



**Library Board Meeting
February 14, 2018**

ATTENDEES: Chiu, Durcho, Duval, Negro, Rippeon, Reedy, Wallace, Williams, Wray

STAFF: Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary; James Donaldson, Acting Assistant Director, Technology and Collection Management

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

The minutes from the December 13, 2017 were approved.

LAC applications were approved.

PRESENTATION: James Donaldson, Acting Assistant Director, Collection Management and Technology

- Implementations:
 - Expanding Vocera devices that are now at Silver Spring to Gaithersburg, Germantown, Long Branch, Little Falls, and Rockville Memorial. These devices are used to contact other staff who are in different areas of the branches and to call 911 if necessary. Another quote has been requested to implement these devices at Bethesda.
 - Rockville Memorial now has a point of sale cash register. Work is being done to expand this type of register to Bethesda and White Oak before they are reopened.
 - Mobile hotspots will be available for customer checkout at Aspen Hill, Gaithersburg, Maggie Nightingale, and Marilyn Praisner. Customers can check out laptops and hotspots for up to two weeks. This initiative will help close the digital divide.
 - AWE early literacy tablets are now available to be checked out for use inhouse at Maggie Nightingale, Marilyn Praisner, Noyes, and Rockville Memorial.
 - Expanding inhouse laptop collections – The laptops can be borrowed for up to three hours for use in the branch. Customers can print from these laptops.
 - Smart TVs are already in place in the meeting rooms at Aspen, Davis and Little Falls. Staff and public can connect to the internet via the smart TVs. There are plans to expand to other branches in a future fiscal year.
 - Cloud Connector allows Technology Management (TM) staff to remotely update software. TM staff will be able to automate a lot of their work using Cloud Connector.
 - Cloud Connector will allow TM staff to remotely upload to public PCs free software such as: GIMP, Inkscape, Audacity, Blender, and Roblox.
 - Tested phone notifications for holds. Launching a campaign to move those receiving postcards notifications to phone notifications.
 - Library of Things will be implemented beginning with musical instruments. This

will be housed at the Twinbrook branch. Will be co-promoted with the Artistworks database.

- A request for proposal for a new self-checkout vendor has gone out in order to purchase new updated self-checkout machines.
- Quotes are being obtained for network upgrades to be done at Rockville Memorial and Germantown.
- Closed circuit security cameras are being placed in meeting rooms that are located on lower levels of branches. This has already been implemented at Twinbrook, and will include Aspen Hill, Davis, Kensington Park, Little Falls, Long Branch and White Oak.

DIRECTOR'S REPORT:

- **FY19-24 Capital Improvements Program (CIP):** The Council's Health and Human Services Committee held a work session on February 12 on the FY19-24 CIP projects for Libraries. The Committee accepted the recommendations put before them.
 - 21st Century Library Enhancements – The recommended FY19-24 CIP expenditure is unchanged compared to the FY17-22 CIP. The project was reduced by \$350,000 as part of the FY18 Savings Plan and several projects scheduled in FY18 were deferred to FY19. Projects related to safety and security will proceed as planned.
 - Library Refurbishment (Refresh Projects) –Going forward, the number of planned refresh projects will be reduced from three to two per year. The shift will not significantly impact the rate of refresh projects. Now that several branches have been refreshed, the Department of General Services indicated that refreshing two branches per year is more feasible.
 - FY18 branches – Long Branch, Maggie Nightingale, Marilyn J. Praisner
 - FY19 branches – Chevy Chase and Germantown
 - FY20 branches – Damascus and Potomac
 - Noyes Library for Young Children – The project remains in design phase while fundraising is completed by the Noyes Children's Library Foundation. The Foundation anticipates being able to raise the needed \$1M by the end of this calendar year.
 - Clarksburg Library – The expenditures for this project only include those for planning, design and supervision (PDS). The recommendation was to delay the PDS expenditures from FY21 and 22 to FY23 and 24. The decision to shift funding for Clarksburg was based on the progress on the private development of the Town Center.
- **Position Exemptions**
 - Rita Gale will be retiring effective June 30, 2018. We have received permission to advertise to fill her position; the ad was posted today. The position is be advertised nationally.
 - There are currently six other positions for which exemptions have been requested.
- **Branch Reopenings** – White Oak is scheduled to reopen on April 2 at 10 a.m.; Bethesda is scheduled to reopen on April 14, 10 a.m.
- **Collection Development – Related to Refresh Projects**
 - MCPL uses software called Collection HQ which monitors every item in our collection.
 - Each month we receive two reports - dead stock and grubby.
 - When the branch closes, we have all items returned back to us. Staff look at:

- Condition, currency, circulation, and balance.
- Each item is reviewed by a professional staff person.
- At the end of the process, there are a fair number of items that are removed from the collection.
- Branches have money to reorder books quickly.
- The nonfiction goes through the same process. Currency is very important for this collection – especially science and health.
- Collection policy is on the website.
<http://montgomerycountymd.gov/Library/Resources/Files/about/collection.pdf>

CHAIR'S REPORT:

- Thanks to the Board members who attended the budget forums.
- Invite the Library Board applicants to the next meeting as guests.
- There are five LACs without liaisons. Nabil Makar is currently not able to attend the Damascus or Potomac LAC meetings.
 - Jensen Chiu will temporarily liaise with the Gaithersburg LAC.
 - Brandon Rippeon will be the temporary liaison for Potomac.
 - The temporary liaison for Chevy Chase will be Michael Wallace.
 - Bill Duval will be the liaison for Bethesda.
 - Marilyn Praisner, Gaithersburg and Damascus still need liaisons.

