

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting June 15, 2022

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

May 18, 2022 LBOT Meeting

AGENDA CHANGES

REPORTS

Collection Management Services Report:
Director's Report:

**Division Manager Jessica West
Library Director Chang Liu**

INFORMATION ITEM:

II 01 FY2022 and FY2023 Budget Update

II 02 Staffing Update

II 03 Library Governance Discussion Update

II 04 LBOT Facilities Planning Committee

II 05 LBOT Chair and Vice Chair Nominations

ACTION ITEM:

AI 01 Thomas Balch Library Contract

AI 02 LBOT Chair and Vice Chair Election

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: June 15, 2022, at 7:00 p.m.

LOCATION: Rust Library 380 Old Waterford Road NW Leesburg VA 20176

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-737-8468. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes
May 18, 2022

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, May 18, 2022 at 7:00 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair
 Walter Purnell, Vice Chair
 Alana Boyajian
 Kathleen Kuhn
 Priscilla Martinez (arrived after first vote)
 Monti Mercer
 Christine Newton
 Sara Pensgard
 Chang Liu, Director

Absent None

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:01 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Trustee Pensgard noted that she's heartened by all of the happenings in Loudoun County Public Library (LCPL) branches, from furniture and wifi updates to training opportunities and programming. She thanked staff for their efforts.

Trustee Newton remarked on the addition of curated book carousels to the Libby app and the creation of tailored book boxes for patrons and commended the promotional materials for Avengers' Night at Rust Library. She shared that the Washington Post featured a 3-page spread on book banning and that given that story, was glad that the LBOT has so recently reviewed the Collection Management Policy and Reconsideration (Challenge) Procedure and that the Policy and Procedure facilitate nuanced discussion of book classification and the freedom to read.

Trustee Boyajian recognized Deputy Director Michael Van Campen for his work updating procedures and guidelines, and complimented Children's Librarian Monica DiMuzio's video showing a day in the life of a children's librarian.

Trustee Kuhn expressed her pride in being part of the LBOT for such a remarkable, community-oriented library system, and congratulated library staff on their accomplishments. Vice Chair Purnell shared his sense of the library system coming back alive over the past few months, and his hope that the uptake in cases of Covid-19 would not cause setbacks.

Trustee Mercer thanked everyone for being present for the meeting. He highlighted the importance of mental health.

Chair Olorunda commented that a recent visit to the Princeton University Library reminded her of Loudoun's collection, aesthetics, and energy. She noted that LCPL is certainly a leader among libraries, and we will continue to move forward. She thanked staff for all of their work and noted that the updates sent to the Trustees are being read and noted, and shared with the Board of Supervisors and the broader community.

Chair Olorunda also noted that LCPL received a National Association of Counties (NACo) award and invited Division Manager of Communications, Pete O'Brien, to share information about the online learning hub and quarantine survival kit that were the subjects of the award.

IV. DIRECTOR COMMENT

Director Chang Liu thanked the Trustees for their kind words, and library staff for their wonderful work. Director Liu welcomed John F. Sherwood Jr., Assistant County Attorney and introduced Leah Bolzman, Head of Circulation at Gum Spring Library, to the LBOT.

Director Liu shared that until recently, library substitute staff did not have County email addresses, which limited our ability to communicate with them. After several years of work, all substitutes now have County email addresses, have access to Microsoft Teams and receive all-staff email communications. She thanked Division Manager of Technology Dan Bureau and his team for ensuring smooth and timely communication with substitute staff.

V. AGENDA CHANGES

None.

VI. READING AND APPROVAL OF MINUTES

Trustee Kuhn moved to approve the minutes and Trustee Boyajian seconded. Approved **7-0-0-1 (yes/abstained/no/not present)**.

VII. REPORTS

Gum Spring Library Branch Manager Vivy Niotis and Kimber Garland Holmes, Treasurer of the Friends of Gum Spring Library presented a report on their work. The reports were received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for April 2022. The report was received by the LBOT Secretary and placed on file.

IX. INFORMATION ITEMS

II 01 FY2022 and FY2023 Budget Update

Director Liu noted that now that the County's Fiscal Year is coming to an end, book ordering is slowing down and staff are working to complete any remaining large purchase orders. Director Liu also shared that the two LCPL resource requests that were approved for the FY2023 budget are moving forward: current library aides are going through training prior to taking on the new assistant roles and will receive a 10% raise over their current salary at that point, and the newly added position reporting to Finance and Budget Manager Nan Paek will be posted after it receives final approval from County Human Resources.

II 02 Staffing Update

Director Liu shared LCPL's hiring and status changes.

Director Liu also informed the LBOT that the last phase of the County's classification and compensation study regarding salary compression was just completed.

