the website following the County’s Social Media Policy.
- Discussion regarding the potential LAC website:
  - How to keep the Library Board webpage active.
  - LAC information can be posted on the left-hand side of each branch’s webpage.
  - Will this be for Twinbrook LAC only?
    - This would be piloted at Twinbrook, and if successful, extended to all LACs.
    - Determine the involvement of the LACs and branch staff in the project and updating.
- A motion was made and seconded for MCPL to create a pilot website for the Twinbrook LAC based on the proposal presented by the Committee.
  - The Board voted unanimously to pass the motion.
- Virtual Services will move forward to create the website. Mary Ellen Icaza will bring back the finished product to present to the Board.

**APPROVAL OF BOARD MINUTES:**

The minutes from the July 8, 2015 Board meeting were approved.

**APPROVAL OF LAC APPLICATIONS:**

The LAC applications were approved. The applications that did not address all the questions will be sent back for additional information.

## DIRECTOR'S REPORT:

- **County Executive's Library of the Future Summit**
  - The Outreach Team has begun sharing information about the Summit at their events, such as back to school nights. They are encouraging residents to participate in person or by submitting answers to the four Summit questions.
  - Beginning today, through September 19, the branches will collect, on flipcharts, customers' feedback to the Summit questions.
  - Live Discussion with County Executive Leggett will be on Tuesday, September 22, 1 -2 PM. That day, the County Executive will be available for an online chat to talk to residents and receive their suggestions and recommendations about library services. Questions/suggestions may be [submitted](#) in advance.
  - Registration for the Summit will close on September 17.
- **CIP and Refresh Updates**
  - MCPL requested and received permission from the Chief Administrative Officer to close the Kensington Park branch on October 10, 2015 at 6 PM for its estimated 5 month refresh project.
  - A community meeting on the Wheaton Library and Community Recreation Center will held on Monday, September 21, 7 – 9 PM, at the Wheaton Volunteer Rescue Squad (Ball Room), 2400 Arcola Avenue, Silver Spring.
  - The Twinbrook branch closed July 25 at 6 PM. Staff remained in the branch from July 27 through August 7. During that period, Moving Services reorganized/relocated some of the adult shelving and collections and the children's shelving and collections. Demolition started September 1. Construction of the two new multipurpose rooms is complete as far as drywall and structure. The bulkhead at the Information Desk and the Information and Circulation Desks have been removed. Bathroom renovation and ADA work has begun. The Branch Manager and Library Assistant Supervisor remain in the branch to accept and process deliveries (new books, drop shipments, and branch returns) and to answer contractor questions. The book drop was closed on August 24. The exterior site work on ADA parking began August 24 and looks to be complete as of September 9 – ADA parking spaces are now outside the library's front doors with one space located on the lower level. Painting and striping of the spaces on both levels is complete. Shelving and furniture purchase orders have been processed. Construction meetings will be held every other week starting September 17. Substantial completion still expected December 16. MCPL is considering inventorying the collection as part of the reopening process.
- **IT Status**
  - MCPL has been working toward solutions for the instability related to our customers' ability to log on to our public Internet stations; join queues when all stations are in use; and to print from our stations. The resolution to the current issues is the migration of our Pharos software to a new server that will provide greater reliability. The act of migrating to a new server hinged on the negotiation of a contract. We now have the signed contract for Pharos. Our Technology Management and Business managers have met with the key players to discuss the preliminary finalization of the server set-up plan and the migration.
- **FOLMC Library After Dark**
  - The FOLMC bestowed three awards at their Library After Dark event last year. This year they have plans to enhance the awards program with a local author award that they would like to call "Librarians' Choice" or something similar. The purpose of the award would be to recognize a local author who has notable literary achievement and has contributed to the benefit of libraries.

They have proposed this idea to get feedback in hopes to proceed in partnership with MCPL for the award. In their proposal, they would like to take recommendations for the award from the various library groups including the library board and library advisory committees.

### **CHAIR'S REPORT:**

- Chair Watts thanked Amishi Sabnis and Kathleen Reedy for their work on the Library Board Manual.
  - The Manual will be ready to send to the members prior to the next Board meeting.
- September 17, 7-9 PM at the Silver Spring Civic Building, Montgomery County will host a presentation by the Maryland Transit Administration on recent scope changes for the Purple Line which will be followed by a one-on-one opportunity to discuss the project changes with staff. [Reported by Kathleen Reedy]
- Thanks to Anne Core for her work on the LAC checklist. This will be sent to all LAC chairs.
  - The Director's Team will create a folder in which to file the completed checklist for each LAC.
  - The form will be sent out this year to be returned by October 15. In subsequent years, it will be sent out in June with the due date indicated.
- Thank you to Anne Core and Kathleen Reedy who served on the Nominating Committee. The recommended names for new Board members have been submitted to the County Executive.
- The information regarding a Board liaison to attend the FOLMC meetings will be removed from the bylaws. The FOLMC is a nonprofit organization and their meetings are not open to the public. Therefore, a liaison would not be able to share any information from their meetings with the full Board.
- The Joint Meeting is scheduled for November 18. Planning will begin at the next Board meeting.
- A meeting is scheduled with Councilmember Hucker in October; he was unable to meet with Board representatives earlier in the year.
- The Board will present the LAC Awards at the Joint Meeting.
- A meeting will be scheduled for Chair Watts and Director Hamilton to meet to discuss the Board's workplan.
- Chevy Chase Library will be celebrating its 50<sup>th</sup> anniversary on September 26, 2-4 PM.
- Jeanette Cotter has resigned from the Board. Her contributions to the website and newsletter were appreciated.

### **PUBLIC COMMENT:**

None

### **ADJOURNMENT:**

The meeting was adjourned at 8:55 PM.

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B. Parker Hamilton, Director