

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting July 19, 2023**

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**7:00 p.m. CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**APPROVAL OF MINUTES**

**June 21, 2023 LBOT Meeting**

**AGENDA CHANGES**

**REPORTS**

Branch Services Report:

Training Division Report

Director's Report:

Committee Reports:

Strategic Plan Update

**Division Manager Sydney McCoy**

**Training Coordinator Jennifer DesRoberts**

**Library Director Chang Liu**

**LBOT Chair Christina Olorunda**

**Deputy Director Mike VanCampen and Director Chang Liu**

**INFORMATION ITEM:**

**II 01** FY2023 and FY2024 Budget Update

**II 02** Staffing Update

**II 03** LBOT Retreat Date

**II 04** Review of LCPL Fees Policy

**II 03** Annual Review of LBOT By Laws and Rules of Order

**CLOSED EXECUTIVE SESSION (if needed)**

**ADJOURNMENT**

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**DATE & TIME:** July 19, 2023, 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**

June 21, 2023

The Library Board of Trustees (LBOT) met at the Douglass Community Center on Wednesday, June 21, 2023 at 7:00 p.m. The Chair and the Secretary were present.

**Present**                   Christina Olorunda, Chair  
                                  Sara Pensgard, Vice Chair  
                                  Alana Boyajian  
                                  Mary Colucci  
                                  Erika Daly  
                                  Kathleen Kuhn  
                                  Monti Mercer  
                                  Christine Newton  
                                  Chang Liu, Director  
                                  Monica Spells, Assistant County Administrator

**Absent**                    Priscilla Martinez

Prior to Chair Olorunda calling the meeting to order, the LBOT Mission Awards Ceremony and a farewell reception for Vice Chair Pensgard were held.

**The inaugural LBOT Mission Awards winners were:**

Inspiration: Chantel Warner, Head of Circulation, Sterling Library

Information: Patrick Ramos, Law Library Assistant, Law Library

Innovation: Dan Bureau, Division Manager, Technology Services

Inclusion: Allison Forbes, Head of Adult Services, Sterling Library

Newcomer Award: Amanda Jones, Branch Manager, Sterling Library

**I. CALL TO ORDER**

Chair Olorunda called the meeting to order at 8:12 p.m. and called for a moment of silence.

**II. PUBLIC COMMENT**

None.

**III. BOARD COMMENT**

Trustees Newton, Mercer, and Colucci congratulated all LBOT Mission Award nominees and recipients, and thanked everyone who had a hand in putting the event together.

Trustee Kuhn commended Sterling Library staff, and highlighted programming and outreach work done by Brambleton, Cascades, Sterling, and Middleburg Library staff. Trustee Kuhn

also expressed her appreciation for Vice Chair Pensgard's work and leadership during her years of service as a Trustee.

Trustee Boyajian noted from the Ashburn Monthly Report that Ashburn Children's Librarian Michelle Miller arranged to play Pete the Cat for a young person with sensory challenges who couldn't participate in the main library program, allowing him to participate in the way that worked for him. She commented that customer service is the North star for Loudoun County Public Library (LCPL).

Trustee Daly complimented the organization of the LBOT Mission Awards event and thanked the Loudoun Library Foundation for their contributions.

Vice Chair Pensgard shared that her 8 years as part of the LBOT have been tremendous, eventful, and fruitful, and her appreciation for the support from the County that has allowed the LBOT and the library system to grow and to do great work. She also recognized Rust Library Head of Circulation Carolyn Willingham upon her retirement after 22 years with LCPL.

Chair Olorunda thanked Vice Chair Pensgard for all of her work over the past 8 years and expressed her appreciation for Vice Chair Pensgard's genuine care for the community, the system, and all LCPL staff, and for everything she's done behind the scenes that will have lasting effects on LCPL.

#### **IV. DIRECTOR COMMENT**

Director Liu concurred with all the commendations of Vice Chair Pensgard and shared her respect for Vice Chair Pensgard's professional insight, calm demeanor, and clear thinking. She invited Vice Chair Pensgard to stay in touch and to continue to visit LCPL. She also introduced Tina Reid, an Adult Services Librarian at Rust Library (who has since been promoted to be the Branch Manager of Middleburg Library).

#### **V. AGENDA CHANGES**

None.

#### **VI. READING AND APPROVAL OF MINUTES**

Trustee Kuhn moved to approve the minutes. Trustee Daly seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

#### **VII. REPORTS**

None.

#### **VIII. DIRECTOR'S REPORT**

Director Liu provided the Director's report for May 2023. The report was received by the LBOT Secretary and placed on file. Director Liu also commended Division Manager for

Communications Pete O'Brien on his expeditious creation of a sidewalk sign for the Law Library.

Trustee Boyajian inquired about the Summer Reading Program. Division Manager for Programming and Community Engagement Susan VanEpps shared that over 10,000 customers had already enrolled.

