



## Montgomery County Library Board

September 13, 2023

**ATTENDEES:** Bravin, Brier, Christman, Ezeadum, Fiery, Levine, Lighter, Manubay, Montgomery, Pant, Schiff, Spencer, Vale

**STAFF:** Anita Vassallo, Director, Montgomery County Public Libraries; James Donaldson, Assistant Director, Collection and Technology; Weihua Zhou, Performance Management & Data Analyst; Regina Holyfield-Jewett, Recording Secretary; Greg Beaudoin, Library Associate, Twinbrook

**GUEST(S):** Janice Zalen, Montgomery County Commission on Aging  
Melissa Kallas

The meeting was called to order by Chair Lighter at 7:02 PM

### **INTRODUCTIONS:**

- Roll call of Board members
- Welcoming of Guests

### **MINUTES AND LAC APPLICATION APPROVALS:**

- The minutes from the July 12, 2023, meeting were approved. [Motion to approve made by Wilma Brier, seconded by Marilyn Schiff. Unanimous vote to approve.]
- The following LAC applications were approved. [Motion to approve made by Janice Levine, seconded by Jim Montgomery. Unanimous vote to approve.]
  - Potomac – Cheek
  - Quince Orchard – Dharkar, Katz, Williams

**PRESENTATION:** Data and Statistics – Weihua Zhou, Performance Management & Data Analyst and James Donaldson, Assistant Director, Collection and Technology

- Shared key performance indicators and the dashboards that help to measure and monitor the performance of the department and the branches with regard to the Strategic Plan.
- AD Donaldson and Weihua Zhou will create a presentation for the Library Board that can be shared with the LACs.

### **DIRECTOR'S REPORT:**

- Recognition of Andrea Christman who is retiring. Certificate of Appreciation from the County Executive was shared.
- Personnel: Report on staff changes that took place during July and August 2023.
- Construction/Renovation updates for Brigadier General Charles E. McGee Library (Silver Spring), Noyes Library for Young Children, and Damascus Library.

- CIP Budget meeting with the County Executive in October to discuss Noyes, Chevy Chase and Clarksburg.
- 2023 Summer Reading Challenge wrapped up on August 31. The number of registered children and teen participants was 14,138, an increase of over 1,000 from the previous summer. This is the highest enrollment there has been in the past 8 years.
  - Thanks to FOLMC for their support for Summer Reading.
- Hispanic Heritage Month – September 15 to October 15
  - Contemporary Conversations Presents: PA'LANTE! A Hispanic Heritage Month Celebration - Featuring Author Dr. Tony Medina
  - Other events: [Events - Montgomery County Public Libraries \(libnet.info\)](#)
- Just for the Record – A Vinyl Day was held at Brigadier General Charles E. McGee Library on August 12. This year celebrated not only vinyl culture, but also 50 years of Hip Hop culture. The event was a great success.
  - <https://wtop.com/montgomery-county/2023/08/montgomery-county-libraries-vinyl-day-celebrates-djs-and-50-years-of-hip-hop/>
  - [Celebrating 50 years of Hip hop - FOX 5 DC](#)
- Staff Development and Training Day is scheduled for Monday, October 9, 2023, at the Silver Spring Civic Building. All branches and offices will be closed.
- See upcoming [Virtual Authors Talks](#).

#### **CHAIR' S REPORT:**

- Brigadier General Charles E, McGee LAC will participate in this year's Thanksgiving Parade.
- Joint Meeting, October 12, 7 PM. Working with FOLMC to book speakers.
- Positive responses to Germantown LAC recruitment bookmark. Other LACs can use this.

