



LIBRARY BOARD MINUTES

October 14, 2015

BOARD PRESENT: Brooks, Christman, Core, Duval, Lewis, Ram, Rao, Reedy, Rippeon, Sabnis

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield, Recording Secretary; Tina Rawhouser, Senior Librarian, Olney Library and Co-Chair, Teen Advisory Group (TAG)

GUESTS: Ari Brooks, Executive Director, Friends of the Library, Montgomery County, Inc.

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

INTRODUCTIONS:

The Library Board members and guests self introduced. New Board members were officially welcomed.

ANNOUNCEMENTS:

- Amishi Sabnis will be resigning from the Library Board.
- This is Jill Lewis' last meeting; her term has ended. Ms. Lewis was presented a certificate of appreciation signed by County Executive Leggett and Director Parker Hamilton.

APPROVAL OF BOARD MINUTES:

The minutes from the September 9, 2015 Board meeting were approved.

APPROVAL OF LAC APPLICATIONS:

The LAC applications were approved.

PRESENTATIONS:

- **Librarians' Choice Award – Ari Brooks**
 - The Librarians' Choice Award was developed to bring together the library community in an effort to recognize the literary achievements of an author who

has demonstrated exceptional dedication to the literary community at large, through education, advocacy, or philanthropic contributions.

- The Award will be presented at the Library After Dark fundraiser held annually during National Library Week.
 - The first Library After Dark fundraiser was held this past February. Two awards were given: The Library Professional of the Year Award and the Charles W. Gilchrist Award.

Draft Criteria:

- Nominee should demonstrate exceptional support and appreciation for libraries and/or the literary community, which may include but is not limited to: advocating on behalf of literacy and library usage; participating in community focused literary events; and/or making financial or otherwise philanthropic contributions to libraries and their supporters, the avenues that support them, or other literacy and writing focused community endeavors.
 - Nominee must be a living author who resides, for at least part of the year, in the state of Maryland or within 50 miles of the FOLMC Headquarters (currently in Rockville, MD). This includes the Baltimore-Washington metropolitan area and part of Northern Virginia.
 - Nominee's work must be available for sale in print or online to the public extending beyond the author's immediate surrounding region.
 - Nominee must have been reviewed by professional and/or a reliable public source such as *Publishers Weekly*, *Booklist*, *School Library Journal*, *Entertainment Weekly*, *People Magazine*, *Essence*, etc.
 - Nominee's work may be from any genre, including but not limited to: fiction, nonfiction, adult, children's or young adult, series, picture book, biography, mystery, romance, science fiction, poetry, cookbooks, coffee table books, humor, graphic novels, etc. Textbooks are not eligible.
 - Writers whose work exists only in e-book (Nook, Kindle, iBooks) and/or print-on-demand format(s) are not eligible unless the nominee has other work that meets criteria #3 above.
- Nominations may be submitted by the Montgomery County Library Board (MCLB), Library Advisory Committees (LACs), or FOLMC Chapters. Montgomery County Public Libraries' (MCPL) staff will vote, and the nominee with the majority of votes will be recommended for approval at the February FOLMC Board of Trustees' meeting.
 - FOLMC would also appreciate input from the Library Board and LACs on any other nominees.
 - Ari Brooks will take back to the Committee that maybe the authors should be from Montgomery County.
 - A number of nominations have been received from the FOLMC Board and chapter members.
 - Nominations are needed within the next two weeks.
 - Ms. Brooks can be reached by email - abrooks@folmc.org.
 - A final copy of the criteria will be available by the end of the week.
- **Teen Advisory Group (TAG) –Tina Rawhouser, Co-Chair**
 - Tina Rawhouser is beginning her second year of working with TAG.
 - Jan McHenry, Damascus Library manager, is the other co-chair.
 - There are five other staff members who are involved in helping with TAG.
 - All are involved in planning and leading a portion of the meetings.

