



**Library Board Meeting
October 11, 2017**

ATTENDEES: Brooks, Brodsky, Christman, Durcho, Makar, Reedy, Williams, Wray

STAFF: Adrienne van Lare, Workforce and Business Development Coordinator; Clotilde Puertolas, Program Specialist, Adult and Senior Programming; Regina Holyfield-Jewett, Recording Secretary

GUESTS: Jim Montgomery, Chair, Advocacy Committee, Friends of the Library, Montgomery County, Inc.; Carol Leahy, Chair, Potomac Library Advisory Committee

The meeting was called to order by Chair Reedy at 7:00 PM

The minutes from the September 13, 2017 were approved.

LAC applications were approved

PRESENTATION

Current MCPL Programming: Early Literacy, Teen, Adult, Senior, and Workforce Development

Adrienne van Lare, Program Specialist, Workforce and Business Development

- In 2015, MCPL was charged by County Executive Leggett to be stronger contributors to the prosperity of the community. MCPL responded by hiring a Workforce and Business Development Coordinator to put in place programming focusing on entrepreneurship, resume building, interview skills, small business development, how to apply for jobs, etc. MCPL's leadership began to think of programs it could offer that would:
 - Promote positive change
 - Improve lives
 - Strengthen our communities
- Update on the programs MCPL is currently offering that fall within the "Strong & Vibrant" category of the FY17-20 Strategic Plan.
 - Four categories of programs
 - Workforce
 - Business
 - Digital Literacy
 - Financial Literacy

- Workforce
 - Partners: Montgomery College, WorkSource Montgomery, Office of Human Resources (OHR), Upwardly Global, Montgomery Commission for Women
 - Programs: Career Online High School, Career Resources for Skilled Immigrants, How to Apply for Jobs with Montgomery County Government, Job Search Strategies, Resume Writing Workshops, Online Job Application Assistance, Career ReEntry Seminar Series
- Business:
 - Partners: Maryland Small Business Development Center (MSBDC), Latino Economic Development Center (LEDC), SCORE, Small Business Navigator
 - Programs: Spanish Business Program Series, How to Start a Small Business, How to Start a Small Food Business, Social Media for Businesses, Business Financing, Reaching New Customers, Summer Entrepreneurship Bootcamp, Writing a Business Plan, Nuts & Bolts of Starting a Business, SCORE
- Digital Literacy (Teens)
 - Partner: Gandhi Brigade
 - MCPL is currently on the 3rd Session of this program with Gandhi Brigade.
 - 89 Students total thus far (there are up to 13 students per class)
 - September 2016 – six MCPL locations; January 2017 – seven MCPL locations; currently – five MCPL locations
 - Teens learn the basics of video production using Final Cut Pro Video Editing software.
- Digital Literacy (60+)
 - Partner: Senior Planet and the Department of Technology Services.
 - 114 Seniors have “graduated.”
 - Computer Basics for Seniors, iPad Basics for Seniors, Social Media for Seniors.
- Financial Literacy
 - For the first time, MCPL had system-wide participation in Smart Money Week.
 - Partners: Montgomery County Employees Federal Credit Union (MCEFCU), Office of Consumer Protection (OCP), Edelman Financial, Securities & Exchange Commission (SEC), Women’s Institute for a Secure Retirement (WISER), Society for Financial Awareness, Commission for Women (CFW)
 - Programs: Steps to Financial Success MCEFCU; Preparing for Retirement – Edelman; Investment Products & Risks Associated with them – SEC; Debt Collection – Know Your Rights – OCP; Identity Theft – Protect Yourself – OCP; What Women Need to Know about Retirement – WISER; Guide for First-Time Home Buyers – MCEFCU; Live your Life by Design, not by Default – SOFA; Financial Seminar Series for Women – 4 part series - CFW

Clotilde Puertolas, Program Specialist, Adult and Senior Programming

- Initiatives and Programs following the FY2017-2020 Strategic Plan.
- All programs for adults and seniors are planned and are in line with the principles of the FY17-20 Strategic Plan.

