



## **Library Board Meeting September 12, 2018**

**ATTENDEES:** Briskin-Limehouse, Chiu, Christman, Durcho, Duval, Makar, Morey, Negro, Reedy, Rippeon, Wallace, Williams, Wray

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

The meeting was called to order by Chair Reedy at 7:03 PM

**INTRODUCTIONS:** Board members, guests, and staff self-introduced.

Acting Director Anita Vassallo presented outgoing chair, Kathleen Reedy, with a certificate of appreciation signed by the County Executive.

The minutes from the July 11, 2018, meeting were approved with two corrections: page 5, Line 3 and page 4, line 33.

The LAC applications were approved.

- Aspen Hill – Nathanson
- Chevy Chase – Lichtenstein
- Noyes – Chiu and Sherman
- Quince Orchard – Irons-Forth
- Wheaton – Rivers, McMillan, and Teffera (renewals)

### **DIRECTOR'S REPORT**

- Personnel
  - The following staff changes took place during the month of July:
    - Meghan Ebbitt, Librarian II, transferred from Noyes Library for Young Children to Davis Library.
    - Gowri Ethurajan, Library Assistant I, transferred from Marilyn Praisner to Noyes Library for Young Children.
    - Annie Seiler, Mary Ellen Icaza, and Lennea Bower separated from County service.
  - The following staff changes took place during the month of August:
    - Eleanor Williams, Librarian I, transferred from Noyes Library for Young Children to White Oak Library.
    - Nalani Devendra, Library Associate, transferred from Silver Spring to Rockville Memorial.
    - Christel Bejjani, Librarian I, and Lindsey Hundt, Manager III, separated from County service.

- New Branch Manager Assignments
  - Steve Warrick, Senior Librarian formerly at Maggie Nightingale, was promoted to Manager III and is now the branch manager at Davis Library.
  - Lunden Gillespie is now the branch manager at Potomac Library. Lunden is coming back to MCPL from the Prince George's County Memorial Library System.
  - Carolyn Bogardus, former Senior Librarian, is serving as the acting branch manager for Olney. She has been promoted to Manager III and will serve as the branch manager for Little Falls Library effective September 17.
- Branch Manager Vacancies – Chevy Chase, Maggie Nightingale, and Olney.
  - Olney will be a temporary promotion. The Senior Librarian will oversee the day to day operations with supervision from Jan Baird-Adams, Germantown Branch Manager.
- The ribbon cutting for a new Citizenship Corner is scheduled for Monday, September 17, 10:30 AM at the Rockville Memorial Library. September 17 is Citizenship Day which is also referred to as Constitution Day. The Citizenship Corners provide information about the process of becoming a U.S. citizen to customers. There are Corners located at Aspen Hill, Germantown, Long Branch, and Silver Spring. This is a collaboration with the County's Office of Community Partnerships and other outside organizations.
- Library of Things – Music will kick off on Saturday, September 22, 11 AM at the Twinbrook Library. This program allows library cardholders, ages 14 and older, the opportunity to check out specially selected musical instruments. The Library of Things inventory has 29 instruments and 6 amplifiers, including a selection of guitars, ukuleles, and hand-drums (djembe, doumbek, bohdran, kalimba and more). Several of the instruments are appropriate for or designed specifically for children. There are also some musical accessories for lending, such as capos, slides, and variety packs of guitar picks. The instruments will be available for check out immediately following the kickoff ceremony which will include remarks from the County Executive, Eric Carzon (Branch Manager), and myself; and a "petting zoo" where customers can try out the instruments.
- The Montgomery County departments of Health and Human Services (HHS), Recreation (MCR), and MCPL are partnering with and joining other agencies, community organizations, nonprofits and local hospitals to celebrate Active Aging Week during the week of September 23 through 29. This national initiative promotes the benefits of a healthy lifestyle by offering older adults opportunities to experience diverse activities and exercise in a safe, friendly and fun atmosphere. During the week, MCPL will provide nearly 40 activities for seniors at library branches throughout the County. Active programming such as gardening, Tai Chi, yoga and meditation, as well as cognitive-stimulating programming such as knitting, music and computer programs will be available.
- MCPL joins the City of Rockville and the F. Scott Fitzgerald Literary Conference, Inc., to celebrate the centenary of F. Scott Fitzgerald's birth in the city where Fitzgerald, his wife, and his daughter are buried. Please see [fscottfestival.org](http://fscottfestival.org) for details of the Literary Festival's main events. MCPL programs preceding the Festival are included on the attached flyer.
- The next Contemporary Conversations@MCPL will be held on October 21, 6:30 PM at the Rockville Memorial Library with featured speaker, writer, historian, and educator Joseph A. Esposito. Mr. Esposito is the author of *Dinner in Camelot*, a book about the night America's greatest scientists, writers, and scholars partied at the Kennedy White House. Doors open at 6 PM. A reception will be provided by Friends of the Library Montgomery County, Inc. and Friends of the Library, Rockville Memorial Chapter.

