



**Library Board Meeting
December 13, 2017**

ATTENDEES: Brooks, Chiu, Christman, Durcho, Duval, Makar, Negro, Reedy, Rippeon, Williams, Wray

STAFF: Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary; Rita Gale, Assistant Director, Facilities and ADA

GUESTS: Jim Montgomery, Friends of the Library, Montgomery County Inc., Board of Trustees, Advocacy Chair

The meeting was called to order by Chair Reedy at 7:06 PM

The minutes from October 11, 2017 were approved.

LAC applications were approved.

DIRECTOR'S REPORT:

- FY18 Savings Plan - All departments have been directed by Chief Administrative Officer Tim Firestine to identify a 2% savings from their current FY18 tax-supported budgets. For Libraries, this means our target for the savings plan is \$848,752. Administration is working to identify where in our FY18 budget we can locate the required amount. In addition, the County has instituted a position exemption process for all departments, and a procurement exemption process, which means that we will have to write a justification for any position that we wish to fill, and for items that we wish to purchase.
- FY19 Budget – MCPL has already submitted a FY19 Operating Budget with a 3% savings plan (\$1,295,044), as we were tasked to do as part of our budget submission process. In addition, we have been asked to prepare an additional 1% reduction (\$431,681) for FY19, for a total of 4% (\$1,726,725). We are working to identify areas where we can reduce expenditures. Some of money that was in the Capital Improvement Program budget for 21st Century Technology updates/enhancements has already been taken by the Office of Management and Budget. MCPL was allowed to keep approximately \$500K for safety and security improvements.
- Grand Reopening of the Quince Orchard branch is scheduled for Saturday, December 16 at 10:00 a.m. County Executive Leggett and Councilmembers Riemer, Leventhal, and Katz plan to attend.
- The following change in titles and portfolios of the Public Services Administrators will become effective January 1, 2018:
 - Rita Gale – Assistant Director, Facilities and ADA
Responsibilities include – CIP Projects, Building Maintenance, COOP, Workplace Safety, and ADA Compliance.

Branches supervised – Bethesda, Davis, Long Branch, Maggie Nightingale, Marilyn Praisner, Potomac, Quince Orchard, Wheaton, and White Oak.

- Mary Ellen Icaza – Assistant Director, Outreach and Programs
Responsibilities include – Programming, Partnerships, Community Engagement, Outreach, Early Literacy, and Workforce Development.

Branches supervised – Chevy Chase, Damascus, Gaithersburg, Germantown, Kensington Park, Little Falls, Noyes, Olney, and Silver Spring.

- James Donaldson – Acting Assistant Director, Collection and Technology
Responsibilities include – Collection Management, Interlibrary Loan, Digital Strategies, and Technology Management.

Branches supervised – Aspen Hill, Correctional Facility, Rockville Memorial, and Twinbrook.

The job title change to “Assistant Director” will bring MCPL more in line with the organizational job title structures in similar library systems. We are also shortening the wording that encompasses the areas of responsibility in order to use clear, plain language that will help our customers understand who in the administration should be contacted when they wish to make a suggestion or voice a concern.

- Movement of Branch Managers and Senior Librarians - On January 7, 2018, the following assignment changes will take effect:
 - Ann Stillman, current manager of the Gaithersburg branch, will transfer to Damascus, replacing Jan McHenry, who is retiring.
 - Branch Manager Cindy Schweinfest will move from Marilyn Praisner to Gaithersburg Library.
 - Tina (Rawhouser) Deifallah, current manager of the Potomac Library, will take up the manager position at Marilyn Praisner Library.
 - Adrienne Miles-Holderbaum, currently at Olney Library, will transfer to the Germantown Library to fill the position of Senior Librarian, which was vacated by the voluntary move of Chang-Yu Hsaio to Librarian II Adult at Rockville Memorial.
 - Alessandro Russo, the current Senior Librarian at Rockville Memorial, will transfer to Olney to take the Senior Librarian position there.
 - Linda Curvey-Brown, the current Senior Librarian/Manager at the Montgomery County Correctional Facility Library, will transfer to Rockville Memorial to take that Senior Librarian position.

