



Montgomery County Library Board

September 10, 2025

ATTENDEES: Bouie, Brier, Johnson, Lighter, Manubay, Mohan, Montgomery, Schiff, Solomon, Van Puymbroeck

STAFF: Darcell Graham, Director, Montgomery County Public Libraries; Patrick Fromm, Assistant Director of Branch Operations; Angelisa Hawes, Assistant Director for Facilities and ADA; Steve Kapani, Assistant Director for Business Operations; Regina Holyfield-Jewett, Library Board Liaison

GUESTS: Paul Nelson, Library Associate, Little Falls; Rosa Hsiung, Library Associate, Rockville Memorial Library; Althea Grey-McKenzie, Chair, Aspen Hill LAC; Bridget Woods, Library Associate, Connie Morella; Shelly Nituama, Branch Supervisor, Chevy Chase

The meeting was called to order by Chair Manubay at 7:01 PM.

INTRODUCTIONS:

- Roll call of Board members
- Introduction of guests

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the June 11, 2025, meeting were approved. [Motion to approve made by Lindsay Bouie, seconded by Wilma Brier. Unanimous vote to approve.]
- The following LAC applications were approved. [Motion to approve made by Marilyn Schiff, seconded by Jim Montgomery. Unanimous vote to approve.]
 - Accessibility Advisory Committee – Kemp
 - Aspen Hill – Zhu
 - Chevy Chase – Adamscheck
 - Davis – Will
 - Kensington Park – Jarrell
 - Little Falls – DeSomma
 - Potomac - Burks

DIRECTOR'S REPORT:

- [What's in your wallet?](#)
- Back to School with MCPL - [Student Hub](#)
- **Facilities and ADA** (Assistant Director Angelisa Hawes)
 - The Damascus Library and Senior Recreation Center [renovation](#) continues. New windows have been added, and installation and duct work are being completed.
 - Chevy Chase Library is undergoing removal of paint on the exterior of the building and windows and will be repainted before winter.
 - We are still waiting for updates about Noyes Library from the Department of General Services (DGS). No closure date has been determined.

- Additional cameras are being installed at Gaithersburg, Quince Orchard, and Twinbrook libraries.
- Brigadier General Charles E. McGee will be closed on Monday October 13, 2025, for partial removal of soiled furniture and delivery and installation of new furniture.
- Question – Any changes for Chevy Chase? Chevy Chase will receive a new roof, gutters, and elevators in spring 2026.
- Just begin planning and talking about the proposed Shady Grove library.
- **Business Operations** (Assistant Director Steve Kapani)
 - Finishing out the FY25 fiscal year. Making sure all FY25 invoices for goods received in FY25 or services rendered in FY25 were paid in the correct fiscal year. This is critical for financial statement purposes.
 - Began setting up the FY26 contracts and communicating the FY26 unit and program budgets to the appropriate MCPL staff.
 - Began work on the FY27 budget. The Business Office and Collection Management reviewed all contracts for scheduled price increases for FY27. This list was submitted to the Office of Management and Budget for consideration when they establish the FY27 Funding Parameter (aka budget limit) for MCPL's FY27 operating budget.
 - This is a biannual budget year for the Capital Improvements Program (CIP) budget. The Business Office and the AD for Facilities worked with the Department of General Services to develop the OBIs (Operating Budget Impacts) for the current library construction projects (Noyes and Clarksburg) as well as costs for the Shady Grove Westside Library if it is approved as a new project.
- **Branch Operations** (Assistant Director Patrick Fromm)
 - Branches
 - As summer ends, the branches are focusing on back-to-school initiatives and changes to demands from the summer.
 - Regional Manager Kate Sweeney has left the system for other opportunities. We wish her the best.
 - KIRSTRA OTTO, former Connie Morella Branch Supervisor, has been promoted to the Regional Manager team effective September 7.
 - Branches are preparing for Hispanic Heritage Month (Sept 15-Oct 15), STEM Festival (Oct 17- Nov 17), and Active Aging Week (Oct 6-Oct 12). Programs, displays of our collection, and highlighting other resources will take place during these timeframes.
 - Branches have new scanners to collect State ID/Driver's License information to speed up card registration.
 - September is Library Card Month! Have a stubborn friend or family member who doesn't know about Udemy or Consumer Reports? If they sign up during this month, they get a free magnetic bumper sticker! Be the envy of their neighborhood!
 - Central Programming Team
 - Plans are in place for an author showcase in November! This is the first program of its type for the system, and we will have more details as it draws closer. Tentatively planned for Wheaton Library on November 22 from 1-5 PM. All ages-event highlighting local authors.
 - Summer Reading Challenge has completed and smashed all previous records going back 10 years. There were 20,765 enrollments. We saw growth in all three age ranges, children, teens, and adults. We increased our finisher rate to 20.6%, up from 18.3% last year. And we gave out enough vouchers to fill 22% of Nationals Park.