- Board members were invited to attend a TAG meeting. TAG meets the first Wednesday of every month at the Rockville Memorial Library, 2nd floor meeting room.
- There are 52 names on the TAG roster; 31 one are returning members. All members that did graduate are back. There are over 45 active members.
- There were approximately 32 teens at each of this year's TAG meetings.
- TAG is comprised of teens from all walks of life; - - - different nationalities, religions, family backgrounds – microcosm of Montgomery County's population.
- Eighteen branches represented (teens identified their "home" branches). Poolesville and Long Branch are the only branches not represented.
 - One of the TAG staff leaders works at Long Branch Library and is working to recruit teens from that branch.
 - TAG members are in 9th through 12th grades. There are 22 county schools represented, including public, private (religious and non-religious), and home school.
 - There are 12 males and 40 females on the roster.
- TAG members participate in MCPL's social media.
 - If anyone has suggestions regarding a tagline for TAG please let Tina know,
- Work TAG has done in the past:
 - Recommended books for the system.
 - Designed teen spaces for some branches.
 - Interviewed County Executive Leggett.
 - Had a library summit for teens at the last TAG meeting.
 - The overall feedback was having the library be a community space where teens can hang out, socialize and do homework,
- Director Hamilton invited Tina Rawhouser to the Board meeting to talk about the reality of having teens become members of local LACs and the Board's role in making the teens welcome.
 - During the TAG interviews this year, this initiative was addressed.
- In preparation, TAG staff have been doing mini advocacy sessions during each TAG meeting.
 - What the Library Board is and does.
 - What the role of the LAC is in a branch.
 - What to expect at an LAC meeting.
 - How to give thoughtful and mature input during a LAC meeting.
 - How to be a teen library advocate.
- Branch managers will be asked to share the minutes of recent LAC meetings, which will better prepare the teens.
- The TAG leaders are very excited about giving TAG members this opportunity.
- These teens are very interested in libraries and could very well grow into future LAC and Library Board members.
- Discussion
 - Having a young person advocating to the County Council would be invaluable.
 - As far as attending LAC meetings, the teens (groups of two) have been divided up according to their home branches or nearby branches.
 - There are teens with disabilities on TAG.
 - January 2016 is the timeframe for the teens to begin attending the LAC meetings.
 - The LACs will continue to recruit teens.

- Most of the teens are motivated to become TAG members because of their love for libraries and literature or encouragement from their parents. Students also receive Student Service Learning (SSL) hours.
- Teens are currently working on Open Mic night; poetry month; videobook talks; book and movie reviews to share on MCPL's website and social media.

DIRECTOR'S REPORT:

- ***Check Us Out Program***

- Montgomery County Cable and MCPL have launched a new quarterly program called "Check Us Out" that will showcase library services available to residents. The inaugural show features information on the behind-the-scenes work that goes into opening a new library, how children develop pre-reading skills and the ACE Go! Kits.
- The show will air on County Cable Montgomery (CCM), which broadcasts air on Comcast on Channel 6 and Verizon Channel 30. The 15-minute program will air:
 - Sunday 2:30 and 10:30 p.m.
 - Tuesday 9:15 p.m.
 - Thursday 9:00 p.m.
 - Friday 1:45 p.m.
 - Saturday 4:45 p.m.
- Additionally, the show will be available on demand on the County Cable website at <http://www.montgomerycountymd.gov/ccm>.

- **County Executive's Library of the Future Summit**

- Summit Reach to the Community
- Emerging Themes
 - Aging/Retirement
 - Environment
 - Transportation/Traffic
 - Health
 - Cost of Living/Finances/Money
 - Parenting/Family
 - Education
 - Affordable Housing
 - Accessibility (ADA)
 - Social Connections/Inclusion/Human Rights
 - Technology/Digital Divide
 - Employment/Economic Development
 - Violence, Security, Safety
 - Cultural Arts
- A committee will be convened to discuss how to use this information and next steps.

- **Food for Fines**

- MCPL will support Montgomery County's Community Service Week by accepting canned goods and non-perishable food items to pay for library fines from October 16 to 31.
- One food item brought in will equal one dollar off on library fines.
- Donations should include only shelf-stable foods, such as canned fruits, vegetables and meats, dried beans, brown rice, quinoa, low sugar cereals, baby food, formula and vegetarian items. The library is not able to accept home-canned items, opened foods, or foods past their expiration dates.

