



Montgomery County Library Board

December 8, 2021

ATTENDEES: Briskin-Limehouse, Christman, Levine, Lighter, Manubay, Pant, Roberts, Spencer

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

GUESTS: Gael Cheek, Chair, Potomac Library Advisory Committee (LAC); James Montgomery, Advocacy Committee Chair, Board of Trustees, Friends of the Library, Montgomery County; Linda Pottern, Chair, Davis LAC

The meeting was called to order by Chair Roberts at 7:00 PM

INTRODUCTIONS:

- Roll call of Board members; introduction of guests.

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the October 13, 2021, meeting were approved.
- The following LAC applications were approved:
 - Potomac – Olowin
 - Quince Orchard – Kaplan
 - Rockville Memorial – Ku
 - Silver Spring - Shoreman

DIRECTOR'S REPORT:

- **Personnel** - The following staff changes took place during the months of October and November:
 - Transfers:
 - Flor Benasayag, Library Associate, Chevy Chase to Connie Morella
 - Patricia Fowler, Library Associate, Aspen Hill to Chevy Chase
 - Carly Beveridge, Librarian II, Gaithersburg to Quince Orchard
 - Theresia Ingberg, Library Assistant I, Rockville Memorial to Wheaton
 - Nguyet-Thu Nguyen, Library Assistant I (PT) to Library Assistant I (FT), White Oak
 - Kopy Tadesse, Library Assistant I (PT) to Library Assistant I (FT), Gaithersburg
 - Haiyan Lin, Library Assistant I, Marilyn Praisner to Little Falls
 - Chathurika Dahanaike, Library Assistant I, from Rockville Memorial to Gaithersburg

- Sevastita Turcu, Library Assistant I, Little Falls (PT) to Rockville Memorial (FT)
 - Margarita Kersey, Library Assistant I, Rockville Memorial to Gaithersburg
 - Promotion:
 - Noah Stone, Administrative Specialist II to Administrative Specialist III, Business Office
 - Separated from County Service
 - Cho Wong, Desk Assistant, Germantown
 - Susan Holder, Library Assistant I, Chevy Chase
 - Kate Tavakolian, Program Manager I, Human Resources
 - Andrea Castrogiovanni, Program Specialist II, Office of the Director
 - Betty Denne, Library Assistant I, Damascus
 - In memory of staff who have recently passed away: Barry Trub (Connie Morella) and Tyrone Reid (Collection Management).
- **Hiring** is ongoing – Librarian I (PT) is currently being advertised. Library Assistant I and Librarian II advertisements will be next. The Senior Librarian interviews begin next week. Librarian I was hired and will be working at Potomac.
- **Refresh/Construction Updates:**
 - Maggie Nightingale - Demolition of the inside of the facility began December 1.
 - Damascus - MCPL submitted a general scope to the Department of General Services (DGS).
 - Chevy Chase - DGS held Office Hours at Chevy Chase on October 16 and 20 and an online survey to solicit feedback.
 - Potomac – The refresh date for closure changed to summer 2022. Design continues. Trying to address ADA and restroom issues, possible family restroom. Met with the Potomac FOL regarding funding the family restroom.
- **Service Hours** – An agreement has been signed with the Union (MCGEO) regarding MCPL service hours. Effective January 2, the hours of operation at all MCPL branches, except Maggie Nightingale (Poolesville) and Noyes Library for Young Children, will be:

Monday, Tuesday, Wednesday, Thursday - 10:00 a.m. to 8:00 p.m.

Friday, Saturday, Sunday - 10:00 a.m. to 6:00 p.m.

The hours and schedule for Maggie Nightingale (currently closed for refresh) and Noyes libraries will remain as they currently stand.

- MCPL has begun working with the County’s Innovation Office to develop a new **strategic plan**. A **master facilities plan** is being drafted with the Department of General Services, Division of Building Design and Construction.
- **Upcoming Events:**
 - MoComCon 2022, MCPL’s annual comic convention, is scheduled for January 15. It will be a combination of in-person (Germantown Library) and virtual events.

Schedule of Events

Session	Time	Location
Super Hero Storytime	10:30 - 11:00	Virtual Event
Toy Design: From Screen to Shelf	12:00 - 1:00	Meeting Room & Virtual
Gaming Trivia	1:15 - 2:15	Meeting Room
Board Games: The Creative Process	2:30 - 3:30	Meeting Room & Virtual
Cosplay Contests	3:30 - 4:00	tbd
Lifesize Candyland	12:00 - 3:30	Children's programming room
Oculus Rift	12:00 - 3:30	Collaboration Room 5
Games Unbound	12:00 - 3:30	Collaboration Rooms 3 & 4

CHAIR'S REPORT:

- Think about having some in-person meetings. Let the chair know your thoughts.
- Fifteen new applications for the Library Board vacancies.

