



**Library Board Meeting  
July 11, 2018**

**ATTENDEES:** Chiu, Christman, Duval, Makar, Morey, Negro, Reedy, Villar, Wallace, Williams, Wray

**STAFF:** Anita Vassallo, Acting Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary

**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 7:05 PM

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

The minutes from the June 13, 2018 were approved with two corrections on page 4.

The LAC applications were approved.

- Wheaton LAC – Kawin and Myada
- Connie Morella LAC – Mitra
- Silver Spring LAC – Brantley and Watts

**DIRECTOR'S REPORT:**

- **Personnel**
  - Transfers
    - Catherine Wetmore, Library Associate II, transferred from Rockville Memorial to Aspen Hill.
  - Second interviews were conducted last week with the top candidates for the three vacant branch manager positions – Davis, Little Falls, and Potomac.
  - The candidate for the Correctional Facility Library position has turned down the offer.
  - Friday was Mary Ellen Icaza's (Assistant Director for Programs and Outreach) last day with MCPL.
    - Acting Director Vassallo will be supervising the Programs and Outreach Unit while the Assistant Director position is vacant.



## **CHAIR'S REPORT:**

- Review of the Schedule of Legislative and Public Affairs Activities calendar.
  - Joint meetings with the LACs and FOL chapters in November and January. These are not optional meetings.
    - LAC Awards are presented at the November joint meeting.
    - State of the Library presentation.
- In December, begin planning for the FY20 budget season.
  - This is a very important year with the change in elected officials.

## **WORK GROUP REPORTS:**

- Legislative and Public Affairs (Chiu)
  - Description of function: Draft schedule of activities; effectively communicate to the Council and County Executive; ensure attendance at the joint meetings; identify ways to get people to participate in meetings and hearings; draft talking points; key points; methods of communicating Libraries' story.
  - Highlights of activity accomplished: Advocacy and Voter Toolkits; hosting the Potluck with the Friends of the Library.
- Library Policy and Practices (Duval)
  - Description of function: Review the Libraries' policies and practices and how they affect services and programs; review the Library Board Manual annually; policies and operating procedures for the Board; make recommendations on the creation of, or changes to, policies, programs and delivery of services that significantly impact library users; review and make recommendations about library policy areas such as proposed changes in library service hours, major changes in loan periods and fines, revisions in policy on basic and fee-based services, and major changes in services such as holds/reserves, public awareness campaign, and press relations; make recommendations to the Library Board and the Department on Program of Requirements (POR) plans for new facilities or library renovations; advise on County Capital Improvement Programs (CIP); and advise on specific problem areas such as parking, lighting, and disabled access.
  - Highlights of activity accomplished: Children Fines and Fees pilot; Library Board Manual update; formalize the work groups.
  - Between now and September, work on updated Library Board Manual which will be voted on at the September Board meeting.
- Board and LAC Activities (Wallace)
  - Description of function: Planning and coordinating joint activities and events by the Board and LACs, (e.g. biannual and regional meetings such as ALA Day and Legislative Day in Annapolis); preparing materials, when needed, such as handbooks or briefing papers useful for orienting the new LAC members; review the LAC Handbook each fall; and coordinate with the LACs.
  - Highlights of activity accomplished: Update, revision, and streamlining of the LAC Handbook; LAC brochure revision; initiated the LAC annual report.
- Jane Williams will be the lead on the Board and LAC Activities group. Mike Wallace will be moving to the Policy and Practices work group. Carrie Villar will be a member of the Legislative and Public Affairs work group.

## **LIAISON REPORTS - Best Item of the Year:**

- **Accessibility Advisory Committee** - They visit, a year and a half in advance, the branches to be refreshed to make assessments and recommendations. Creating tip sheets for training library staff for how best to accommodate those with disabilities.
- **Davis** – Working on recruiting new members this year. Supporting the refresh project.
- **Olney** – In one month had 83 programs with over 1,700 attendees – very diverse programs. The LAC is following the rules and guidelines, works well with the acting manager.
- **Kensington Park** – Only second time visiting.
- **Marilyn Praisner** – Last meeting was in May, next meeting will be in August. Branch manager and head of LAC really want to make the LAC work. Library programs seem to be going well. In process of weeding in preparation for the refresh.
- **Connie Morella** – Has not yet attended an LAC meeting.
- **Montgomery County Public Schools** – Moving forward with Library Link; getting library cards to all the students in the system. Really nice partnership.
- **Rockville Memorial** – It still remains a challenge in getting recruitment efforts off the ground. The branch manager is working to gain some traction on recruiting.
- **Twinbrook** – Really great LAC. Boots on the ground, bringing back information to the group. Core group of dedicated people.
- **Gaithersburg** – Looking for more members. Circulation has increased. Making improvements to the parking lot. Laptops and hotspots have been circulating nicely. A lot of programs in the summer.
- **Damascus** – Looking for more members.
- **Noyes** – Really dedicated members. Very interactive with the branch manager. Happy with the programs. Want the library to have more hours and staff. New chair and some new members. Advocated for getting the sign in the neighborhood letting the community know the library is there. Meets at the Kensington Park Library.
- **Quince Orchard** – Now has three members. Designed a response bar to get people to sign up.
- **Long Branch** – Currently has no members.
- **Little Falls** – Next meeting is August 26. The ribbon cutting ceremony reopening the branch was a major highlight.
- **Chevy Chase** – No report.
- **Potomac** - This is a relatively new LAC group. They had a very solid meeting on May 15 with six members present. During this meeting they reviewed priorities and plans for the fall.
- **Wheaton Interim** - The October 11 meeting featured extra guests and the much-anticipated sample furniture for the new library, which LAC members and guests were invited to test out in advance of being placed on the library floor for a November public test and survey of the various seats.
- **White Oak** - This group's June 5 meeting was a triple-play: meeting for the first time in the refreshed library, welcoming its new branch manager on her first day, and having its 21-year chair relinquish that role.
- **Montgomery County Correctional Facility** – Group is in a rebuilding phase. Very interested in working with liaison in order to follow the guidelines. In January, it held its poetry competition. There were 40 poems submitted. The winners read their poems during a ceremony.