## **IX. COMMITTEE REPORTS**

Chair Olorunda read the list of existing committees and announced the establishment of a new committee.

### Existing LBOT Committees:

Nomination Committee  
Library Governance Committee  
Budget Committee  
Facilities Committee  
Executive Committee

Chair Olorunda announced the creation of an ad hoc committee for establishing the annual evaluation of the LBOT, to include Trustee Kuhn, Chair Olorunda, LBOT Secretary Manisha Adhikari, and Training Coordinator Jen DesRoberts.

## **X. STRATEGIC PLAN UPDATE**

Director Liu highlighted how all of the work of LCPL is centered on the Strategic Plan and guided by the Mission, Vision, and Values. She shared that she will host four sessions of a hiring and recruitment training, also based on the Mission, Vision, and Values at different library locations.

Director Liu also shared that in support of staff engagement and customer service, she is holding stay interviews with long-time employees, with funding provided by the Loudoun Library Foundation for refreshments. At those interviews, Director Liu noted how staff have shared that they love working at LCPL, and that they particularly value their colleagues and working with the public.

## **XI. INFORMATION ITEMS**

### **II 01 FY 2023 and FY 2024 Budget Update**

Finance and Budget Manager Nan Paek shared that FY 2023 spending was coming to a close, that between \$80,000 and \$90,000 would be returned to the County at year end, and that LCPL had fully spent the allocation for Empact awards.

### **II 02 Staffing Update**

Division Manager for Branch Services Sydney McCoy provided the staffing update: LCPL has two new hires starting in June and four departures, including two from Sterling Library, one from Gum Spring Library, and one from Rust Library.

### **II 03 Chair and Vice Chair Nominations**

Chair Olorunda announced that the Nomination Committee received one nomination for Chair and two for Vice Chair, and that per the Roberts Rules of Order, nominations would be voted on in the order they were received. For Chair, Chair Olorunda was the only nominee. For Vice Chair, Trustee Boyajian was nominated first, followed by Trustee Mercer.

## **XII. ACTION ITEMS**

### **AI 01 Chair and Vice Chair Election**

Trustee Kuhn asked for any nominations for Chair from the floor. There were none. Trustee Kuhn moved to elect Chair Olorunda to remain as Chair of LBOT. Trustee Mercer seconded the motion. There was no discussion.

The motion was approved with a vote of **7-1-0-1 (yes/abstained/no/not present)**.

Trustee Kuhn asked for any nominations for Vice Chair from the floor. There were none. Chair Olorunda moved to elect Trustee Boyajian as Vice Chair of LBOT. Vice Chair Pensgard seconded the motion. There was no discussion.

The motion was approved with a vote of **6-2-0-1 (yes/abstained/no/not present)**.

Following the votes, Senior Assistant County Attorney John Sherwood provided an update regarding recent state regulation prohibiting government resources or equipment from accessing TikTok and WeChat and noted that he will research applicability of the regulation to Library computers for public use.

Chair Olorunda asked Senior Assistant County Attorney Sherwood to look into how regulations on social media use might impact Trustees using County equipment as well.

## **XIII. CLOSED SESSION**

At 8:56 p.m., Chair Olorunda moved that the LBOT recess the public meeting and enter closed session pursuant to the Code of Virginia § 2.2-3711 (A) (1) and (A)(8) 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 annual performance review of the LBOT, to consult with a legal counsel on a legal matter.

Trustee Daly seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

At 10:38 p.m., Chair Olorunda moved that the Closed Session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session.

Trustee Mercer seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

### **Resolution Certifying Closed Session:**

Whereas, the Loudoun County Public Library Board of Trustees has this 21st day of June, 2023 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.

(\* Any member of the public body who believes that there was a departure from the requirements of clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.)

Chair Olorunda moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Trustee Colucci seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

#### **XIV. RECONVENED OPEN SESSION**

Trustee Kuhn moved to give the LCPL Director a 6% pay raise, commensurate with other County Directors and staff, and further moved to award Director Liu 5 days of excellent performance leave.

Chair Olorunda seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

#### **XV. ADJOURNMENT**

Trustee Mercer moved to adjourn the public meeting at 10:41 p.m. Vice Chair Pensgard seconded the motion.

Approved **8-0-0-1 (yes/abstained/no/not present)**.