#### **WORKGROUP REPORTS:**

- Library Policy and Practices (Bravin, Fiery, Lighter, Manubay)
  - No update.
- Legislative and Public Affairs Workgroup (Ezeadum, Montgomery, Schiff)
  - Interested in having speakers at the Joint Meeting to discuss Early Literacy.
  - Budget Forums schedule has been sent to everyone. Encouraged all members to attend one or two.
- LAC and Board Activities (Levine, Pant, Will, Brier)
  - Meeting scheduled to discuss LAC chair training.
  - Communication tool needed for LAC chairs to share information.
  - Social media section to add to the LAC Handbook. Director Vassallo will discuss with Digital Strategies Manager.
  - Feedback for LAC Handbook needed by November 1. The updated Handbook will be published in February.

#### **.LIAISON REPORTS:**

- Aspen Hill – Elections will be held next week.
- Long Branch – Met on July 20 and August 17. Update on outside work. No official meeting in September.
- Marilyn Praisner – Scheduled to meet on September 20 to reactivate the LAC.
- Gaithersburg – Working with Regional Manager and LAC chair to get the LAC moving again.

- Damascus – Met on September 12. Discussed the election. Questions concerning the election process and quorums.
- Quince Orchard – Interested in Narcan kits in the branches. Branch specific newsletters went over very well. Some signed up, but never received a confirmation email.
- Germantown – Next meeting is in September.
- Accessibility Advisory (AAC) – Issues with signing up for branch newsletter. Suggestion to include a paragraph about the AAC in the LAC Handbook.
- Olney – Next meeting is September 19.
- Wheaton – Next meeting is September 18 (hybrid). Planning to hold elections.
- Kensington Park – Will attend County budget forum on September 27.
- Potomac – Met on September 5. Need for education on working the digital offerings.
- Connie Morella – Met on September 12. Discussion on making the outdoor space more available and safe.
- Brigadier General – Next meeting is September 18. Just for the Record: A Vinyl Day was well attended. Continues to reach out to Purple Line to have a representative to attend an LAC meeting.
- White Oak – Met on September 5. Held a Financial Literacy workshop. Will be kicking off an entrepreneurship club for teens. Long term White Oak Library advocate, Fran Schuler, passed way.
- Davis – Has no officers. Regional Manager is scheduling meetings.
- Chevy Chase – LAC is defunct.
- Montgomery College:
  - The College’s Office of Facilities is finalizing the draft of its strategic plan.
  - The renovations for the Takoma Park/Silver Spring Library are still on pace to be completed by the end of the spring semester and will open at the start of the summer term 2024.
  - Leading an internal library task group to begin drafting the next library strategic plan.
  - In collaboration with our Grants Office, the Dean of Student Affairs, and our Title X Director, we submitted a grant seeking funding for short-term and long-term projects in support of student parents. The MC Library will identify viable space that can accommodate either parent-toddler furniture or family study rooms. This is a two-year grant.
- Noyes – Elections were held on July 13. Discussion regarding the term of the current chair. The LAC is asking for an exception to the term limit. Next meeting is scheduled for September 14.
  - The Regional Manager should run the meeting until the Board Chair and Vice Chair have an opportunity to discuss this with the Noyes LAC.
- Little Falls – Met on August 1. The next meeting is scheduled for October 3. Additional discussion about the outside area project.
- Rockville Memorial – Will review handbook and provide comments.
- Twinbrook – Regional Manager will ask community members for assistance with recruiting LAC members.

**OLD BUSINESS:**

- Bookmarks on the way to success.

**NEW BUSINESS:**

- [Collection Policy](#) has been updated.
- Grace Manubay will compile the information of interest wanted from the data presentation. Members should let Grace know exactly what information they want.
- Andrea Christman thanked Director Vassallo and the Library Board. The newly appointed MCPS Media Specialist supervisor is Holly van Puymbroeck.
- Discussion regarding compliancy with the Maryland Open Meetings Act.

**PUBLIC COMMENT:**

- Montgomery County Commission on Aging would like to work more closely with Libraries. Have a liaison from the Commission to the Library Board. [Janice Zalen]

**ADJOURNMENT:**

- The meeting was adjourned at 9:13 p.m.