- **Montgomery College** – Five and a half years-worth of work coming to fruition in addressing the 21<sup>st</sup> century needs of the library - - restructuring and systematic institutional changes.
- **Follow-up:**
  - Who were the Noyes LAC working with to get the sign?
  - Noyes LAC members should speak with the Kensington Park branch manager to get the meeting room for their meetings. In the future, the meeting dates should be submitted to the manager in advance.
  - If a branch is closing for refresh, how aggressive should the recruitment process be?
    - Slowing the recruitment process would be beneficial to the overall health of the branch. One less thing on the branch manager’s plate.
    - Some LACs still met during the closures of the branches for the refreshes.
    - There are pros and cons for both.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

Urge everyone to show up at the joint meetings, especially the January meeting which sets the direction for the budget season. On behalf of FOLMC, wish Kathleen well and look forward to working with Jensen. [Jim Montgomery]

**PRESENTATION: Orientation of MCPL Structure – Anita Vassallo**

- Realigning the portfolios of the Assistant Directors.
- There are 21 branches plus the library at the Correctional Facility which is not open to the public.
- Branch libraries are looked at in groups depending on size – for purposes of hours.
- Larger libraries are open 9 AM – 9 PM Monday – Thursday; 10 AM – 6 PM Friday and Saturday; and 1 – 5 PM on Sunday. Those branches, sometimes referred to as Tier 1 branches, are: Connie Morella (Bethesda), Gaithersburg, Germantown, Olney, Quince Orchard, Rockville Memorial, and Silver Spring.
- Hours and staffing complements decrease moving from the larger to smaller branches.
- Larger libraries structure:
  - branch manager
  - senior librarian (assistant manager)
  - library assistant supervisor - LAS (oversees the circulation staff)
  - library assistant II (supervises pages/shelving assistants and in charge of volunteers)
  - library assistant I (checking materials in)
  - library desk assistant (part-time, staff the service desk)

- library aide (part-time, off the desk hold returns, pages/shelving assistants)
- pages/shelving assistants
- The larger branches also have a librarian I and two librarian IIs that fall under the senior librarians. These librarians are lead workers who specialize in collection knowledge. They manage certain sections of the branch collection. They lead their teams in programming.
- Library Associate – not required to have an MLIS, required to complete a 6 month state certification course in order to provide “information” assistance.
- All branches, with the exception of Long Branch and Damascus, have two librarian IIs. There two branches have not had hours restored.
- At one point there was a full staffing complement at all branches, but there have been positions lost over the years.
- There is no porter or cleaning staff person assigned to the branches for cleaning.
- MCPL administration:
  - Acting director – responsible for overseeing the library system as a whole. Liaison to the other county departments
  - Assistant Directors – there are currently three
    - Collection and Technology – oversees seven branches, Technology Management (manager and staff); Digital Strategies unit; supporting services (drivers); Deaf Culture Digital Library; 21<sup>st</sup> Century technology fund
    - Facilities and ADA – oversees seven branches, coordinator for all ADA and all the refresh projects; all facilities maintenance; liaison to the Department of General Services; oversees the capital improvement projects and funding; Continuation of Operations Plan; safety and security enhancements; furniture; moving services, chargeback funding
    - Programs and Outreach – oversees seven branches; program specialists for Early Literacy, Workforce Development, Senior/Adult; Outreach Team; responsible for all programs including Contemporary Conversations, all partnerships, and Policies and Procedures manual
  - Human Resources – oversees the Staff and Development Coordinator, Administration Specialist, EEO issues, and staff recognition
  - Business Office Manager – Operating and Capital Improvement budgets, contract management, MOUs.
  - Administrative Specialist – MOUs, marketing, Library Board, public relations
- In flux right now with the AD position for programs and outreach being vacant. Also requesting another position at the AD level to solely oversee Collection Management.
- The decision memo to permanently discontinue Fines and Fees is still with the Office of Management and Budget.
- Automatic Renewal is being reviewed to determine how much revenue will be lost if implemented.

**ADJOURNMENT:**

The meeting was adjourned at 8:50 p.m.