



Montgomery County Library Board

May 13, 2020

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

STAFF: Anita Vassallo, Director, Montgomery County Public Libraries; Regina Holyfield-Jewett, Recording Secretary; Barbara McClayton, Human Resources Manager

GUESTS: Suzette Spencer, Director of Library and Information Services, Montgomery College; David Shumaker, Chair, Little Falls LAC

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

Board members and staff self-introduced.

The minutes from the March 11, 2020, meeting were approved.

DIRECTOR'S REPORT:

- **Personnel** - The following staff changes took place during the months of March and April:
 - New Hires:
 - Laura Sanchez-Bustamante, Library Desk Assistant, Germantown
 - Cedric Clark, Branch Manager (MIII), Germantown
 - Mary Spiro, Librarian I, Collection Management
 - Milea Pickett, Librarian I, Wheaton
 - Shawna Leonard, Librarian I, Little Falls
 - Transfer:
 - Michelle Izuka, Librarian I, Potomac to Aspen Hill
 - Jeffrey Coster, Librarian I, Quince Orchard to Potomac
 - Promotions:
 - Briana Brockett-Richmond, Librarian I (Potomac) to Librarian II (Aspen Hill)
 - Judith Ehrenstein, Librarian I (White Oak) to Librarian II (Little Falls)
 - Erin Pike, Librarian I (Gaithersburg) to Librarian II (Quince Orchard)
 - Michelle Izuka, Librarian I (Aspen Hill) to Librarian II (Olney)
 - Maranda Schoppert, Librarian I to Librarian II (Germantown)
 - Katrin Sweeney, Senior Librarian (Silver Spring) to Manager III/Branch Manager, Kensington Park
 - Separated from County Service
 - Susan Modak, Librarian I, Kensington Park

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- 2 • Accomplishments:
 - 3 ○ MCPL has put a great deal of virtual programming in place very quickly. There are
 - 4 many programs of all types listed on the Calendar of Events. These programs are
 - 5 available to all residents across the county. Unfortunately, these services are only
 - 6 available to people who have internet access. Felicity Brown (Chevy Chase branch
 - 7 manager), who is the Virtual Programming Coordinator, has been working with
 - 8 Digital Strategies Manager Maddie Hines to ensure these programs run smoothly.
 - 9 There has been a lot of training to get other staff on board. A grant was received
 - 10 from the Friends of the Library, Montgomery County, to purchase Zoom licenses.
 - 11 ○ Digital Resources
 - 12 ■ Implemented the Digital Library Card – Individuals who do not currently
 - 13 have a library card can sign up online for the digital library card. This gives
 - 14 cardholders immediate access to most online services and resources. The
 - 15 digital library card does not expire, which is a change from MCPL’s
 - 16 previously existing temporary card, which was valid for 30 days. A digital
 - 17 library card can be obtained online and can be exchanged at any MCPL
 - 18 branch for a full-service library card once branches reopen.
 - 19 ■ Enhanced digital resources – Funds were shifted from physical materials to
 - 20 enhance existing digital resources and purchase more, including Hoopla
 - 21 which provides cardholders with immediate access to digital movies, music,
 - 22 e-books, audiobooks and television. Hoopla has newer, high demand
 - 23 materials. The number of copies is unlimited, however, there is a monthly
 - 24 limit of 10 books per customer. It is a pay for use platform.
 - 25 ➤ Udemy was also added. It is an online learning platform geared
 - 26 towards students and professional adults that focuses on workforce
 - 27 development, finance, and personal development.
 - 28 ➤ Currently working to add The New York Times, which would give
 - 29 customers electronic access to the full online version including the
 - 30 Learning Network, Lens (photography blog), and guides.
 - 31 ■ MCPL is pushing out a lot of information about the digital resources on
 - 32 social media; Board members are encouraged to retweet and share.
 - 33 ○ Staff
 - 34 ■ Staff are teleworking, on administrative leave or a combination of both.
 - 35 There are many circulation staff on administrative leave due to the nature of
 - 36 their jobs.
 - 37 ■ Staff are also working all over the county as they have been detailed to assist
 - 38 other county departments. Currently there are staff translating documents,
 - 39 working with the county’s communication team, Alcohol Beverage Services,
 - 40 County Executive’s Office (grants program), Health and Human Services
 - 41 (contact tracing).
 - 42 ➤ The County reached out for volunteers to assist in these areas, and I
 - 43 am really proud of staff for stepping up.
 - 44 • Recovery Plan
 - 45 ○ The Executive Committee and Core Leadership Team have been working on the
 - 46 recovery plan.
 - 47 ○ It will be a phased opening.
 - 48 ○ Staff will return to the building two weeks prior to resuming services to customers.
 - 49 ■ Relocating public computers, adding directional signage, ensuring personal
 - protection equipment is in place, etc.