In addition, Roman Santillan, LII Adult at the Silver Spring Library, has been temporarily promoted to Acting Senior Librarian at Silver Spring, filling the position vacated by Carolyn Bogardus in her move to Acting Branch Manager at Olney.

- We will be hiring for the branch manager at Potomac Library.
- A targeted recruitment will be done for the Montgomery County Correctional Facility Library.
- NEA Big Read - MCPL received a National Endowment for the Arts (NEA) Big Read grant in partnership with the Friends of the Library, Montgomery County, Montgomery Community Media, and the Gaithersburg Book Festival. The Big Read goal for Montgomery County is to have a shared reading experience and facilitate dialogue about the immigrant experience. The featured book, *The Beautiful Things that Heaven Bears* by Dinaw Mengestu, tells the story of the immigrant experience in Montgomery County and the Washington metropolitan area. From April to June, there will be many opportunities to discuss the book and the topic at author events, literary salons, musical programs, and book discussion groups. The NEA Big Read committee plans to have a

full list of programs and events available this winter. Copies of the book are available at your local MCPL branches in print and downloadable formats and for purchase at the FOLMC bookstores.

- Furniture Survey at Wheaton – MCPL and the Department of General Services are conducting an online survey that began November 19 and will conclude on December 15. The purpose of the survey is to solicit feedback about proposed library furniture selections for the new Wheaton Library. The proposed furniture was made available to view and sit in at the Wheaton Interim Library from November 19 to December 15 during normal business hours for the branch.
- FY19 Operating Budget Forums
 - Monday, January 8, 7 p.m. at the Bethesda-Chevy Chase Regional Services Center, 4805 Edgemoor Lane, Bethesda
 - Wednesday, January 24 – 7 p.m. at the Mid-County Community Center, 2004 Queensguard Road, Silver Spring
 - Monday, January 29 – 7 p.m. at BlackRock Center for the Arts, 12901 Town Commons Drive, Germantown
 - Tuesday, January 30 – 7 p.m. at the Silver Spring Civic Building, One Veterans Place, Silver Spring
 - Wednesday, January 31 at 7 p.m. at Eastern Montgomery Regional Services Center, 3300 Briggs Chaney Road, Silver Spring

PRESENTATION:

Refresh Project Update – Rita Gale, Assistant Director, Facilities and ADA

- Reopening Quince Orchard on Saturday, December 16. Expect to reopen White Oak and Bethesda libraries in the spring.
- MCPL applied for State grant funds in the amount of \$500K for each library – Bethesda, Quince Orchard, and White Oak. The County has to match these funds, which is challenging.
- Design will begin in January for Long Branch, Maggie Nightingale (MN), and Marilyn Praisner libraries.
 - The contract for architect ended in June. A Request for Proposal (RFP) was put out.
 - FY18 projects will not be completed in FY18.
 - Design will take six (6) months.
 - MCPL applied for State grant funds for two of the three projects (MN is in a leased space).
 - There is a total of \$5M in the grant fund for all the library systems in the State. MCPL asked for over \$200K for each project, and was awarded \$100K for each.
- The first branch, Twinbrook, was closed for refresh in July 2015, and the 6th branch, Quince Orchard, was reopened after refresh in December 2017; that is less than 30 months to refresh six branches. It would have taken 30 years to completely renovate one branch.
 - The Refresh Program is a real good deal for the County.
- MCPL tries to collaborate with other departments while doing these renovations.

- Working with the ADA Compliance Unit on moving the handicap parking spaces at the Bethesda branch, the ramp to the front door at White Oak, and the parking spaces and front entrance at Quince Orchard.
- There were five library facilities on the Department of Justice’s list requiring attention; all have been addressed with the exception of Long Branch.

CHAIR’S REPORT:

- November 15 Joint meeting with the FOL and LACs.
 - LAC awards were given and the State of the Library presented.
- January 10, 7 PM at the Rockville Memorial Library, 2nd Floor Meeting Room, the Joint Meeting II will be held.
 - Invite all the LAC members to attend.
 - Advocacy will be discussed.
 - At this meeting, it would be great to formulate questions to ask the candidates.
- Board members were asked to sign up to attend one or more of the County Executive’s budget forums.
- Quince Orchard will reopen on Saturday, December 16 at 10 AM.