- MCPL has received an Honorable Mention Award in the “Civic and Community Engagement” category from the Urban Libraries Council (ULC) for the Reading and Educating to Advance Lives: REAL Change program. The REAL Program, coordinated by the Jewish Council for the Aging’s Heyman Interages® Center, the Montgomery County Department of Health and Human Services (HHS), and MCPL, helps children and families make good use of time while waiting at four County offices. It provides community book collections, information resources on literacy and healthy habit development for caregivers; and guidance on using the public library. More than 3,000 children and families have used REAL program services and resources since 2016, including connecting with volunteers and accessing more than 2,000 books. The collaboration has also strengthened the relationship among partner organizations, their staff and volunteers. The award was presented at the ULC Annual Conference in Baltimore. Clotilde Puertolas was the heavy lifter on this program.
- MCPL is looking into the possibility of adding Acorn TV and Creativebug to our many resources. Acorn TV is a subscription streaming service offering television programming from the United Kingdom, as well as Ireland, Canada, Australia, and New Zealand. It is a part of a set of offerings from RDTV. Creativebug offers online video arts and crafts workshops and techniques; learn how to paint, knit, crochet, sew, screen print, and more.

#### **CHAIR’S REPORT:**

- Has served six years (two terms) on the Library Board. It has been an honor and a privilege to be a part of the government system of the County, particularly Libraries. Working with Parker Hamilton and Anita Vassallo, and all six years with Regina Holyfield-Jewett. Of the over 60 plus meetings, has only missed two meetings. In the two years as chair, has been able to, after revising the manual, add the workgroups and reorganize the agenda so that everyone has a stake; everyone is doing something. Worked over six years to include everyone as “doers.” Thanks to everyone. Has no doubt that the activity will not only continue, but increase. Happy and honored to leave on that note.

#### **WORKGROUP REPORTS:**

- **Library Policy and Practices**
  - Library Board Manual
    - Thanks to Toni Negro, Tanner Wray, Kim Durcho, and Carrie Villar for providing feedback on the Library Board Manual.
      - Moved and seconded that the feedback be accepted. The vote passed.
      - Bill Duval will send a clean copy of the Board Manual to the Director’s Office.
- **Legislative and Public Affairs**
  - First County Executive debate is Saturday, September 15 at Mount Calvary Baptist Church in Rockville at 12 PM.
  - National Voter Registration is September 25.

#### **Board and LAC Activities**

- Final deadline to submit a nomination for an LAC Award is the end of next week. Has received a few LAC Annual Reports.
- Regarding the Accessibility Advisory Committee (AAC), whether it is an LAC, whether it has to submit an annual report, who could be a liaison for the AAC from the Library Board. The AAC is a very large and active committee.

- Branch manager at Marilyn Praisner is having difficulty getting in touch with the LAC chair who has the information needed to complete the LAC Annual Report. The group did not meet regularly this past year. Many members signed up, but only a few showed up for meetings; they were never able to make quorum.
  - Have the branch manager send in what she can.
- Thank you to Michael Wallace for getting the LAC Handbook revised. Thanks to Jane Williams for taking over the LAC and Board Activities workgroup.

## **LIAISON REPORTS:**

**Davis** – Has not met since May.

**Accessibility Advisory Committee** – Met last week. Planning ahead to visit any future refresh projects. Working on tip sheets for staff in the best methods to assist customers with challenges.

**Olney** – Did not meet this summer. There is some concern regarding the transition of management. Is the next person going to stay there for more than a year? Olney still needs to submit an annual report.

**Kensington Park** – Did not meet this summer.

**Silver Spring** – Did not meet this summer. The next meeting is September 17.

**Aspen Hill** – Did not meet this summer. The next meeting is September 24.

**Marilyn Praisner** – Has not met in a while.

**Connie Morella** – Check in with them to get the schedule of meetings.

**Montgomery County Public Schools** - Schools returned to session on the Tuesday after Labor Day. Beginning June 2019, year-round school will be implemented as part of the Innovation Calendar to boost curriculum. Schools will be open for 210 days instead of 180. Arcola and Roscoe Nix will be the first two schools. There have been a lot of community and school board meetings around this initiative. Teachers will be able to opt out and move to different schools. Parents can opt out and move their children to different schools.

