



**Library Board Meeting
May 9, 2018**

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

STAFF: Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary; Lori Casamento, Library Associate, Olney Library; Sandy Dowling, Library Associate, Aspen Hill Library

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

The meeting was called to order by Chair Reedy at 7:04 PM

Introductions – Board members, guests, and staff self-introduced.

The minutes from the April 11, 2018 were approved.

The LAC applications were approved after discussion.

- Davis LAC – Dacy
- Silver Spring LAC – Boggess and Okosui

PRESENTATION: Collections, Purchases, Customer Needs – Anita Vassallo

- MCPL has received a number of questions from the LACs and some from the public regarding our collection and how it is managed.
- The [Collection Policy](#) is on our website which includes information regarding:
 - Materials selection
 - General selection criteria
 - Gifts
 - Opening day collections
 - Cooperative agreements
 - Materials deselection (also called weeding)
 - Intellectual freedom
- Collection Management (CM) Unit
 - This is where all the orders are placed for our materials.
 - The Selectors, who all have Masters in Library Science, use their expertise along with feedback from the branches, and purchase suggestions in selecting materials. There are selectors for the following materials: Adult (fiction and non-fiction), Children (fiction, non-fiction, picture books), and Teen.
 - Collection budget for FY18 is \$6,687,170.

- Print and audiovisual – \$3,835,000
 - Adult non-fiction (\$840K) is the largest budgeted, followed by adult fiction (\$700K), and then picture books (\$385K), followed by Adult express DVDs (\$300K), adult books on CDs (\$265K), Children’s non-fiction (\$265K).
 - World Language Collection – Spanish (\$25K), Chinese and Vietnamese (\$15K), Amharic (\$8K), Farsi (\$8K), French (\$15) and Russian (\$5K).
 - There is a push to provide African francophone materials. MCPL is working to get these materials.
- Electronic Resources - \$2M
 - Lynda.com, downloadable audio, e-magazines, Value Line, etc.
 - Magazines (print), newspapers (print), and public performance rights for movies.
- Selectors have grids based on topic areas. They use these grids to disperse the materials to all of the branches.
 - Determine how many items, if any, of each material go to each branch.
 - The selectors also look at the makeup of the communities to determine what to purchase.
 - They also review the purchase suggestion forms submitted by residents.
- MCPL uses Baker & Taylor (B&T) and Ingram. There are other vendors used for the World Language collections.
- The ordered items are delivered to the CM loading dock. There are many boxes that are delivered each day, all containing packing slips/invoices that have to be checked against the boxed order; entered into the system; and properly paid for.
- The next step is to give the materials to the Catalogers who typically use the Library of Congress information that is in each book. The materials are then sent to the Processors.
- The Processors apply the branch labels and other identifying labels to the materials.
- Drop shipped materials do not go to CM, but directly from B&T to the branches. Branch staff do the processing.
 - Lease books are always drop shipped.
- Some customers want to know why and how we get rid of books.
 - Libraries have limited space.
 - Materials are evaluated in several different ways: for condition, currency, and circulation.
 - Collection HQ is a tool used that provides guidance on actions to take to improve collection performance.
 - Every month a file is sent of all the items in each branch that have not circulated in over one year. Staff pull these materials, and they are evaluated again by professional staff members.
 - MCPL is getting ready to institute the transfer function. A report can be run for what might not be popular in one branch and move items to a branch where they would be popular. The branch that is looking for materials will be doing the pulling.
- Electronic resources are not curated the same way because they do not take physical space.

- MCPL is offering new databases:
 - Lynda.com, a well-known resource for professional improvement, was rolled out in the earlier part of this year.
 - Kanopy, an on-demand film streaming service, offers independent films, foreign films and documentaries. Library cardholders have access to 10 views per month. Kanopy will be officially rolled out on May 15. There have been approximately 11,000 visits since the soft launch on May 1. Top film so far – *Eastern Mystics*.
- Leasing books is not less expensive, but it allows MCPL to manage demand for bestsellers and popular titles. If the leased books are not circulating, they can be returned to the vendor at any time.
- Kelly Cooper is the new Senior Librarian for Collection Management; her first day is next week.
- The cost for Collection HQ is \$29,000 annually.

