



Montgomery County Library Board

September 11, 2019

ATTENDEES: Angerman, Briskin-Limehouse, Christman, Duval, Melnick, Negro, Rippeon, Roberts, Villar, Wallace, Watts, Williams

GUESTS: Jessame Ferguson (Montgomery College)

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

Staff and Library Board members were introduced.

The meeting was called to order at 7:00 PM by Vice Chair Williams.

The minutes from the July 10, 2019 meeting were approved.

The following LAC applications were approved:

- Damascus – Marcano, Rogers, Smedira
- Germantown – Karthikeyan
- Little Falls – Legro
- Silver Spring – Calcagno, Hu

DIRECTOR'S REPORT:

- **Personnel** -Staff changes:
 - Transfers:
 - David Payne, Branch Manager, from Aspen Hill to Germantown
 - Fran Kaplan, Librarian II Children, from Aspen Hill to Wheaton
 - Caitlin McCarthy, Librarian I Adult, from Davis to Wheaton
 - Chris Borawski, Senior Librarian, from Chevy Chase to Wheaton
 - Lilia Samusenko, Library Associate Adult, from Gaithersburg to Wheaton
 - Nishat Sultana, Library Assistant II, from Kensington Park to Wheaton
 - Branch Manager Jan Baird-Adams transferred from Germantown to Olney Library. Jan's first day at Olney was Monday, August 12, 2019.
 - Maria Marquez, Librarian II, from Wheaton to Connie Morella
 - Myra Remigio-Leonard, Senior Librarian, from Silver Spring to Gaithersburg
 - Becky Chen, Library Assistant I, from Long Branch to Noyes
 - Gary Coopersmith, Office Clerk, from White Oak to Connie Morella
 - Eileen Fisher, Librarian II, from Germantown to White Oak
 - Fran Kaplan, Librarian II, from Aspen Hill to Wheaton

- Promotion:
 - Mai-Trang Khuu was promoted from Library Assistant I, part-time (Maggie Nightingale) to Library Assistant I, full-time (Damascus).
 - Catherine Cobblah was promoted from Library Aide at Silver Spring to Library Associate (part-time) at Kensington Park (effective September 15).
- New hires:
 - Jeffrey Coster, Librarian I, Quince Orchard
 - Alan Hecht, Librarian I, White Oak
 - Steve Kapani, Business Manager
- Separated from County service:
 - Elsa Stuges, Library Assistant I, Silver Spring
 - Masako Doi, Librarian I, Germantown
 - Mariamma Kallarackal, Library Desk Assistant, Germantown
 - Meredith Smith, Librarian I, Olney
 - Veronica “Vera” Ramaty, Librarian II, Marilyn Praisner
 - Theresa Hebron, Library Assistant I, Olney
- Refresh/Construction Projects Update:
 - The grand opening for the Wheaton Library and Community Recreation Center was held on Sunday, September 8, 2019.
 - Marilyn Praisner - MCPL is waiting on an exact date in November from the Department of General Services (DGS) for reopening the branch. A walkthrough of the facility was conducted with the DGS director. Furniture is beginning to arrive.
 - Long Branch - Assessment continues. Design completed. Today an interior wall inspection is happening to deal with water issues.
 - Germantown - Design almost complete; it is being finalized.
 - Chevy Chase - Building assessment continues. There is a water incursion issue.
 - Eric Carzon is acting manager for Chevy Chase until a new manager is hired.
 - Noyes - Architects finishing drawings and are beginning assessments with structural engineers.
 - The actual construction cannot move forward until the specified amount of funds have been raised by the Noyes Foundation (which will be matched by the County).
 - Assessment of buildings was added into the Refresh process to identify major issues before any work begins.
 - Maggie Nightingale – planning and design FY21, construction FY22.
- Councilmember Jawando’s Community Conversations is scheduled for Chevy Chase on Monday, September 23, 7 PM.
- September is National Library Card Signup Month. MCPL is focusing on the 20-40 year-old segment of the population, which currently represents about 10% of our active cardholders.
- Citizens for Maryland Libraries is partnering with Maryland State Library to present the 2019 Annual Conference for Trustees, Friends, and Library Supporters. The conference is scheduled for Saturday, October 26, 2019, at Enoch Pratt Free Library Central/State Library Resource Center. Registration is free and lunch is included. Coffee and registration begins at 9:15 a.m.; program from 10:00 a.m. – 3:00 p.m.
Register: <https://www.citizensformarylandlibraries.org/event-3410840>