- One week after staff return to the buildings, the book drops will be reopened.
- Initial outward service will be contactless.
- Operate all buildings with a one-shift model.
- Will be using the guidelines of one person for every 200 square feet.
- Stage/phase two will be reopening the branches with limited access.
 - Determine whether it will be a timed entry – customers cannot come and linger.
 - Have access to public computers by appointment only.
- Stage/phase three – Allowing more people into the buildings. Very little programming will be scheduled.
- There are many challenges moving forward to provide services to customers while keeping them and staff safe.
- The important aspect of the phase/stage approach is if there is another outbreak or spike, we can roll back to another phase.
- We will ensure there is enough staff at each branch for safety reasons. If there is a staffing issue, we may not be able to open all branches.
- Budget
 - The Capital Improvement Plan (CIP) and Operating budgets were before Council. The CIP Budget was recommended in full, which includes Clarksburg and the refresh projects.
 - The refresh at Long Branch is ongoing.
 - The Germantown refresh will begin later this year.
 - The funds are still there for Noyes.
 - The Operating Budget was recommended to County Council by the County Executive prior to the Covid-19 outbreak.
 - Council did not approve the librarian position for outreach or the extended hours. These two enhancements will be placed on the reconciliation list.
 - We will be working with a continuity of operations budget into FY21, which means it is the same budget as FY20.
 - Due to the pandemic, the County has had to allocate money towards hospitals, small businesses, rental assistance, etc.
 - There has been no talk about furloughs or reduction in force.
 - County Council is reviewing the Union contract involving compensation adjustments.
 - There are some departments, such as Health and Human Services, that may need more funds. We have to look at the big picture.
- Library Advisory Committee meetings – managers will be advised that they can begin scheduling LAC meetings again. The meetings will be conducted via Microsoft Teams.

CHAIR’S REPORT:

- Thank you to Director Vassallo and library staff. The pandemic hit pretty hard and MCPL responded very quickly to provide services in a virtual environment.
- Thank you for the budget update. These are unprecedented times. We all have to lean in a little.

WORKGROUP REPORTS:

- Library Policy and Practices (Duval) – No update

- 1 • Legislative and Public Affairs Workgroup (Rippeon, Melnick, Negro) – Written testimony
2 was prepared and submitted to Council. Preparation of the testimony was drafted in
3 conjunction with FOLMC Board members who were very helpful.
- 4 • LAC and Board Activities (Williams) - In April, the revised LAC Handbook was sent to the
5 full Board along with a summary page of changes. Thanks to Carrie Villar and Laura
6 Briskin-Limehouse for the final edit. Please let the LAC members know where to find the
7 handbook and share the summary page of changes.

8 9 **LIAISON REPORTS:**

- 10 • Due to the Covid 19 outbreak, most of the LACs have not been able to meet since early
11 March.
- 12 • Silver Spring – Will meet on Monday
- 13 • White Oak - Discussion about election requirements. Due to the current situation, a two or
14 three month extension seems reasonable. *Language from the LAC Handbook: Elections of*
15 *officers should be conducted no later than June 1 of each year. It is the responsibility of the*
16 *LAC Chair to call a meeting of the members prior to June 1, conduct the election of officers,*
17 *and promptly report the results of the elections to the MCPL Director’s Office. Extensions of*
18 *the June 1 deadline can be requested to the MCLB liaison, who can either approve the*
19 *request or take it to the full board.*
- 20 • Chevy Chase – Reorganizing. Haven’t had any meetings. Chevy Chase FOL has scheduled a
21 conference call to which the LAC was invited to discuss the condition of the library
22 building. The email invitation will be forwarded to Chair Roberts.
- 23 • Montgomery County Public Schools (MCPS) – There are 14 recovery plan committees. The
24 return to school in the fall will not be the usual normal; it may be a phased in return. Talking
25 to media specialist about leveraging their budgets on digital content. Christine Freeman and
26 Amy Alapati will attend a virtual meeting to explain MCPL’s summer reading program.
27 Amy’s video mentions it’s for teens as well, but the video may not work for teens. Maybe
28 consider a flyer or a tik tok video for teens. Overdrive changed its settings, MCPS students
29 can now add a preferred library. Every MCPS family that needs a Chromebook will get one
30 and one myspot per household. MCPS staff can only use Zoom for meetings; cannot use for
31 students or external people. Summer schools is going to be held virtually.

32 33 **NEW BUSINESS:**

- 34 • Core Values of Librarianship
 - 35 ○ The introduction was read into the minutes by Toni Negro: *The foundation of*
36 *modern librarianship rests on an essential set of core values that define, inform, and*
37 *guide our professional practice. These values reflect the history and ongoing*
38 *development of the profession and have been advanced, expanded, and refined by*
39 *numerous policy statements of the American Library Association. Among these are:*
40 *access, confidentiality/privacy, democracy, diversity, education and lifelong*
41 *learning, intellectual freedom, preservation, the public good, professionalism,*
42 *service, social responsibility, and sustainability.*
 - 43 ○ This is an update to previous policy statement
 - 44 ○ The Library Board adopted a similar statement in the past.
 - 45 ○ It was discussed, moved, seconded and passed that the Library Board adopt the Core
46 Values of Librarianship.

47 48 **OLD BUSINESS:**

- 49 • Response to letter from Little Falls LAC regarding concerns about staffing

- 1 ○ The first letter was submitted in October and another submitted at the March
- 2 meeting.
- 3 ○ Chair Roberts, Vice Chair Williams, Director Vassallo and LF LAC Liaison Mike
- 4 Wallace were to work together to draft a response.
- 5 ○ There is a draft response that will be forwarded to the full Board.
- 6 ▪ Board members were asked to review the draft as soon as possible and submit
- 7 comments/suggestions.
- 8 ▪ If there are no comments or questions, the response will be adopted as is.
- 9 ○ The response will be sent to the Little Falls LAC by May 18.

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11 **PUBLIC COMMENT:**

- 12 • Appreciate the ability to call into the meeting tonight. There may be positive outcomes from
- 13 this situation. The County should continue making the meetings virtually accessible to
- 14 residents. [David Shumaker]

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17 **ADJOURNMENT:**

18 The meeting was adjourned at 8:41 p.m.

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