- MCPL has made it a priority to work and strengthen the relations with partners: non-profit organizations, county departments, and local community agencies, when planning the programs. These partners provide MCPL with a wider pool of knowledge, skills, and contacts.
- One goal is to create program series with the purpose of providing opportunities to learn, explore, and grow.
 - Literate - MCPL will provide opportunities to encourage language and life-skills literacies, and lifelong learning.
 - English Conversation Clubs are offered in the majority of MCPL branches.
 - Drop-in sessions to practice English in a welcoming setting.
 - The model of delivering the conversation clubs has been updated to improve customers' experiences and to be more consistent in delivery across the system.
 - Trained staff to implement new procedures at branches.
 - Provided kit to all Conversation Clubs with materials to be used in the Clubs.
 - Also offer Spanish and French Conversation Clubs in some branches.
 - Provide programs on personal health and wellness.
 - Meditation, Tai Chi, Yoga, Bone Builders for Senior 55 +, Alzheimer's Memory Café, fall prevention, information about Medicare, AARP Smart Driving course
 - Partners: Department of Health and Human Services, Alzheimer's National Association, AARP, Jewish Council for the Aging
 - MCPL has programs on green initiatives and strategies, like a series run through the year to expose residents of all ages to the benefits of recycling and saving energy. Partners: Department of Environmental Protection and Department of General Services.
 - Connected - MCPL will provide opportunities to encourage inclusive and engaged communities.
 - Created a series called *Contemporary Conversations*, a forum for residents to talk about cultural and current issues with experienced authors and journalists to engage in enriching conversations.
 - Guests included: Kojo Nnamdi, David Ignatius, Charles Lane, Hena Khan, and Craig Dudnick
 - Provide local authors and artists opportunities and platforms to share their work.
 - Offered the one woman play about Harriet Tubman – great success.
 - Created a venue for local authors and other individuals interested in providing programs at MCPL to contact the Programming team directly in order to screen the proposals and provide the information to branches accordingly. The process is working very well; receiving many interesting proposals. Authors included, Peter Cozzens, Sam Reznick, Karen Levi, and Barry Wood.
 - MCPL part of One Maryland One Book – making it possible to bring Nigerian author Chimamanda Ngozi Adichie, author of *Purple Hibiscus* to Montgomery County on September 26 at the Gaithersburg High School auditorium. Partners: Montgomery

County Public Schools, Montgomery College, and Gaithersburg Book Festival.

- Through One Maryland One Book, created by the Maryland Humanities to bring people together by reading the same book, MCPL will provide eleven book discussions in ten branches from September to January.
- Book Discussions – English, French, Spanish, ESOL speakers, African American, and Jewish
 - Currently, MCPL is revising the model of delivering the book discussions to improve customers’ experiences and to be more consistent in delivery across the system.
- Continue to provide programs to reflect cultural and generational diversity. Programs include: Lunar Year, Black History Month, Women’s History Month, Older Americans Month, and Hispanic/Latino Heritage.
 - Many programs in partnership with the Montgomery County Historical Society, Montgomery County Commission for Women, and the Department of Health and Human Services (HHS).
- Provide Citizenship Classes at several branches (10 sessions) and one-on-one sessions to help prepare for the Citizenship Interview.
 - Currently at Aspen Hill, Gaithersburg, Germantown, Long Branch, Rockville Memorial, and Silver Spring.
 - As part of the national initiative, Cities for Citizenship, that Montgomery County joined to promote and help eligible residents in the County to become U.S. Citizens.
 - Established Citizenship Corners in Aspen Hill, Germantown, and Silver Spring branches.
 - Worked closely with partners: Gilchrist Center, Baltimore City Community College, Montgomery College, and CASA de Maryland.
- Provide opportunities for individuals interested in writing.
 - Every November, MCPL celebrates National Novel Writing Month, with the goal of getting people to write, keeping them motivated throughout the process, and encouraging creativity worldwide during the month of November. MCPL provides the space to do so.
 - Currently offering a six-session writing workshop for veterans, service members and veterans’ family members – September 30, October 7, 14, 21, 28 and November 4 at Rockville Memorial. The class focuses on the elements of writing and how to write a narrative story, poem or play.
- MCPL connects with residents through its Outreach Team that takes library services and resources outside our walls to schools, senior centers, fairs, malls, recreation centers, homeless centers, and daycares.
- Community Collections
 - Collection of books in specific locations: In four HHS benefit Offices; four barbershops and beauty parlors; Housing Opportunity Commission (HOC) senior apartments.
 - Working with our partners – HOC, HHS, Jewish Council on Aging (JCA), National Association for the Advancement of Colored People (NAACP) Youth Council.