DIRECTOR'S REPORT:

- **Refresh Projects for FY19**
 - Marilyn Praisner
 - Design: April – September
 - Bid Process: October/November
 - Construction: December 2018 – April 2019
 - Long Branch
 - Design: May - October
 - Bid Process: November/December
 - Construction: January 2019-June 2019
 - Maggie Nightingale
 - Design: June - September
 - Bid Process: October/November
 - Construction: December 2018- March 2019
 - During the scoping meeting, the Department of General Services indicated that this project may be managed with an inhouse architect.
- **Personnel**
 - Transfers
 - Christian Wilson transferred from Davis to Silver Spring
 - New Hire:
 - Lindsey Phelan was hired as a Program Specialist for the Deaf Culture Digital Library
 - Separations from County:
 - Mirodi Bae, Theresa Kolacek, Patricia Buck, and Kenneth Lewis have separated from County service.
 - Promotions:
 - Angelisa Hawes was promoted from Branch Manager to Assistant Director for Facilities and ADA. Permission was granted to back fill the job for a two-month transfer of knowledge period.
- Libraries FY19 Operating Budget was before the full Council today. A recommendation for the reconciliation list was to add hours back for Long Branch and Damascus. This will be voted on, and the outcome known when Council submits its final budget.

- On Tuesday, May 8, James Donaldson, Acting Assistant Director for Information Technology and Collections, and I visited Congressman Jamie Raskin’s office for National Library Legislative Day. He is a very good supporter of libraries. Spoke at the Connie Morella opening.
- On May 1, MCPL soft launched **Kanopy**, which is a video streaming service providing access to more than 30,000 independent and documentary films including titles of unique social and cultural value from The Criterion Collection, The Great Courses, Media Education Foundation, and thousands of independent filmmakers. Kanopy’s catalog of thousands of titles includes festival favorites and popular picks selected for their insight into other cultures, perspectives, and beliefs. Kanopy also offers children’s programming with Kanopy Kids. Parents can select from videos for children of all ages that promote social and emotional development and inspire creativity. Kanopy is free to MCPL cardholders, who may download up to 10 selections a month. The official launch is May 15.
- There will be **extended weekend hours** during the summer at the [Connie Morella \(Bethesda\)](#), [Gaithersburg](#), [Germantown](#), [Rockville Memorial](#), and [Silver Spring](#) branches beginning Friday, June 1, 2018 through Saturday, August 25, 2018. Open hours at these branches during this time will be Monday - Thursday, 9:00 AM - 9:00 PM, Friday and Saturday 10:00 AM - 9:00 PM, and Sunday 1:00 PM - 5:00 PM.
- Summer Read and Learn kicks off on June 9 and runs through September 9. This year’s theme is “Libraries Rock.”
- The first in our second series of Contemporary Conversations @ MCPL will be held on June 9, 7:30 p.m., at the Silver Spring Library featuring [Dinaw Mengestu](#), author of the Montgomery Big Read selection, *[The Beautiful Things that Heaven Bears](#)*.
- Statistics and information/feedback on the **Children’s Fines and Fees pilot**, which ends on June 10, 2018, is being compiled and readied for analyzation. After the analysis is reviewed, a decision memo will be drafted to submit to the County Executive. The Board will review the decision memo before it is submitted.
- Soft launch of the loaner laptops and hotspots at Aspen Hill, Gaithersburg, Maggie Nightingale, and Marilyn Praisner. Circulation to date:
 - Aspen Hill – 3 of 10 in circulation
 - Gaithersburg - 20 with 35 circs.
 - Maggie Nightingale – 10 all out in circulation
 - Marilyn Praisner - 10 all out in circulation
- Internal laptop use from January through May 9: Aspen Hill – 611, Damascus -2, Connie Morella (Bethesda) - 14, Silver Spring -2618

CHAIR’S REPORT:

- The potluck sponsored by FOLMC was poorly attended by Library Board members, but well attended by Library staff.
- There are Council visits and full Council meetings for which there needs to be a presence by Library Board members.

WORK GROUPS:

- Legislative and Public Affairs (Rippeon, Durcho)
 - Spoke with Jim Montgomery and was briefed on the visit with Councilmember Leventhal.
 - Library Board and FOLMC will be drafting a letter to let Council know how important it is to fund these projects.
 - County is going to a performance-based janitorial and custodial contract on a trial six-month basis. It was formerly based on time and materials.
 - The Transportation, Infrastructure, Energy and Environment Committee recommended that Council review this after the six-month period.
 - Priorities for cleaning:
 - First, wash all the window in all branches.
 - Next, all carpets shampooed.
 - If there is money remaining, deep cleaning of the restrooms.
 - FOLMC and the Library Board will work on a system to gauge the success of this six-month trial.
 - Kim Durcho and Brandon Rippeon will get a list of Board members who are available during the day who can attend meetings with the Council members on short notice.
- Policy and Practices (Duval, Williams, Negro)
 - LAC Handbook and Board Manual were sent to the County Executive's office for review.
 - New members are welcome to join this workgroup.
- LAC and Board Activities (Wallace)
 - LAC brochure – recommended changes were implemented.
 - It is generic.
 - It will be printed.
 - A copy of the LAC brochure will be sent to all members.