- Mark your calendars. National Library Legislative Day (NLLD) 2020 will be held at Georgetown University Conference Center in Washington, D.C., on May 4-5. NLLD is a two-day educational event designed to provide attendees with the opportunity to learn from policy experts, caucus with other advocates from their state, and meet with decision makers on Capitol Hill to raise awareness about the importance of libraries to communities across the country.
- LinkedIn Learning, formerly Lynda.com, a platform used by libraries to provide online learning opportunities to library users, plans to make substantial changes to its terms of service that would significantly impair library users' privacy rights. Under LinkedIn Learning's new terms of service, a library cardholder will need to create a LinkedIn profile in order to access LinkedIn Learning. In addition to providing their library card number and PIN, users will have to disclose their full name and email address to create a new LinkedIn profile or connect to their existing profile. New users will have their LinkedIn profile set to public by default, allowing their full name to be searched on Google and LinkedIn. Based on our need to protect our library users' privacy and confidentiality rights, MCPL has decided to discontinue offering this service.
 - Looking at other platforms to replace LinkedIn Learning such Udemy and Treehouse.
 - MCPL does offer Gale Courses. However, they are modules that require commitments.
- Staff Development and Training Day (SDTD) is scheduled for October 14, 8:30 AM – 5 PM at the Silver Spring Civic Building. Registration is now open. Registration will end at the close of business on Monday, September 30. A brief overview of the day is included in your packet. Use this registration link: <https://docs.google.com/forms/d/e/1FAIpQLSdF7C7WlvfrxJITA0WtJ6v-gZD9CpIW-BqnOcaUmItJBzra5g/viewform>
- The 2019 Summer Read and Learn Program ended on August 30. Participation in all age groups increased this year from last year. We had twice as many customer responses this year, mainly due to social media. The majority of the responses were very positive. A complete report will be presented at the October meeting.
- The Council interview for the director's position is scheduled for September 17.
- Plans and prospects if confirmed as the director:
 - Help staff morale
 - Fine free
 - Turn the Curve Plan – based on book, *City on the Line* by Andrew Kleine
 - Full presentation at the next Board meeting
 - Three measures MCPL signed a pledge to improve:
 - Circulation of physical materials
 - Active users
 - Adult learning opportunities – program attendance and online resources
 - Outcome-based budgeting
 - Training is ongoing from the Office of Management and Budget on how to write the proposals.
 - Reading the book *Trying Hard Is Not Good Enough* by Mark Friedman as a reference.
- Follow up:
 - What is happening to engage 21-40 year olds?
 - MCPL is marketing in places where we feel it will reach many in that age range. Currently, have created

coasters marketing services of interest to that particular age group that will be distributed to local bars and pubs.

- Northwood High School is interested in getting library cards for students.
 - The representative from the school should email Dianne Whittaker, manager of Wheaton Library and copy Anita Vassallo.
- MCPL's Outreach Team has attended the back to school night events.

CHAIR'S REPORT (Vice chair Williams for Chair Chiu):

- Community Conversations – help keep up the enthusiasm and momentum. Attend and ask questions.
- Joint Meeting – November 6
- Next Library Board meeting is October meeting 23.
- Nominations for LAC awards should be submitted by October 23.
- Orientation to Library Board Work
 - The Montgomery County Library Board (MCLB) is an advisory Board.
 - The mission of MCLB is to advise the County Executive and Library Director.
 - The library board shall have authority on its own motion, or on reference from the county executive, to inquire into matters affecting the county public library system including the acquisition and location of new library facilities, the adequacy of book collections, services to outlying districts and personnel needs of the department of libraries, and to make recommendations thereon to the county executive. (Mont. Co. Code 1965, § 2-53; 1969 L.M.C., ch. 34, § 11.)
 - MCLB works closely with the Friends of the Library, Montgomery County (FOLMC) in taking the lead in library advocacy and educational efforts.
 - Library Board members serve as liaisons to the Library Advisory Committees.
 - Orientation and learning are ongoing.
 - All Board members are required to take online training – Open Meeting Act and Parliamentary Procedures.
 - The Library Board meetings and LAC meetings are all open meetings. The agendas and minutes from these meetings must be posted.
 - Invite Mr. Jawando to a Board meeting to talk about the new budget format.
 - Common acronyms – MCPL (Montgomery County Public Libraries), MCLB (Montgomery County Library Board), LAC (Library Advisory Committee), FOL (Friends of the Library)
- New Board members can sign up for work groups in October.

WORK GROUP REPORTS

- Library Policy and Practices (Duvall, Briskin-Limehouse, Negro, Wallace)
 - Between now and the October meeting make the approved small changes to the Board Manual and LAC Handbook.
- Legislative and Public Affairs – (Rippeon)
 - Reach out to County Executive and County Council to advocate on behalf of Libraries.
 - Bring awareness to the importance of public libraries.
 - During the budget season, meetings are held with Council members in conjunction with FOLMC.