- Library Link Initiative in partnership with Montgomery County Public Schools.
 - Delighted - MCPL will provide exceptional customer experiences by supporting and training staff, and reinforcing infrastructure.
 - Music concerts for all audiences.
 - Guitar series with classical music from different countries. In partnership with the International School of Music.
 - Programs for entertainment.
 - Movies are offered in many branches for all audiences.
 - Programs for continuing learning in partnership with Montgomery College Lifelong Learning Institute.
 - Writing Memoirs
 - Best American Short Stories
 - Piano Conversations
 - MoComCon, first ever Montgomery County comic convention, was held last fiscal year. The event included: panels, workshops, makerspaces, demonstrations, displays, and custom contest. The second is scheduled for January 27 at Silver Spring Library.
 - Planning first Vinyl Record Day, “Just for the Record” is scheduled for April 21 at Silver Spring Library. This is in partnership with the Friends of the Library, Montgomery County, Inc. The event will include: panels, workshops, demonstrations, and displays.
- **Follow-up questions, comments, discussion:**
 - Partners for many of the workforce and business development programs provide the teachers and counselors.
 - Business classes are very well attended.
 - There are over 50 different programs under the workforce and business development umbrella.
 - These programs are being advertised via social media, Outreach Team, MCPL website, the County’s Regional Services Centers, and MCPL’s printed calendar of events.
 - One woman Play about Harriet Tubman was very well received. MCPL is considering booking the second part.
 - MCPL did connect with the different veterans’ groups to get the word out about the Veterans Writing program.
 - Every branch has connections with their respective local authors. A form is being created that local authors can complete in order to provide a program in their local branch or systemwide.

DIRECTOR’S REPORT

- **Summer Read and Learn**
 - We had 3,554 participants in our early literacy Summer Read and Learn program and 5,762 participants in our elementary school program with a total of 9,316 children participating.
 - From the survey provided to customers, many indicated they learned something new from participating in the Summer Read and Learn program. Customers liked the wide range of options and the variety of topics. Others stated they were encouraged to read or try something new.

- **Budget** – The budget process is underway for the FY19 Operating Budget and CIP.
- **Security at Silver Spring Library** - MCPL has asked Tim Firestine, Chief Administrative Officer, for permission to hire a 40-hour contract security guard for the Silver Spring Library, at a cost of approximately \$46,000 per year. The funds will be found in our operating budget for FY18, and if circumstances permit, we will ask for the funding for this position in our FY19 request.
- **Access to Long Branch Library** - Purple Line construction along Arliss Street in the area of Flower Avenue and Piney Branch Road will close portions of Arliss Street beginning somewhere between October 23 and November 6 for approximately four years, according to Purple Line and County Department of Transportation (DOT) representatives. This will impact use of the Long Branch Library, as the main access to the branch is along Arliss Street. MCPL is working with DOT and the Purple Line to be sure that detour signage indicates where to access the library.
- **Anniversary Celebrations**
 - Aspen Hill Library held its 50th anniversary celebration on Saturday, October 7.
 - Germantown Library celebrated 10 years of being at its present location on Saturday, October 7.
- **Refresh Projects**
 - The Quince Orchard Library will likely be ready to reopen in very early December. We are hoping that furniture ordered recently will arrive within the 8 to 10 week timeframe indicated by the vendor.
 - The White Oak Library refresh was slightly impacted by the discovery of additional asbestos used as packing around pipes being replaced, which meant a few days had to be devoted to abatement.
 - The Bethesda Library refresh is on schedule.
- **Staff Development and Training Day** was held for all MCPL staff on Monday, October 9, focusing on the themes of wellness and communication. Staff participated in wellness activities, learned about new technologies for use in programming, heard a very good presentation from the mental health organization EveryMind, and learned communication techniques during a very entertaining and engaging presentation by the Baltimore Improv Group.