WORK GROUPS:

- Legislative and Public Affairs (Rippeon)
 - An article regarding the County’s budget issues is in the Bethesda Beat.
 - Currently there are four candidates running for County Executive, and 43 running for County Council.
 - Wait until after the primary to schedule meetings with the candidates.
 - A list of names and contact information for all candidates has been compiled.
- Policy and Practices (Duval)
 - Open to suggestions for issues to undertake.
- LAC and Board Activities (Brooks)
 - LAC Handbook feedback
 - Changing “President” to “Chair.”
 - Deborah Brooks will again send the handbook to all Board members. It then needs to be sent to the Policies and Practices workgroup.
 - LAC application
 - Adding some guided questions to the LAC application or asking persons to attach their resumes to the applications.
 - Add place to identify if the application is new or reapply.
 - Add check boxes: Which of these would be of the most interest for you – advocacy, programming, facilities, collection, etc.
 - MCPL really needs input from the LACs on what their local communities need from their libraries.
 - Why would we turn away anyone who wants to serve on an LAC?
 - Attendance by LAC members – there is guidance in the LAC Handbook.
 - Confer with the particular LAC regarding their understanding of a simple quorum.

- Expectations and roles of the LAC members on the webpages are not in sync with those listed in the handbook.
- Missing annual reports from three LACs.

LIAISON REPORTS:

- Accessibility Advisory Committee (AAC)– Met on December 6. The library system is piloting books@home that is almost ready for rollout. Compiling a list of areas to explore such as programs for the blind, deaf, and other disabilities. There is also the Deaf Culture Digital Lab at Germantown Library. The AAC has toured Chevy Chase and Potomac.
- Davis – The LAC is meeting on December 19. Recruiting new members.
- Correctional Facility (MCCF) – The LAC has four enthusiastic, productive members. They are recruiting community members and getting programs at the facility. James Donaldson was at the last meeting, as well as the Warden and Deputy Warden. The Deputy Warden is in charge of programming. They are supportive of the libraries’ programming and are willing to advertise the programs. The Correctional Facility is still working with MCPL on book repair.
- Gaithersburg – Cancelled the December meeting.
- Olney – Meeting next Wednesday, December 20.
- Aspen Hill – Could not get the meeting room in order to hold their December meeting. Their next meeting has been scheduled for January 8. Someone from the LAC is planning to attend each budget forum.
- Chevy Chase – The LAC is still not active.
- Public Schools (MCPS) – The NACo award ceremony was held today at the Silver Spring Civic Center. There was entertainment and a keynote speaker. The speaker was Hyong Yi, author of *100 Love Notes*; whose work illustrated how a strong community can really support its residents. The Library Link initiative was awarded. This initiative has done well with the elementary students. After winter break they will take the initiative to middle schools and high schools. Working with Mary Ellen Icaza and Clotilde Puertolas on the plan.
MCPS is going through budget trials. Impact hitting this week; 100 jobs are impacted. Hoping to just move people around. A lot of director positions are impacted. In mid-December, the superintendent will present the budget. On January 10 and 16, there will be board meetings where residents can come and make presentations. Signup runs from December 22 to January 10. January 18 and 25, the board will hold work session on the Operating Budget. February 13, the School Board will take tentative action on the recommended Operating Budget. On March 15 the County Executive releases his recommended budget. The MCPS Operating budget will be adopted on June 1.
- Silver Spring – Met on November 20. The liaison was unable to attend. From notes: there is concern about the Purple Line; there is a Silver Spring Citizens Purple Line committee in place. There is also concern regarding the old Silver Spring library site. It was suggested that the LAC submit a letter in support of one particular group to move into the site. The lion statue has been moved. The LAC meets again December 18.
- Kensington Park - Met on December 5. Jane Williams attended in Kim Durcho’s stead. Four members were present. With branch manager Karen Miller, the group discussed the idea of a March field trip to collection development and processing operations. KP staffer Paulette Johnson attended the LAC session for a time to talk about her job and

give information on customer feedback. The LAC spent some time talking about outreach via community newsletters and social media. It also touched on recruiting new LAC members. March 6 is the group's next regularly scheduled meeting.