WORK GROUPS:

- Legislative and Public Affairs (Rippeon, Durcho)
 - Thanks to everyone for attending the budget forums.
 - Working with Ari Brooks, Executive Director for Friends of the Library, Montgomery County (FOLMC), to include some advocacy and toolkit pieces in the FOLMC's *In the Know* newsletter.
 - Drafting sample letters that members can use to send to Council members.
 - Participating in the advocacy workgroup phone calls with FOLMC which are usually the 3rd Wednesday of each month.
 - There are seven candidates who have filed to run for County Executive and 33 for at large seats, plus those running for the district seats.
 - Try to attend any candidate events/forums and ask questions.
 - A candidate forum is coming up in Poolesville on February 20.
 - Aspen Hill FOL and LAC will be conducting candidate forums for Council districts 3, 4, and at-large; County Executive; and the respective congressional district.
 - *In the Know* – let LAC chairs know they can sign up for this newsletter.
- Policy and Practices (Duval)
 - Will review the LAC Handbook after all revisions have been made.
- LAC and Board Activities (Wallace)
 - Recruitment flyer for LACs.
 - Review the flyer and handbook and submit to the Policy and Practices workgroup.
 - Michael Wallace will be the lead on the LAC and Board Activities workgroup.
 - Comments regarding the handbook should be sent to Michael Wallace and Tanner Wray by March 5, 2018.

- Send any comments that had been submitted previously to Tanner Wray.
- Would appreciate help and support for this workgroup.

LIAISON REPORTS

- Accessibility Advisory Committee - Has not met since the last Board meeting.
- Davis - Has not met since the last Board meeting.
- Gaithersburg – Met yesterday. Doing well, very active. Had a book sale. New branch manager was formally at Marilyn Praisner.
- Olney – Has not met since the last Board meeting. The members attended the Joint Meeting II that was held in January.
- Aspen Hill – It is very important to have a liaison for Aspen Hill; they are a very passionate and active group.
- Silver Spring – Purple Line is again a hot topic; what it will mean to the flow of traffic. Library signage – want something more prominent. Plan to draft a letter to Hans Riemer, Anita Vassallo and copy Kathleen Reedy regarding the mechanical issues at Silver Spring. They want a base for the lion statue. Want Acting Director Vassallo to attend an upcoming meeting.
- Kensington Park – Has not met since the last Board meeting.
- Rockville Memorial - No luck in recruiting LAC members.
- Twinbrook – Members looked at upcoming programs to determine who can attend. The theme for the next meeting is the Catalog – compare Sirsidynax to other systems. March meeting theme is collections.
- Quince Orchard – First meeting since the reopening of the branch will be held next Tuesday.
- Noyes – Met on February 1. Half of the group attended. Still in fundraising mode. Will share other fundraising events. Drafted a letter regarding signage for the library. Next meeting is April 10.
- Maggie Nightingale – Met on Monday, February 12. Will host a jazz concert after 4 PM on Saturday. In celebration of Black History Month, they will have a program in which virtual reality goggles will be used to view the march from Selma to Montgomery. There are inoperative smoke alarms at the branch for which staff has contacted General Services. Ralph Hitchens requests permission to hold a community focus group on what the refreshed library should look like.
- Germantown – Question about the outside monument sign; it is damaged. State grant will pay for a new sign that will also announce the Deaf Culture Digital Library. Restriping the parking lot has been requested. Working with a local retirement home to bring seniors on a specified day to use the library. The last meeting was January 18.
- Little Falls – Next meeting is March 6.
- Long Branch – Has reached out to the branch manager with no forthcoming communication.
- MCCF – Had a poetry contest with over 50 inmates participating.
- Wheaton - The Wheaton LAC met January 22, with seven members, two prospective members, and one guest present. Branch manager Dianne Whitaker reported there were 100 responses to the survey on the sample furniture, with over 80% of the chairs being considered comfortable. She said the January 13 InterAct Family Story Theatre was the most successful program yet in the interim library, with 60+ people showing up. Whitaker reminded everyone that the library welcomes requests from the community for specific titles desired.

- White Oak - The White Oak LAC met January 2, with four members present. Branch manager Angelisa Hawes reported on the refresh project's progress, with carpeting done, doors ready to go in, and shelving in the children's area complete. She and others are starting to line up programs like workforce development, applying for jobs, poetry, etc., and summer reading starting in June.
 - The chairs of both Wheaton and White Oak Library Advisory Committees attended Mr. Leggett's Mid-County and East County forums on the FY19 operating budget. Other members of the LACs may have attended forums as well.
- Follow-up questions; comments; discussion:
 - Acting Director Vassallo talked about signage for Silver Spring with the architect. Banners can be put in inexpensively on the light posts. Some signage for the lobby area can also be created.
 - A correspondence regarding the mechanical issues at Silver Spring should be addressed to David Dise, Director, Department of General Services.
 - There is a good chance the post office will be on the first floor of the Silver Spring Library. This would be temporary.
 - Once the landscaping is in, the lion statue will look better. It is higher than it was at the former Silver Spring library site.
 - Eric Carzon is splitting his time between his assigned branch, Twinbrook, and Aspen Hill.
 - Anita Vassallo can attend the March LAC meeting at Twinbrook to talk about collections.
 - New liaisons should contact the respective LAC chairs.
 - Once the design phase begins for the upcoming refresh projects, meetings will be held with the community for comments and input.
 - Anita Vassallo will talk to Rita Gale regarding the signage at Germantown.
 - The warden and deputy warden are very passionate about offering more for the inmates at the Correctional Facility.

OLD BUSINESS:

- January Joint Meeting – Educating at the budget forums and meetings.
 - Kim Durcho will check on the status of the position statement drafted in conjunction with the Friends of the Library, Montgomery County.

NEW BUSINESS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

Adjourned at 9:17 PM