WORKGROUP REPORTS:

- Library Policy and Practices (Lighter, Duval, Briskin-Limehouse, Manubay)
 - Met on November 22.
 - Sent chair an updated version of the LAC Handbook.
 - Discussed the Library Board Manual – split up the different sections for review.
 - Idea of getting all the LACs together.
- Legislative and Public Affairs Workgroup
 - Members are needed on this workgroup.
- LAC and Board Activities (Roberts)
 - Need more members on this workgroup.

OLD BUSINESS:

- Should have LAC liaisons in place by mid-February 2022.

NEW BUSINESS:

- Thoughts on Libraries having at-home COVID test kits for distribution.
 - Director Vassallo has addressed this with applicable County staff. There is an interest, but there are not enough kits. The kits that the County procured have gone very rapidly.
- Add tips and tricks on the homepage to assist customers in navigating how to get their notifications.
- Lost user data (list and holds) – used Ask-a-Librarian feature to enquire about this, but kept getting the same response, “It’s being worked on.”
 - The list was part of the old ILS (part of Siri Enterprise).
 - Koha (new ILS) has been very responsive with the updates for which we have asked.

LIAISON REPORTS:

- Connie Morella – Next meeting is December 14.
- Marilyn Praisner – Breaking until January 2022.
- Silver Spring – Met on November 15; next meeting is scheduled for December 20.
- Montgomery County Public Schools (MCPS) – Working with Clotilde Puertolas, Cassandra Malik and MCPS team to revive the idea of having one library card for MCPL and MCPS. There were some privacy issues. MCPL staff have researched other counties who have one card; the data has been received. The concept will be broached with different offices explaining how it could leverage the budgets of both systems. In early 2000, was told that MCPS could not pull up MCPL databases on MCPS screens and teach from it. Cassandra Malik is working on this; looking at the contracts. Sent out emails about MoComCon. Already talking about Summer Reading. Schools are getting ready to close for winter break.
- Quince Orchard – Introduced to Jim Stewart. Haven’t had meetings for the past two months. Scheduled to meet in January. Has a list of all the members. Connected with LAC chair. Need more people to join – more involvement.
- Aspen Hill – Had a short meeting. LAC Chair Althea Grey-McKenzie has been reaching out to have guests attend. Manager pointing out to guests all the library resources. Responded to Ms. Donner’s letter regarding the garden at the Aspen Hill Library.

- Olney – Talked about in person meetings; no one was interested. December 21 is the next meeting.
- Accessibility Advisory (AAC) – Formed committees - tech team, braille team, leadership team. Expressed concern that the Friends of the Library newsletter is not accessible to AAC members; working with Ari Brooks on this. There is a lot of braille material on Koha. They have talked about being more like an LAC.
 - Structure is not the same as an LAC. Different mission and goals. It can be revisited [Director Vassallo].
- Kensington Park – Still dormant. Manager was waiting until after system upgrade was complete to tackle reconstituting the LAC.
- Wheaton – Met in October; it was a short meeting. Manager shared about outdoor programming. Group wants to keep the meetings virtual – decrease travel time and more members have been attending virtually. December 20 is the next meeting.
- Little Falls – Met December 2. Getting the roles of LAC and FOL straight. A lot of discussion about the vacancies at Little Falls. Is the situation similar at other library branches? When is the next refresh slated, and will the community be involved? The outdoor space needs improvement.
 - Director Vassallo asked that the LAC members put in writing what they are proposing for the outdoor space. The last refresh for Little Falls began in 2016. The schedule was to refresh all branches every 7 years, but that has not been feasible for the Department of General Services. DGS can keep the grass cut and trim trees, but any other grounds work would have to be in conjunction with a garden club. Work with acting manager Eric Carzon who will bring the ideas about what they feel is needed for that library to discuss with AD Angelisa Hawes, who is in charge of facilities. MCPL will talk with DGS.
- White Oak – Has not yet reached out to Branch Manager Kathie Meizner.
- Montgomery College – Recruitment: Onboarded a new associate director for access services division. Hired a part-time librarian and four library specialists. Currently interviewing for two full-time librarians and an access services campus supervisor for the Rockville Campus. Operations: Restoring full services in the spring. Looking to increase the number of face-to-face classes to the target goal of 70%. It looks like that goal will be met. Opening group study rooms and study spaces. Still taking precautions by social distancing and ensuring access to hand wipes. Renovations: Concept plans for the Takoma Park Library were submitted to the architect with demolition scheduled for November 2022.
- Damascus – December meeting is next week.
- Germantown – There is nothing happening. The LAC needs to be reconstituted.
- Davis – Was not able to make the December meeting. LAC Chair Linda Pottern reported:
 - Prepared to give Board liaison report to the LAC with notes taken during the Board meeting.
 - Would like to receive the director’s report.
 - Committee members are fine.
 - Will not have a December meeting.
- Potomac – Desperately looking for a liaison. Chair Roberts will work on this.

PUBLIC COMMENT:

None

ADJOURNMENT:

- The meeting was adjourned at 8:15 p.m.