II 03 Library Governance Discussion Update

Trustee Pensgard informed the LBOT that the ad hoc committee is in the process of reviewing LBOT governing documents and completing any updates required by SB 421 which was recently passed by the Virginia General Assembly. She shared that the ad hoc committee is also examining conflict of interest and ethics statements from the County and from the American Library Association, as well as Robert's Rules of Order, to see if any provisions from these documents should also be incorporated.

II 04 Thomas Balch Library Contract

Director Liu explained that LCPL has a longstanding partnership with Thomas Balch Library, which just turned 100 years old: LCPL catalogues some of Thomas Balch Library's materials for a fee per item and provides automation support and training to Thomas Balch staff, and this contract brings in about \$2,500 per year to Loudoun County. She explained that the contract is reviewed annually by the LBOT, and that Collection Management Services staff perform work on the contract during their normal work hours with no overtime required.

Trustee Newton stated because she works for the Town of Leesburg, which owns Thomas Balch Library, she will abstain from any future votes on this contract.

II 05 Chair and Vice Chair Nomination Process

Chair Olorunda explained that the LBOT Chair and Vice-Chair terms end in June, and nominated Trustee Kuhn to serve as the nominating committee person. She asked Trustees to send all nominations for Chair and Vice Chair directly to Trustee Kuhn via email by close of business on June 8th, 2022.

X. ADJOURNMENT

The public meeting was adjourned at 7:52 p.m.

XI. CLOSED SESSION

Chair Olorunda moved that the LBOT recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia. The purpose of the Closed Session is to consider a personnel matter involving the performance and salary of a specific employee of the LBOT. The motion passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Ms. Olorunda moved to adjourn the Closed Session and that the LBOT reconvene its public meeting and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session. The motion passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Chair Olorunda then read the resolution to certify the Closed Session: Whereas, the Loudoun County Public Library Board of Trustees has this 18th day of May, 2022 convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

Chair Olorunda moved that the resolution certifying the Closed Session be adopted and reflected in the minutes of the public meeting. The motion passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

The meeting was adjourned shortly before 10:00 pm.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in June 2022

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2022 and FY2023 Budgets Update

SUBJECT:	FY2022 and FY2023 Budgets Update
CONTACT:	Director Chang Liu
ACTION DATE:	June 15, 2022
RECOMMENDATION:	Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2022 and FY2023 budgets.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	June 15, 2022
RECOMMENDATION:	Director Liu and HR Admin Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Library Governance Discussion Update

SUBJECT:	Library Governance Discussion Update
CONTACT:	Chair Christina Olorunda and Trustees
ACTION DATE:	June 15, 2022
RECOMMENDATION:	The ad hoc committee on Library Governance will provide an update on items they have been working on related to Library Governance, such as updates to LBOT's Bylaws, Policies, etc.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: **II04 LBOT Facilities Planning Committee**

SUBJECT:	LBOT Facilities Planning Committee
CONTACT:	Chair Christina Olorunda, Trustee Sara Pensgard, Director Chang Liu, and Branch Manager Christine Thompson
ACTION DATE:	June 15, 2022
RECOMMENDATION:	Chair Olorunda will provide an update on the Facilities Planning Committee, comprised of two Trustees, Library Director, and a Branch Manager.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 Chair and Vice Chair Nomination Process

SUBJECT:	Chair and Vice Chair Nomination Process
CONTACT:	Trustee Kathy Kuhn
ACTION DATE:	June 15, 2022
RECOMMENDATION:	
BACKGROUND:	<p>Per LBOT Bylaws, the election of Chair and Vice Chair needs to take place annually. At the May 2022 LBOT meeting, Chair Olorunda appointed Trustee Kathy Kuhn to serve as the Nominating Committee for next year's LBOT Chair and Vice Chair positions. Ms. Kuhn will present the slate of the nominees and ask for nominations from the floor at the June 2022 LBOT meeting.</p> <p>As of June 9, 2022, Ms. Kuhn has received the following nominations: Trustee Olorunda for Chair; and Trustee Purnell for Vice Chair.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI01 Thomas Balch Library Contract

SUBJECT:	Thomas Balch Library Contract
CONTACT:	Director Chang Liu and Division Manager for Collection Management Services Jessica West
ACTION DATE:	June 15, 2022
RECOMMENDATION:	
BACKGROUND	Loudoun County Public Library has a long-standing contract with the Thomas Balch Library of the Town of Leesburg to catalog materials for, and provide automation support to, the Thomas Balch Library. This contract is annually presented to the LBOT for review and renewal.
ISSUES:	
FISCAL IMPACT:	This service to the Thomas Balch Library annually brings in about \$2500 to Loudoun County. The work is performed by LCPL staff during their normal work time.
DRAFT MOTION:	I move to approve the attached FY2023 Thomas Balch Library Contract.
ATTACHMENTS:	Draft copy of the FY2023 Thomas Balch Library Contract
NOTES:	
ACTION TAKEN:	