- There are many new Council members, so there is a great opportunity to inform on what MCPL does and what programs and resources are offered.
- LAC and Board Activities (Williams)
 - Framework for LACs for all branches – some are dormant, others are very robust.
 - The LACs are official subcommittees of the Board. They do have terms and need to reapply to serve.
 - LACs advise the branch managers. They are not to do programming, but can advise on programming.
 - Branch managers are key to developing and keeping good positive working relationships with the LAC chairs.
 - Ensuring that the LACs stay within their roles is the responsibility of the Board liaisons.
- LAC members have until the end of October to send comments regarding the LAC Handbook.
- The Montgomery County Correctional Facility wants to reestablish the LAC there.

LIAISON REPORTS:

- Maggie Nightingale – Held elections for upcoming terms. Update will be sent on the annual report.
- Quince Orchard – Next meeting is scheduled for September 17. On Saturday, September 7, there were no parking spaces available.
- Noyes – Next meeting is September 19.
- Silver Spring – Next meeting on September 16.
- Marilyn Praisner – Trying to reorganize the LAC and recruit members.
- Little Falls – The LAC is being revitalized. It has 5 members. David Shumaker has been reaching out to former member and community members. The next meeting is October 1. They will vote for the chair and secretary at that time.
- Chevy Chase – The chair has a new addition to the family and is not able to meet right now. The branch manager has transferred to Wheaton. There is a meeting coming up soon. Who will attend from MCPL/
- Twinbrook – Met on September 9 and reviewed summer programming. They are actively trying to figure out how to recruit new members.
- Rockville Memorial – Met in August. The September meeting was cancelled. The LAC member who was removed wanted an opportunity to discuss the issue; was invited to attend the Board member.
- Aspen Hill - Williams and Villar attended the LAC’s September 9 session, which had four members present and one guest. David Payne gave his last report as the branch manager. Facilities issues include ongoing concern about flooding in the basement. The LAC members want the library board to know of their ongoing concern as well about indoor noise pollution (hand dryers and “white noise” in meeting room) and lack of people counter on meeting room door. LAC members asked questions like,
 - How does MCPL use door counts?
 - What use does board make of LAC annual reports?
 - How can LACs know what is reported to board from their meetings?
 - How does communication among board, LACs, etc, actually get fostered?
 - What source/s does MCPL use to determine branch library’s demographics?
- Accessibility Advisory Committee - The group met September 4, with eight members present. Elizabeth Lang reviewed current and planned facilities projects. Francie Gilman distributed an “Accessibility Features Checklist” for members to use as they visit/re-visit

completed refresh projects. The group agreed to continue working with Elizabeth Lang as she refines tip sheets for staff training topics, suggest titles on disabilities for collections, seek representatives on the committee from groups not now represented. Several committee members have planned a Nov. 6 program at the Gaithersburg Library on accessible and affordable housing.

- Potomac - The group met September 10, with eight members present. New acting branch manager Steve Warrick (manager of Davis Library) attended and reported on status of hiring for vacant positions at Potomac. In varying ways the group members asked, “What do we want members of this committee to do?” They decided one project is to individually visit libraries that have had refresh projects, to get ideas for Potomac. For other work they await the arrival of the new branch manager.
- Wheaton - Some Wheaton LAC members attended special orientation in the new building so they could serve as guides for the September 8 opening.
- White Oak - Six members of the group met September 10. Most of their meeting time was taken up with a report from the branch manager, who said they were “swamped” with visitors this summer. The LAC had a couple of suggestions about the LAC handbook. Members elected a co-chair of the LAC, Jan Bloom.
- Montgomery College – The MC libraries are in the final stages of reorganization. All librarians are organized into their particular disciplines. The advertisement for the new director should go out this fall.
- Montgomery County Public Schools – the 207th school was just opened in Clarksburg – Snowden Farm Elementary School, it is beautiful. Doing community outreach for Project Lead the Way. Arcola and Roscoe Nix elementary schools were part of the pilot for extended school hours. There were 30 additional hours during the summer for students at these schools. Thirteen schools will be added next summer. There is no opt out.
- Follow up:
 - For the majority of the branches, including Aspen Hill, the service area is a three mile radius.
 - Foot traffic is collected, but it is not used to allocate resources.
 - There are no people counters on the meeting room doors. All customers are counted as they enter the main doors.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

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

Anita Vassallo, Director