



## **LIBRARY BOARD MINUTES**

**May 11, 2016**

**BOARD PRESENT:** Brooks, Ram, Christman, Core, Duval, Persaud, Rao, Rippeon, Watts, Weedon, Wray

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

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

### **APPROVAL OF BOARD MINUTES:**

The minutes from the April 13, 2016 meeting were approved.

LAC Applications were approved.

### **INTRODUCTIONS:**

Board members and staff self-introduced.

### **PRESENTATION: New Web Design – Mary Ellen Icaza**

- The County migrated to a new website design in October 2015.
  - It is a responsive design which means the website can be accessed from and formatted to any type of device.
- The website format is as clean and wide open as possible.
- “Search the Catalog” is very prominent.
- Top of page is log into My Account.
- Social media icons are across the top – Facebook, YouTube, Instagram.
- There is more real estate to feature other programs and services.
- The is a rotating slider that replaces the flip book.
  - Currently there are four, but there can be as many as sixteen.
- Calendar of Events is a very popular feature.
- Weekly Shout Out Blog is featured.
- There are featured resources.
- Multiple apps for accessing library services.
- Who to contact will be drawn out more in this design.

- The page will show all the ways to contact the library.
- Branches and Hours pages is one of the highest used pages on the website.
  - Type in address and find the nearest branch location
  - Holidays, weather, etc.
  - Photographs of each branch with address and phone numbers.
- Page for each branch – address, branch manager name and contact information, nearby branches, photo of exterior of the building, hours
  - Google map, bus routes, and parking information
  - Services and resources
  - Refreshed/newly constructed branches all have branch blogs
  - Fact sheet
  - Programs and events (14 days)
- Feedback
  - Add programs and events as a calendar on branch pages. The list allows for certain programs to stand out, however, some may want to search by date.
  - Where is the LAC information?
    - It is on the Library Board page.
    - Currently, the Twinbrook LAC contact is on the Twinbrook page.
  - How were the button colors selected?
    - My Account button is orange, which is eye catching.
    - Templates had only certain color options for buttons.
  - Hope that it will go live before the end of June.
  - We will continue to work with BookMyne.
  - Direct way to access children’s services.
    - Virtual Services will build in direct access to these services.
  - Electronic resources have not changed; can be accessed two different ways.
    - Make it easier to access. There is more space to feature these now.
  - Footer has quick links.
  - Fees can be paid online. It is not automatic; it takes a few days to process.
  - There are ADA regulations regarding colors.
  - Translation service is via Google.
  - Analytics are collected on a regular basis.
  - Enoch Pratt’s search feature (four areas to search).
    - Virtual Services will review if this is possible for MCPL’s site.
  - There is capacity to build pages for the other LACs. MCPL will wait until the new design is ready to launch, giving us time to learn from the Twinbrook pilot.

## **DIRECTOR’S REPORT**

- **Wheaton Interim Library**
  - The Library Department received the keys to the Wheaton Interim Library space in the Grand Ballroom of the Wheaton Volunteer Rescue Squad Building on Monday, May 2nd. Installation of additional data/phone jacks and electrical outlets began on May 5th and is expected to be completed on May 11<sup>th</sup> or 12<sup>th</sup>. Technology Management staff will then install staff and public PCs. Furniture has been delivered and set up.
  - The announcement was made on Friday May 6th that the Wheaton interim would open on Thursday, May 19th.

- Initial services will include computers, programming, information consultation, and holds pickup. Service hours will be seven days per week, the same as the Wheaton Library's hours. The library collection will be implemented in November.
- The sign will be changed at the Wheaton Library to notify about the interim site.
- **Refresh Projects**
  - Recommendations on closure dates for the FY16 Refresh Libraries have been made; a memo will be sent with the information to the CAO later this week after Building Design and Construction verifies the level of asbestos abatement that will be needed at the Davis Library. The dates for closure are spread a week apart between July 2 and July 16; construction will take 120 days staged from August 3 to 15; openings will occur in mid to late December through the first weeks in January 2017.
  - Design on the FY17 Libraries - Bethesda, Quince Orchard, and White Oak - will begin in July to August 2016.
  - The FY18 Refresh libraries - Long Branch, Marilyn Praisner, and Poolesville, have been visited by Building Design and Construction staff and an architect to look at the level of effort work and provide cost estimates to use in library planning and in submitting State Capital Grant proposals.
  - The Housing Complex that adjoins the Silver Spring Library will have its grand reopening ceremony on Wednesday, June 1, 2016 from 11 a.m. to 12:30 p.m. Silver Spring Library DGS Project Manager Susanne Churchill is working with Montgomery Housing Partnership and Highway Services to get the driveway from Bonifant Street past the complex to the library property paved before June 1. Currently the driveway from Bonifant to the alley that backs up to the complex has been paved. It will take four days to pave the remaining section to the library property and then seven days for the concrete to cure. Ms. Churchill's timeline is to have the work done by May 20, but this is all weather dependent. Once this work is complete, the Library Department will be able to sign the driveway from Bonifant to Wayne to direct driving customers to the drop off area, hold lockers, and book return.
- **MCPL Kiosk**
  - MCPL Express @ Mid-County is now open as a book drop location and has adult and children's materials to lend from the Lending Library. The DVD dispenser has mostly children's materials because that was the primary material for the Olney location. The users at the Mid-County Recreation center are primarily seniors. The collection will be rebalanced within the next week. The holds lockers will begin operation on May 19th.
- **Budget**
  - Yesterday, May 10, 2016, the County Council voted to approve the County Executive's FY17 Recommendation for the Montgomery County Public Libraries (MCPL) Operating Budget, as well as his Recommended Amendment to the Capital Improvements Program to fund the lease for the Wheaton Interim Library. The attached memorandum from March describes the service enhancements for MCPL in the FY17 Recommended Budget.
  - The Council also signaled its intent to approve the Noyes Library Rehabilitation Project, and amendment to the Capital Improvements Program recently proposed by the County Executive to support a public-private partnership to substantially rehabilitate the Noyes Library for Young Children, making it a model of