- Vinyl day drew between 900-1000 attendees at Brigadier General Charles E. McGee. Vinyl record sales for FOLMC represented a 57% increase from FY25.
- Outreach
 - Installation of the charging station for the Outreach van is underway at Rockville Memorial Library in partnership with the Department of General Services and the Department of Transportation. A soft launch of the van is planned for this month with a more robust rollout as staff can be trained and suitable events can be planned.
 - The Outreach team has attended several back-to-school nights to share resources and help reconnect students and parents to the library.

CHAIR'S REPORT:

- Thank you to Candice Will and Abby Clause-Radigan for their dedicated service to the Montgomery County Library Board.
- Interviews were held in August for Board vacancies. Recommendations were submitted to the County Executive on October 2. We are waiting to see when confirmation will be on the Council agenda. There were 13 applicants; the nominating committee moved forward with four reappointments and three new members.
- Planning is underway for the Joint Meeting with Friends of the Library, Montgomery County, which is scheduled for October 8. It is a hybrid meeting with the in-person at Twinbrook Library. The purpose of the meeting is to foster collaboration between our organizations to bring understanding of MCPL needs to the library support community and the public at large, with the goal to equip them with relevant skills to serve as effective advocates. Information sharing, collaborating with the goal to build skills. The October meeting will focus on learning how the library system develops its collection. Invite someone who can provide a broad picture of what best practices are in collection management and describe what this means for MCPL. Also, on the agenda is state of the library system and update on the strategic goals. How this information will shape the agenda for the January Joint Meeting. The agenda is still being developed.
- Begin planning for the January meeting.

WORKGROUP REPORTS:

- Library Policy and Practices (Lightner)
 - No update.
- Legislative and Public Affairs Workgroup (Bouie, Montgomery, Schiff, Solomon)
 - County Executive's Community Conversations – FY27 Budget Forums
 - Citizens for Maryland Libraries is having a meeting in October. Jim Montgomery will be attending.
 - Marilyn Schiff, Jim Montgomery, and Director Graham attended the first budget forum. Things appear normal but a lot of things are looming.
- LAC and Board Activities (Manubay, Brier, Mohan)
 - A very successful networking event was held in June that brought together the Kensington Park, Brigadier General, Long Branch, Wheaton and Noyes LACs. No representative from Noyes was able to attend. It was one hour; received feedback that it was too short. People had a lot of input and feedback. Working on the next event which will include White Oak, Marilyn Praisner, Aspen Hill, Twinbrook and Rockville Memorial. Next steps:
 - Select a time that works for the organizers
 - Select a location

- Last year around this time we started thinking about work plans and how to organize our activities with goals, to help measure progress.
 - Members were divided into their work groups for an exercise.
 - Work plans were distributed to each work group who were asked to spend ten minutes reviewing them, and complete: activity/goal completed, how did it go, and what we can do next year.
 - Goal to have a new workplan for each work group in November.

OLD BUSINESS:

- In June, the creation of a large group email being shared across the LACs was discussed. Jim Montgomery and Tim Lighter will have a discussion with the person who set up the large group email.

NEW BUSINESS:

- Election of vice chair
 - From the Board Manual: The Vice Chair will:
 - In the absence or at the request of the Chair, preside at Board meetings and other activities and events organized and sponsored by the Board.
 - Represent the Board at County Council budget hearings, before the State Legislature, and other forums.
 - Carry out special assignments and projects.
 - Collect volunteer hours from Board members and submit them to MCPL staff.
 - Carry out any other duties normally assigned to the Chair when the Chair is unavailable.
 - The floor was opened for nominations:
 - Jim Montgomery nominated Wilma Brier, seconded by Steve Solomon. A motion to elect Wilma Brier as Vice Chair was made by Marilyn Schiff and seconded by Kavita Mohan. The vote was unanimous for Wilma Brier as Vice Chair.
- Virtual Meeting Monitor – log in and monitor questions in the chat to help facilitate meetings. Holly Van Puymbroeck volunteered.
- Liaisons should reach out to their respective LACs reminding them to:
 - Complete and submit LAC year-end reports which are due by September 30. The [template](#) is online.
 - To hold elections if they have not done so yet.
 - Communicate to LAC chairs that the branch supervisor will resume the role of MCPL staff for the LAC meetings. Please contact Patrick Fromm with any questions.
 - Encourage interested community members to attend an LAC meeting prior to signing on.