- Customers must have existing fines or hold fees to participate in the “Food for Fines” program, but anyone may donate food items at the libraries during the drive.
- “Food for Fines” donations cannot be used towards fees for lost or damaged materials, collection agency fees, lost card fees or other charges.
- “Food for Fines” is a great way for customers to clear up their outstanding library fines while helping some of our neediest neighbors. All food collected will be donated to the Manna Food Center.
- **IT Status**
 - Completed/Nearing Completion 2015
 - Migrated our core business system, the SirsiDynix Symphony Integrated Library System to “the Cloud” in May 2015. This hosted solution ensures stable performance for the next seven years at a cost-effective price. Fully resolves the issues experienced in January 2015/Spring 2015.
 - Replacement of MCPL computer network and Wi-Fi infrastructure is 85% complete. Radical improvement in Wi-Fi capacity and stabilizes network performance for staff and public branch computers.
 - Replacement of public copier/printers and the public computer internet session management system is 80% complete. The printers and the new servers are delivered and installed. Most branches are up and running on the new systems. There are some follow-up issues being worked on now, and document scanning and mobile device printing will begin later this fall.
 - Growing Pains – Expect to See These Issues Continue While We Work out Conflicts between These Complex Parts of a New Infrastructure
 - The Network Replacement is still generating some conflicts which disrupt internet access, public printing, and access to the internet via MCPL computers. MCPL and Department of Technology Services staff are actively working on these issues.
 - We have done and are doing a lot of work, this results in some growing pains and confusion for staff and the public as tools, procedures, and capabilities change. We are working on improving our communication plan.
 - Coming Up – Work Continues on the Current Strategic Plan and Technology Plan
 - Charging stations (lockers for customer laptops/tablets), electrical wiring in branches, credit card payment technology, and digital signage are all in active stages of development, with publicly visible work expected later this fall and system-wide completion during FY16.
 - Major technology improvements at Long Branch, Olney, Gaithersburg, and Silver Spring libraries are complete, and lessons extracted from these improvements will be applied to the entire system during FY16 (examples: 3D printers, digital signage, *Studio i* Digital Media Labs, “Tech Bar” concept, self-checkout machines).
 - Further improvement of the MCPL website to be more mobile-friendly begins this fall.
- **Staff Development and Training Day**
 - Providing excellent customer service to our residents.
 - I have received an uptick in complaints from people of color, homeless individuals and people with disabilities about our service.

- **County Executive’s Summit on Aging in Montgomery County**
 - Thursday, December 3, 2015, 8 AM – 4 PM
1 Veterans Plaza, Silver Spring, Maryland 20910
Great Hall Conference Room
- **Senior Today Program**
 - Mary Ellen Icaza, manager for Virtual Services, and I will be on the *Seniors Today* program. The taping will be on October 21; the segment will air Sunday, November 1 on County Cable and can be found beginning Monday, November 2 on the County’s website (program episodes).
- The **Thanksgiving Parade** will be on Saturday, November 21 in downtown Silver Spring. MCPL will be participating.

CHAIR’S REPORT:

- The Summit on the Library of the Future was well attended and very informative.
- Chevy Chase Library’s 50th anniversary celebration on September 26 was very nice.
- It was a good meeting with Councilmember Hucker.
- The revised work plan will be presented at an upcoming meeting.
- Emails will be sent to the LAC Award winners.
 - The Board wants to present the award at the Joint Meeting in November.
 - Vice Chair Brooks will discuss this with the FOLMC prior to sending the email to the winners.
- Joint Meeting – November 18
 - The FOLMC would like to open the Joint Meeting to the public.
 - By County statutes, the meeting is a public meeting.
 - The Board, LACs and FOLMC all have input on the agenda.
 - Director Hamilton will be the only presenter. Attendees are always eager to hear about the state of MCPL.
- The updated Board Manual will be voted on at the next meeting.
- New liaison assignments:

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|-------------------|----------------------------------|
| ○ Anne Core | Little Falls and Silver Spring |
| ○ Bill Duval | Rockville Memorial and Twinbrook |
| ○ Kathleen Reedy | Damascus and Davis |
| ○ Brandon Rippeon | Germantown and Poolesville |

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 9:10 PM.

B. Parker Hamilton