accessibility while preserving its special character as an historic and unique library branch dedicated solely to early literacy.

- The County Council will take an informal vote on the entire County budget on May 19<sup>th</sup>, with a formal vote to approve the FY17 Operating Budget and FY17-22 Capital Improvements Program on May 26<sup>th</sup>. We do not anticipate any changes to what Mr. Leggett has recommended.
- **Recruitment/Personnel**
  - Internal recruitment for Manager II and Manager III positions will close on May 19<sup>th</sup>.
  - We welcomed Adrienne Van Lare to MCPL on May 2, 2016, as the Workforce and Business Development Coordinator (see brief bio). Ms. Van Lare will use her myriad skills to plan, coordinate, deliver and evaluate workforce and business development programs, trainings, workshops, seminars and presentations in all branches. These targeted programs will assist Montgomery County residents in their pursuit of career and business development.
- **Summer Read and Learn**
  - Summer Read and Learn signup will begin on June 1. MCPL has joined the national movement to provide reading and learning to help prevent summer slide. The goal of this new model is to create a more rounded learning for children over the summer and to encourage reluctant readers. The official kickoff program is scheduled for June 4, 2 p.m. at the Rockville Town Center.
- **Library Link Update**
  - Library Link is the partnership between MCPL and Montgomery County Public Schools (MCPS). As part of the national ConnectED Library Challenge (link to ConnectED) initiative, Library Link provides students with the opportunity to:
    - Get a library card that can be used at any MCPL branch.
    - Access to a wide range of materials and resources available through our public libraries.
    - Extend their learning beyond the school day.

**Timetable**

Phase 1	MCPS 133 Elementary Schools	April – December 2016 A. From April to June 2016, MCPL will work with 20 Elementary Schools B. September – December 2016, MCPL will work with the rest of the Elementary Schools (113).
Phase 2	MCPS 38 Middle Schools	January – June 2017
Phase 3	MCPS 26 High Schools	September – December 2017

- **Library Associates Training Institute (LATI) - Graduation**
  - MCPL is happy to announce that seven staff members graduated today, May 11, 2016, from LATI. The ceremony was held at the Miller Library in Howard County.

- **Strategic Plan**
  - The FY17-FY20 Strategic Plan is almost complete. The next Strategic Planning Committee meeting is scheduled for Monday, May 16. We are on schedule to present the final Plan to County Executive Leggett by the end of the month.
- Major marketing/social media campaign to get the word out that Twinbrook Library is open. Replace the we are open sign.
- Thank you to Andrea Christman for attending the Senior Leadership Team meeting. Looking for more ways to collaborate with Public Schools.
- Homelessness in libraries. We are aware there is an issue with homelessness in the libraries; we do not have the full scope. Librarians are not social workers, so we have had meetings with the Department of Health and Human Services (HHS). We have also scheduled a meeting the Police Department. This will be followed by a combined with meeting with HHS, Police and MCPL.

## **CHAIR'S REPORT**

- Thank you to Bill Duval who quickly crafted the letter to Councilmember Navarro regarding the Wheaton Interim library.
- Thank you to Brandon Rippeon and Debbie Brooks who went to meet with the Councilmembers on behalf of the Library Board.
- Please remind LAC chairs to hold elections.
- One of the reports for the LAC agenda template includes a financial report for branches with local book sale funds. Branch managers will be reminded which branches this includes.
- Regina Holyfield-Jewett will send a list of terms and dates to Chair Watts.
- TAG members attending LAC meetings?
  - Resend the list of TAG members and their respective branches.
- LAC Awards – give serious thought to whom should be nominated. Chair Watts will send out the criteria.

## **PUBLIC COMMENT:**

None

## **ADJOURNMENT:**

The meeting was adjourned at 8:45 p.m.




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B. Parker Hamilton, Director