SERVICES PROVIDED TO TOWN OF LEESBURG TERMS OF AGREEMENT

CATALOGING AND PROCESSING

Loudoun County Public Library will catalog items, perform all data entry operations in order that items would appear on the online catalog, and physically process all items with appropriate labels and/or jackets when necessary. No ordering, receiving, or fund accounting will take place. Work will be accomplished per the following conditions:

1. The Public Library will catalog items received at their office, performing all data entry operations for items to appear on the online catalog. Cataloging decisions will remain consistent with Thomas Balch's current bibliographic database.
2. The Public Library will process items with any labels/jackets/stamps necessary.
3. Catalogued materials will be picked up by Thomas Balch staff. The Public Library will process newly purchased Thomas Balch materials within two months of receiving them from Thomas Balch. Gift items will be processed within three months of receipt from the donor.

Cost: \$10.80 per title, for those items appearing in the OCLC database; \$27.75 per title, for those items which do not appear in the OCLC database. In addition, the Town must continue its "sharing membership" to the OCLC Eastern consortium; the annual membership fee is payable directly to OCLC Eastern.

The Town will be billed quarterly for Cataloging and Processing services; payment is due within 30 days of invoice date.

Terms: This is a one-year contract renewable annually; either party may terminate the contract with 90 days written notice.

LIBRARY BOARD OF TRUSTEES

Christina Olorunda, *Chair, Ashburn District*

Walter Purnell, *Vice Chair, Broad Run District*

Vacant, *Algonkian District*

Alana Boyajian, *Blue Ridge District*

Sara Pensgard, *Catoctin District*

Monti Mercer, *Dulles District*

Christine Newton, *Leesburg District*

Kathleen Kuhn, *Sterling District*

Priscilla Martínez, *At-Large*

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 LBOT Chair and Vice Chair Elections

SUBJECT:	LBOT Chair and Vice Chair Elections
CONTACT:	Chair Christina Olorunda and Trustee Kathy Kuhn
ACTION DATE:	June 15, 2022
RECOMMENDATION:	
BACKGROUND	Per LBOT Bylaws, Chair and Vice Chair are to be elected annually. At the May 2022 LBOT meeting, Chair Olorunda appointed Trustee Kuhn to the nominating committee. As of June 9, 2022, Trustee Kuhn has received nominations for Trustee Olorunda and Trustee Purnell to serve as Chair and Vice Chair, respectively, in FY2023.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to elect Ms. Olorunda and Mr. Purnell as Chair and Vice Chair for FY2023.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

5/31/2022

Irwin Uran Trust Fund	\$ 84,504.95	LGIP*	0.715%
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Symington Trust Fund	\$ 87,047.24	LGIP*	0.715%
		CD**	Trade Date Maturity Yield
	\$ 850,253.31	<i>FVC Bank</i>	03/18/20 03/18/25 1.250%
	\$ 851,824.65	<i>FVC Bank</i>	02/19/19 02/19/24 3.005%
	\$ 874,814.45	<i>United Bank</i>	03/22/18 03/22/23 3.000%
	\$ 933,907.71	<i>John Marshall Bank</i>	03/30/22 03/30/23 1.235%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,502,906.37		