LIAISON REPORTS:

- White Oak – Met on September 2. They were very pleased that Branch Supervisor Kathie Meizner was there and gave an update on the happenings at the branch. They asked how libraries can interact more with MCPS (Public Schools). They had 879 people participate in the Summer Reading Challenge (SRC). Happy that Director Graham visited.
- Twinbrook – Still not active. Holding Joint Meeting there might give them a push.

- Little Falls – Met on September 2; Marilyn Schiff will contact Patrick Fromm regarding the meeting dates.
- Rockville Memorial – Has 18 members on their roster. For the past 7 or 8 months they have not had a quorum due to lack of attendance. Polled the 18 members; only 5 indicated they still want to attend. They are scheduled to meet on October 13. Inactive members (without advance excused absences) are removed based on the number of meetings they have missed ([See LAC Handbook](#))
- Potomac – Met on September 2. Discussion regarding display cases and items not related to library or something going on in the library be displayed. [per the County Attorney, only Montgomery County government events/information can be displayed in these cases]. Who can they call when there is trash on the library grounds? Report it to the branch supervisor who will then contact facilities.
- Connie Morella – Does the director attend LAC meetings? [The director is not prepared to attend LAC meetings at this time]. Would like to know how to access information about how the library system is working – branch comparison. There is general access to this information. Are there problems or questions they would like answered?
- Damascus – Met September 9. Liaison was unable to attend.
- Noyes – Will meet on September 10; this is the first meeting after their summer break. They held elections before the break.
- Olney – Selected a chair at the last meeting. They did not have quorum and were unable to vote on it.
- Accessibility Advisory Committee – Needs to have an election. Next meeting is September 16. Director Graham is scheduled to attend the September meeting.
- Brigadier General Charles E. McGee – Met in May and elected a chair. Has not elected a secretary yet. They are scheduled to meet again on October 20.
- Long Branch – Met on July 15; Next meeting is September 16. There was not a quorum, so no elections were held. A member asked for a “know your rights” pamphlet.
- Gaithersburg – Has not met since June. Interested in the LAC networking event. The elevator is now working.
- Germantown – Has not met since June. Interested in the LAC networking event.
- Wheaton – Meets on September 15.
- Kensington Park – Scheduled to meet on September 24. The secretary resigned and there is no chair.
- Marilyn Praisner – Last met on July 31; next meeting is scheduled for September 18. They have a new chair. They discussed facilities issues (roof, HVAC system), programming, workforce development programs which are very good for the community
- Aspen Hill – Met on June 16. Approximately 1,300 attended the SRC kickoff. They held an orientation meeting on August 19. They are interested in the LAC networking session and how the LACs can be more involved with the LAC Handbook. Discussion regarding creating programs that are reflective of the community and data about people who attend programs. Also interested in the speaker series – community conversations. Next meeting is scheduled for September 15.
- Montgomery County Public Schools – A back to school conference was held on August 15. This year Maranda Schoppert and Tyler Chadwell English conducted two concurrent sessions of Building Bridges: Connecting School and Public Libraries. Other MCPL branch staff assisted. During lunch there was a vendor hall. September 10 from 6-7 PM there is a teen connect pre-conference. Tyler Chadwell English and representatives from MCPS presented a session entitled “Our Teens Bringing school and public libraries together. Still working on system level partnerships while programming partnerships are ongoing.

- Montgomery College – Exciting fall – week of September 22 holding the 2nd annual information literacy week, Crosswords Where Knowledge Meets Opportunity, which is open to MC staff, faculty and students. Open houses at all three campus locations. With the start of the semester on September 2, launched a Spanish language version of the very popular academic integrity and avoiding plagiarism tutorials. Rockville campus library will be undergoing renovations for the next two years – working to move to an interim space.

PUBLIC COMMENT:

- Althea Grey-McKenzie, Chair, Aspen Hill LAC:
 - Confirming that the LAC application for Chelsea Zhu was approved.
 - There have been some issues with potential new and reapplying Aspen Hill LAC members when filling out LAC applications online and in person. Will continue to liaise with Melanye Johnson regarding this issue.
 - Long-time Aspen Hill LAC members have asked for a way that LAC members can not only review the LAC Handbook but also respond before it is finalized. This request has been made several times.
 - The LAC is not asking to do programming, but many members have submitted ideas to the department about programming. The LAC does hold activities to bring in more members, which has been successful. Some of those activities are under community voices – to hear from the community, especially those who want to learn about collections, what is happening for summer reading - to learn about these things from someone who is within the MCPL system.

ADJOURNMENT:

- Meeting was adjourned at 8:50 p.m.