LIAISON REPORTS:

- Accessibility Advisory Committee – Has not meet since the April meeting of the Board.
- Davis – Has not meet since the April meeting of the Board.
- Kensington Park – Meets in June.
- Olney – Met in April, all is well there. May or June, vote for the chair. They have a lot of activities. They have two ESOL programs a week, with one on Sunday the other on Monday. Over 230 people have attended the programs with over 60 countries represented and 38 languages; two LAC members lead that initiative.
- Gaithersburg – Meet monthly
- MCPS – Winding down the school year; taking standardized assessments (PARCC), media centers providing data for the Maryland State Department of Education annual report. Will have the State results in December for comparison. New elementary school opening in September, Bayard Rustin ES. MCPS' website has a great bio on Mr. Rustin. This is a K-5 school, pulling highly from College Gardens. MCPS is opening about a school a year for the next five years. Will be really busy in August putting books on shelves. School system has a curriculum review – instead of writing their own, go to a

purchased curriculum. There is an RFP. End of month should have identified a publisher. It will be a three-year rollout for the new curriculum.

- Silver Spring – Met on April 16. Acting Director Anita Vassallo the meeting and addressed some of the LAC’s concerns. Discussion included survey results and lion statue. May 21 next meeting. Planning to vote on next year’s officers.
- Aspen Hill – Met on April 21. It was a very difficult meeting with a lengthy list of issues, most of which concerned the retirement of Ken Lewis. There was also concern that they were not alerted to the flood on April 16. Expressed concern that they were not allowed to give their input on the LAC Handbook process. It is a living document and changes may be made at anytime. May 14 next meeting.
- Rockville Memorial – Had a great conversation with James Donaldson. Hope this will jump start the LAC recruitment.
- Twinbrook – Meets tomorrow. They had good attendance at the potluck. Establishing their agenda for the coming fiscal year.
- Noyes – Meeting postponed to May 17. Group is transitioning; three members have resigned. The current chair will not be seeking another term. The liaison from the Noyes Foundation has resigned; the Foundation has appointed a new person.
- Quince Orchard – Met on April 17. Concern that there is a lack of interest in the community. Former member wants to return. Considering game night for the older members of the community. When the brochure is printed and available, the liaison will go the branch and try to recruit volunteers.
- Germantown - May 17 is the next meeting.
- Maggie Nightingale – Tentative meeting scheduled for this month.
- White Oak – The new liaison has been briefed on White Oak and will be attending meeting on June 5.
- Long Branch – Will talk with Michael Wallace.
- Chevy Chase – LAC has a meeting scheduled for May 24, there are only two members, who have been communicating via email.
- Little Falls – Next meeting is June 5.
- Wheaton - Met April 16, with eight members present. Branch manager Dianne Whitaker reported on regular branch business and progress with the new Wheaton Library and Community Center. Discussion continued about building the opening-day collection for the new library. Various LAC members have canvassed neighbors and posted invitations to community listservs, asking for suggestions for the collection.
- White Oak - Did not meet in April and will not in May. Its next meeting will be June 5.
- Montgomery County Correctional Facility – Has not met since last Board meeting; will meet again in the fall.
- Montgomery College – Pilot of being open until midnight the week before finals and the week of graduation. Began the reaccreditation process in March which takes 2-3 years. There is a team of 10 who will verify all the information that the college has sent them. Formal reaccreditation this summer.
- Connie Morella (Bethesda) - Had their opening which was a huge event. There were many speakers such as Jamie Raskin, Cokie Roberts, First Lady Hogan, Anita Vassallo, and County Executive Leggett.
- Follow up
 - Currently have three branch manager vacancies, job announcement has gone out, taking this opportunity to do some adjustment in managerial assignments. Make announcement to the department next week.

- Have the Quince Orchard branch manager's supervisor speak with him regarding different ways to recruit volunteers.

OLD BUSINESS:

- Hector Morey will liaise with Gaithersburg LAC and Damascus LAC.

NEW BUSINESS:

None

PUBLIC COMMENT:

What is the status of the LAC Handbook? [Carol Leahy]

The LAC Handbook is still being reviewed by the County Executive's Office.

ADJOURNMENT:

Adjourned at 8:33 PM