CHAIR'S REPORT:

- Citizens for Maryland Libraries annual meeting on October 14 will be attended by Kim Durcho, Jane Williams, Michael Wallace, and Jim Montgomery (FOLMC).
- The Annual Joint Meeting is Wednesday, November 15 at Kensington Park Library beginning with a reception.
 - State of the Library and next steps
 - LAC and FOL chapter members should be invited.
- FOLMC has taken the lead on advocating for a higher level of cleaning in MCPL branches.
 - All members should ask the LACs to report any issues that they see in the bathrooms regarding cleaning to the branch managers. Collect this information in a spreadsheet.
 - Board liaisons should report this information at the Board meetings so that it is captured in the minutes.
 - Third year in a row that the over all funding for the cleaning of branches has been reduced.
 - There is a deep cleaning fund that is not a line item in MCPL's budget, and there is an overall cleaning budget for the entire county.

WORK GROUPS

- Legislative and Public Affairs (Durcho)
 - Important dates to remember regarding the election:
 - Candidate Filing Deadline - February 27, 2018
 - Voter Registration Deadline - June 5, 2018
 - Early Voting - June 14 - June 21, 2018
 - Primary Election - June 26, 2018
 - Focus on the County Executive forum.
 - Have small one-on-one meetings with candidates.
 - Arm those who will be attending the meetings with formal talking points and questions to ask the candidates.
 - Working on a candidate spreadsheet.
 - Currently five candidates are running for county executive and twenty for county council.
 - Board members can attend informal and formal meet and greets with candidates.
- LAC and Board Activities (Brooks)
 - LAC Handbook – a copy was sent by email for review.
 - Addition regarding LAC meetings for branches that are being refreshed.
 - Addition – Appendix A – LAC forms and templates.
 - Send any changes, edits, suggestions to Debbie Brooks by November 30, 2017. It will be edited and sent out for review. A vote will be taken at December meeting.
 - LAC annual reports – placeholders for those branches that are undergoing refreshes.
 - LAC Awards
 - Two nominations for the David Chiles Member of the Year Award were received. One for Jaime Robles and Jonina Duker.
 - After careful consideration of both nominations it was recommended that Jaime Robles be awarded the David Chiles Member of the Year Award for 2017.
 - The motion was made, seconded, and the vote was unanimous.
 - Ablard LAC Achievement Award
 - The Accessibility Advisory Committee was nominated and recommended for the Ablard Award.
 - The motion was made, seconded, and the vote carried.
 - Liaisons speak to the LACs regarding how important it is to have a county executive and council members who recognize the importance of libraries and are willing to support them. Encourage LAC members to attend at least one budget forum.

LIAISON REPORTS

- AAC – Awarded the Eleanor Ablard award.
- Davis – Five definite members including chair and co-chair. Chair is recruiting. Every meeting of the LAC, the Board liaison and branch manager need to be in attendance.
- Maggie Nightingale - Did not have a LAC meeting last month.