- Rockville Memorial – Remains in defunct status. The one person who expressed interest is now attending Twinbrook LAC meetings.
- Twinbrook – Met in November. Moving forward with outreach efforts. Each LAC meeting will have a theme, such as collection, technology, etc. Interested in having an LAC poster; tap into the graphic designer.
- Potomac – Next meeting is January 16.
- Damascus – Liaison could not attend the last meeting.
- Quince Orchard – The last meeting was October 18 at Gaithersburg and Rita Gale attended. The focus was on the refresh. Hoping the LAC members will come back after the reopening. The chair will start recruiting.
- Noyes - The last meeting was November 2; the liaison was not able to attend. The group is working on two projects – street signs in two locations identifying Noyes Library; and a letter from the community asking the administration to expand library hours by adding an additional day. Preparing testimony for the budget hearings.
- Maggie Nightingale - No meeting since the last report.
- Germantown – Met on November 16. The new LAC chair is Connie Robinson, who has a goal to have a teen representative on the LAC. Some stats from the 10-year anniversary celebration in October: 135 faces painted by two clowns; 85 attendees for the Deaf Culture fairytale; 52 attended the jazz programs; with approximately 500 additional people through the door. New carpeting was selected for the facility. The next meeting is scheduled for January 18.
- Little Falls – Met on December 5; it was a great meeting. Shared the statistics from the Joint Meeting. Shared the budget forum dates; they are aware there are budget issues. Knew about the budget forums, buttons, colors. Meet again on March 6. Interested in libraries' programs and activities.
- Long Branch – Challenges with the Purple Line and refresh. No LAC.
- Wheaton Interim – The Wheaton LAC met October 16 with six members present. Branch manager Dianne Whitaker will let the LAC know when the sample furniture arrives. There will be an online survey November 19 – December 17 to solicit feedback from the Wheaton community about proposed furniture selections for the new Wheaton Library. LAC member suggested more Express books for the interim library, which Dianne Whitaker said she will request. The LAC participated in the November Joint Meeting of the MCLB, LACs and the FOL rather than having a separate meeting. The next regular meeting of the Wheaton LAC will be December 18.
- White Oak - Met November 7 with six members present. Branch manager Angelisa Hawes reported on the refresh project's progress, with drywall, new ceiling tiles, lighting and carpeting going in or scheduled for later in the month. The revised opening date will be spring 2018. The opening will be announced and publicized four weeks prior to the opening date. Two members of the White Oak LAC attended the November Joint Meeting of the MCLB, LACs and the FOL. The next White Oak meeting will be January 2.
- Montgomery College (MC) – The number of students is going down. Ethnographic studies after four years has resulted in the refurbishment for three libraries being moved to the capital budget. If everything stays on schedule and the funding comes, in FY19, they will begin the architectural design for the first library. There is a consortium, Maryland Community College Library Consortium, comprised of sixteen community

college libraries. The directors of these libraries meet three times a year. The conversation has been around metrics and sharing metrics. The goal is to establish internal benchmarking and identify new metrics to use. The Independent College and University Association, part of American Library Association, has done similar work with focus on college and research libraries. They are now determining how to better serve community college libraries.

- **Follow-up questions; comments; discussion:**

- How the Purple Line construction is impacting access to the Long Branch Library.
- Not able to add hours to Noyes due to budget constraints.
- Funding is not available to recarpet the Germantown Library at this time. Will have to wait until the refresh.
- Send the LAC a copy of the report that the liaison will be giving at the meeting. It is very helpful, especially if the liaison misses the meeting.
- Aspen Hill and collection development. Deborah Brooks and Anita Vassallo will talk about this. Next library board meeting, talk about collection development as it relates to the refresh projects.
- How MCPL can support a heritage festival.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

Looking forward to the January 10 Joint Meeting II. We should have some feel for the budget situation after attending the January 8 budget forum. Seeking nominations for the Librarian's Choice Award – hope that Library Board members will make some nominations. Library Lovers Month kicks off on February 3 at Aspen Hill. [Jim Montgomery]

ADJOURNMENT:

Adjourned at 9:15 PM