James Horton Trust Fund	\$ 29,875.46	LGIP*	0.715%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY22**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 4.08	\$ 84,370.51	0.058%
August	\$ 84,370.51	\$ -	\$ -	\$ -	\$ 84,370.51	\$ 4.36	\$ 84,374.87	0.062%
September	\$ 84,374.87	\$ -	\$ -	\$ -	\$ 84,374.87	\$ 4.22	\$ 84,379.09	0.060%
October	\$ 84,379.09	\$ -	\$ -	\$ -	\$ 84,379.09	\$ 4.15	\$ 84,383.24	0.059%
November	\$ 84,383.24	\$ -	\$ -	\$ -	\$ 84,383.24	\$ 4.57	\$ 84,387.81	0.065%
December	\$ 84,387.81	\$ -	\$ -	\$ -	\$ 84,387.81	\$ 5.98	\$ 84,393.79	0.085%
January	\$ 84,393.79	\$ -	\$ -	\$ -	\$ 84,393.79	\$ 7.31	\$ 84,401.10	0.104%
February	\$ 84,401.10	\$ -	\$ -	\$ -	\$ 84,401.10	\$ 9.35	\$ 84,410.45	0.133%
March	\$ 84,410.45	\$ -	\$ -	\$ -	\$ 84,410.45	\$ 16.95	\$ 84,427.40	0.241%
April	\$ 84,427.40	\$ -	\$ -	\$ -	\$ 84,427.40	\$ 27.23	\$ 84,454.63	0.387%
May	\$ 84,454.63	\$ -	\$ -	\$ -	\$ 84,454.63	\$ 50.32	\$ 84,504.95	0.715%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 138.52	\$ 84,504.95	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY22**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,414,101.24	\$ -	\$ -	\$ -	\$ 4,414,101.24	\$ 8.36	\$ -	\$ 4,414,109.60	0.058%
August	\$ 4,414,109.60	\$ -	\$ -	\$ -	\$ 4,414,109.60	\$ 8.94	\$ -	\$ 4,414,118.54	0.062%
September	\$ 4,414,118.54	\$ (8.61)	\$ -	\$ -	\$ 4,414,109.93	\$ 4.35	\$ -	\$ 4,414,114.28	0.060%
October	\$ 4,414,114.28	\$ -	\$ -	\$ -	\$ 4,414,114.28	\$ 4.27	\$ -	\$ 4,414,118.55	0.059%
November	\$ 4,414,118.55	\$ -	\$ -	\$ -	\$ 4,414,118.55	\$ 4.71	\$ -	\$ 4,414,123.26	0.065%
December	\$ 4,414,123.26	\$ -	\$ -	\$ -	\$ 4,414,123.26	\$ 6.16	\$ -	\$ 4,414,129.42	0.085%
January	\$ 4,414,129.42	\$ -	\$ -	\$ -	\$ 4,414,129.42	\$ 7.53	\$ -	\$ 4,414,136.95	0.104%
February	\$ 4,414,136.95	\$ -	\$ -	\$ -	\$ 4,414,136.95	\$ 9.64	\$ -	\$ 4,414,146.59	0.133%
March	\$ 4,414,146.59	\$ -	\$ -	\$ -	\$ 4,414,146.59	\$ 17.46	\$ 88,662.44	\$ 4,502,826.49	0.241%
April	\$ 4,502,826.49	\$ -	\$ -	\$ -	\$ 4,502,826.49	\$ 28.05	\$ -	\$ 4,502,854.54	0.387%
May	\$ 4,502,854.54	\$ -	\$ -	\$ -	\$ 4,502,854.54	\$ 51.83	\$ -	\$ 4,502,906.37	0.715%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,414,101.24	\$ (8.61)	\$ -	\$ -	\$ 4,414,092.63	\$ 151.30	\$ 88,662.44	\$ 4,502,906.37	

*Ending Balances include CD's and Money Market balances - see holding tab

**Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

July and August Interest calculated based off 7.1.20 CD Balances, corrected in September

CD's as of 12/31/2021

\$ 905,059.01	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.950%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 874,814.45	United Bank	3/22/2018	3/22/2023	3.000%
\$ 845,245.27	United Bank	3/29/2017	3/29/2022	2.000%
\$ 4,327,196.69				

CD's as of 3/31/2022

\$ 933,907.71	John Marshall Bank	3/30/2022	3/30/2023	1.235%
\$ 905,059.01	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.950%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 874,814.45	United Bank	3/22/2018	3/22/2023	3.000%
\$ 4,415,859.13				

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY22**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 28,326.70	\$ -	\$ -	\$ -	\$ 28,326.70	\$ 1.37	\$ 28,328.07	0.058%
August	\$ 28,328.07	\$ -	\$ -	\$ -	\$ 28,328.07	\$ 1.46	\$ 28,329.53	0.062%
September	\$ 28,329.53	\$ -	\$ -	\$ -	\$ 28,329.53	\$ 1.42	\$ 28,330.95	0.060%
October	\$ 28,330.95	\$ -	\$ 1,500.00	\$ -	\$ 29,830.95	\$ 1.47	\$ 29,832.42	0.059%
November	\$ 29,832.42	\$ -	\$ -	\$ -	\$ 29,832.42	\$ 1.62	\$ 29,834.04	0.065%
December	\$ 29,834.04	\$ -	\$ -	\$ -	\$ 29,834.04	\$ 2.11	\$ 29,836.15	0.085%
January	\$ 29,836.15	\$ -	\$ -	\$ -	\$ 29,836.15	\$ 2.59	\$ 29,838.74	0.104%
February	\$ 29,838.74	\$ -	\$ -	\$ -	\$ 29,838.74	\$ 3.31	\$ 29,842.05	0.133%
March	\$ 29,842.05	\$ -	\$ -	\$ -	\$ 29,842.05	\$ 5.99	\$ 29,848.04	0.241%
April	\$ 29,848.04	\$ -	\$ -	\$ -	\$ 29,848.04	\$ 9.63	\$ 29,857.67	0.387%
May	\$ 29,857.67	\$ -	\$ -	\$ -	\$ 29,857.67	\$ 17.79	\$ 29,875.46	0.715%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 28,326.70	\$ -	\$ 1,500.00	\$ -	\$ 29,826.70	\$ 48.76	\$ 29,875.46	

*Interest Earnings Based On Average LGIP Rate For the Month