- Germantown - Asking to have the stripes repainted in the parking lot, as they are no longer visible in most spaces. Also planning a community outreach to a local retirement home in order to make retirees and the elderly feel more comfortable/welcome at the library. This is George Adams idea and Jan Baird-Adams the Germantown agency manager liked it.
- Noyes - Met Thursday, October 5, and agreed to pursue efforts to design and gain support for a sign designating the Noyes Children's Library and will forward its suggestions to the Board.
- Quince Orchard - Meeting Wednesday.
- Long Branch – No change in status. The branch manager is still trying to generate interest and recruit members.
- Little Falls – Attended my first meeting with the Little Falls LAC on Tuesday, September 26, 2017. The meeting was well attended, and I received a warm welcome. The following are excerpts from the Agency Manager's Report:
 - A. Collections:
 - The Branch opened with full shelves of books
 - It has been circulating a lot especially since Bethesda Library closed and many of their patrons were using Little Falls.
 - The collection of Legos in the children's room was discussed.
 - The Branch Managers is working with Mary Ellen Icaza to rollout the American girl dolls for circulation. He hopes to have a system in place soon.
 - B. Facility:
 - Everything is working well with the new facilities.
 - Complaints have been made that the hand drier in the downstairs bathroom is too loud; it disrupts people in the quiet room.
 - Complaints have been made about the lack of study carrels in the quiet room.
 - Complaints have been made concerning only one self-check out machine on the main floor. Little Falls is still slated to get another machine upstairs. The timeline depends on other factors regarding how MCPL addressed self-checkouts moving forward.
 - C. Programming:
 - Teen programs are well attended.
 - The literary saloon was well attended.
 - Over 100 people showed up for toddler time.
 - Adult computer classes will begin this fall.
 - D. Services:
 - Hours for the library will be changing to Monday – Thursday 10-8, Friday and Saturday 10-6.
 - Additional staffing will be added when the hours change with a new circulation person and another information specialist for the children's room.
 - Ten lending laptops are available for use in the library for three hours.
- Marilyn Praisner – Held its last meeting on September 21.
- November 3, the University of Maryland, College of Information Studies, is having a conference on diversity. There will be a discussion of the B. Parker Hamilton Scholarship by Parker Hamilton.
- Aspen Hill – The 50th anniversary celebration was held on October 7. It was well attended. Still need coverage for Saturday, December 2 meeting; Jane Williams volunteered to attend this meeting.

- Chevy Chase – The LAC is still defunct.
 - Silver Spring – Ian Clark from Montgomery County Police Department was invited to attend the meeting to discuss the people sleeping in the area near the library. Interested in signage for the lobby area and outside that really highlights the library.
 - Damascus – Had a meeting yesterday, not enough attendees so they conversed via email.
 - Potomac – Will meet on October 19.
 - White Oak - The White Oak LAC meets five times per year. The next session will be November 7.
 - Wheaton - The Wheaton LAC met September 18, with seven members and several guests present. The meeting focused on a design update for the new library, where the architectural firm’s representatives described what they look for in furnishing a facility, including stability, comfort, functionality, aesthetic and variety. The actual furniture for the new library will be purchased in July 2018. Here is what the DGS website for the new library and recreation center says:
 - Public input will soon be sought in selection of some library furniture. DGS will be placing furniture samples and fabrics in the Interim Wheaton Library this fall to solicit public feedback via an online Survey Monkey. Your feedback will help inform us in the selection of library furniture.
- Several sample chairs had been brought to the interim library for the LAC members to see and test out. The furniture in other libraries will also be looked at to see what is working. The new library and recreation center are set to open in the spring of 2019. In other LAC business, branch manager Dianne Whitaker reported there are continuing problems with the elevator to the interim library. She noted that small business programs and toddler times are still the most popular programs. LAC chair Carolyn Teich said that the LAC intends to participate in the November joint meeting of the MCLB and the FOL. The next regular meeting of the Wheaton LAC will be October 16.
- Montgomery College
 - Montgomery College has implemented a [Mobile Market](#) which provides fresh fruits, vegetables, and other foods as part of a [partnership between MC and the Capital Area Food Bank](#). The food is distributed on campus at no cost.
 - One Maryland One Book event with *Purple Hibiscus* author Chimamanda Ngozi Adichie was a very successful.

NEW BUSINESS:

None

OLD BUSINESS:

None

PUBLIC COMMENT:

Encourage everyone to come to the Joint meeting in November. [Jim Montgomery]

Delighted to be here. Just elected as the chair of the Potomac LAC. [Carol Leahy]

ADJOURNMENT:

Adjourned at 8:45 PM

Anita Vassallo, Acting Director