**Twinbrook** – Met once earlier in the summer. Canceled the meeting scheduled for September.

**Rockville Memorial** – Talked with branch manager regarding ways to identify potential members.

**Gaithersburg** – Twelve members on the roster; 5-6 usually attend the meetings. Come up with a list of members to use for attendance. Discussed some of the reports; they are aware of the deadline for the LAC annual report. An issue on their agenda: looking for younger members.

**Damascus** – The LAC annual report is on the agenda. Trying to get more members. Eight members on roster; 4-6 attend meetings.

**Quince Orchard** – Really struggling to get members. On August 29, the branch had a nice luncheon for the volunteers, during which they tried to recruit from that group. Next meeting is Tuesday, September 18. They have a place in the branch where a corner can be set up to draw interest to the LAC. One new LAC application was submitted.

**Noyes** – Met on September 6. Interaction with the manager on the activities there. Discussion about the new staff and the adjustment. Projects to undertake this year were discussed. Discussed the sign letting the community know where the library is located. The Noyes Foundation has raised \$750k towards the renovation. They will be setting up a thermometer to let the community know about their fundraising efforts. They received a Bronze Star for their efforts in fundraising for the library. Trying to get more corporate sponsors. Noyes Foundation website has many events for young children. Noyes Gala is in January 2019.

**Germantown** - First meeting after the summer break is scheduled for September 20.

**Maggie Nightingale** – The next meeting is scheduled for the first Monday of October.

**Little Falls** – Met in July. At that time, the chair indicated that she might be stepping down. Have contacted her about the annual report. Will continue to reach out regarding the next meeting and report.

**Chevy Chase** – Met on August 22. The focus of the meeting was increasing membership. A question regarding if a former MCPL employee, who may become a substitute, can be on the LAC. Regarding the Refresh – there was a walkthrough on August 14 by an engineering assessment team. Talked about the LAC annual report which is being wrapped up. The next meeting is October 14.

**Potomac** – Met with Chair earlier this week. Will meet this Friday with new branch manager. Group does not currently have meeting dates set for this year.

**Wheaton** – Two new cochairs. Will meet next Monday.

**Potomac** – Next meeting is scheduled for late September.

**Montgomery County Correction Facility** – Did not meet over the summer. Will meet next Monday. There are five members. Encouraged them to brainstorm their priorities for the upcoming year. Set schedule for the year. Align meetings with their goals.

**Montgomery College** - Things are very busy. Classes started four weeks ago.

#### **Follow-up Comments**

- Olney - The assignment of a manager will have to wait until a permanent director is appointed to run the Library system. The position is not “open.” James Donaldson’s current position is that of an acting Assistant Director, which is temporary. Unless he is promoted to another position or accepts a position outside of the department or county, he will move back to the position of branch manager for Olney.
- Noyes - Acclimating the new library associate. Two positions are open – Librarian II and part-time Librarian I.
- Maggie Nightingale - Deploying a person to oversee the scheduling. Will have an Assistant Director overseeing the branch until the branch manager position is filled.
- The Boards, Committees, and Commissions office is reviewing if a substitute can serve on an LAC.
- Fran Kaplan has been deployed from Aspen Hill to Noyes for half her time. She is a very experienced children’s librarian who has been providing storytimes for MCPL for a number of years.
- Acting Director Vassallo spoke to the director of the Department of Transportation (DOT) regarding the signage for Noyes. Need to talk about the location and wording. Noyes Children’s Library is not the name, however, the Noyes Library for Young Children will not fit. It is called the Noyes Library, and this can be used on the sign. DOT will put the work order in. It will be green and white based on the federal government guidelines.
- Brandon Rippeon will see if the Maggie Nightingale LAC can move their meeting to October 2, 3 or 8 so that Anita Vassallo can attend the meeting.
- There will be a senior librarian at the Correctional Facility library very soon.

#### **OLD BUSINESS:**

- They did not repave the blacktop at Germantown this summer due to the rain.
- Thank Kathleen Reedy very, very much for helping Jensen Chiu to transition into his new role as Library Board Chair.
- Wait and see what happens in the election and during budget season to solidify plans.
- Bill Duval and Michael Wallace will circle back in the fall regarding the LAC terms.
- LACs that are vacant: determine who can step in and assist with this since this is Kathleen Reedy’s last meeting.

- Determine who can attend the AAC meetings. Chair Chiu will meet with Jane Williams regarding this.

**NEW BUSINESS:**

- LAC terms.
- LACs trying to recruit younger members. The Teen Advisory Group (TAG) was seen as a source a number of years ago.
  - TAG is on hiatus until a teen program specialist has been hired. Permission has been granted to recruit for this position. This position would be prime to recruit teens to TAG and LACs. This recruitment is on hold until the assistant director who will supervise this position has been hired.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

The meeting was adjourned at 8:40 PM.