Respectfully submitted by,

*Chang Liu*

Chang Liu

Director, LCPL

Adopted by the Board in July 2023

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Christina Olorunda

Chair, LBOT

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II01 FY2023 and FY2024 Budget Update**

<b>SUBJECT:</b>	FY2023 and FY2024 Budget Update
<b>CONTACT:</b>	Director Chang Liu and Finance and Budget Manager Nan Paek
<b>ACTION DATE:</b>	July 19, 2023
<b>RECOMMENDATION:</b>	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2023 and FY2024 budgets.
<b>BACKGROUND:</b>	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

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

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and HR Administrative Manager Cheryl Granger
<b>ACTION DATE:</b>	July 19, 2023
<b>RECOMMENDATION:</b>	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II03 LBOT Retreat Date**

<b>SUBJECT:</b>	LBOT Retreat
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	July 19, 2023
<b>RECOMMENDATION:</b>	Chair Olorunda and Director Liu would like to know when a good time for the LBOT would be to have a retreat during October 2023. Which of the following three Saturdays would work for most Trustees: October 7th, 14th or 21st?
<b>BACKGROUND</b>	The LBOT usually holds a retreat in the fall for continuing education and planning purposes, where in-depth discussions could take place.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1104 Review of LCPL Fees Policy**

<b>SUBJECT:</b>	Review of LCPL Fees Policy
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	July 19, 2023
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	The LBOT annually reviews LCPL's policies to make necessary updates and revisions.
<b>ISSUES:</b>	LCPL Staff will present suggested updates to Fees Policy
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LCPL Fees Policy - FY 2024 Draft Update
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## 4. Fees

The Library Board of Trustees (LBOT) will approve all fees, as referenced in the Schedule of Fees below. The LBOT authorizes the Library Director to develop procedures for staff to waive fees for customers due to extenuating circumstances beyond the control of the customer.

### Schedule of Fees

Item	Cost
Lost or Damaged Items	List price per item
Printing	\$0.10 per page for black and white \$0.25 per page for color
Interlibrary Loans (ILL)	LCPL does not charge a fee; customers are responsible for any fees assessed by lending institutions.
Makerspace Supplies	Material cost (prices may fluctuate)
Passport Services	\$35 execution fee \$15 per photo

Effective June 16, 2021

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1105 Annual Review of LBOT By-Laws and Rules of Order**

<b>SUBJECT:</b>	Annual Review of LBOT By-Laws and Rules of Order
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	July 19, 2023
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	The LBOT annually reviews LBOT By-Laws and Rules of Order to make necessary updates and revisions.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LBOT By-Laws and Rules of Order
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees  
BY-LAWS**

Revised and Approved 9/21/2022

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# **Loudoun County Public Library Board of Trustees**

## **BY-LAWS**

### **ARTICLE I: NAME**

The name of the Board shall be Loudoun County Public Library Board of Trustees, existing by virtue of the provisions of Code of Virginia 42.1-35 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **ARTICLE II: TERMS OF MEMBERSHIP**

All members of the Board of Trustees shall be appointed for terms of four years by the Loudoun County Board of Supervisors. Terms shall run from July 1 through June 30. Board members may serve a maximum of two consecutive terms. Immediately prior to appointment to a four-year term, members may also fill the remaining portion of an unexpired term. Trustees may be removed from office by the Loudoun County Board of Supervisors in accordance with the Code of Virginia 42.1-35.

### **ARTICLE III: CONFLICT OF INTEREST**

Trustees should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations, or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

### **ARTICLE IV: OFFICERS**

Section 1. The officers shall be a Chair and a Vice Chair, elected from among the appointed trustees at the annual meeting of the Board in June.

Section 2. A nominating committee shall be appointed by the Chair and will present a slate of officers at the June annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the July meeting after they are elected until their successors are duly elected. Officers may be re-elected.

Section 4: The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

## **Loudoun County Public Library Board of Trustees BY-LAWS**

Section 6. In the event of a vacancy in either office for a period of three months or longer, a special election will be held to fill the position for the remainder of the term.

### **ARTICLE V: MEETINGS**

Section 1. Regular meetings shall be held monthly, pursuant to a schedule set by the Board. The Board shall have at least nine regular meetings per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business and conduct of regular meetings shall be in accordance with the Rules of Order of the Loudoun County Public Library Board of Trustees.

Section 4: Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board.

Section 6: Remote participation in regular meetings by Trustees shall be in accordance with the Remote Participation Policy of the Loudoun County Public Library Board of Trustees.

### **ARTICLE VI: LIBRARY DIRECTOR AND STAFF**

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall recommend to the Board the appointment of and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of library property, for an adequate and proper selection of books and other library resources in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The director shall make monthly reports to the Board.

### **ARTICLE VII: COMMITTEES**

Section 1. The Chair may appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. Each such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

**Loudoun County Public Library Board of Trustees  
BY-LAWS**

**ARTICLE VIII: GENERAL**

Section 1. An affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon any proposal before the Board.

Section 2. The by-laws may be amended by a two-thirds majority vote of all members of the Board present and voting, provided written notice of the proposed amendment shall have been sent to all members at least seven days prior to the meeting at which such action is proposed to be taken.

**ARTICLE IX: GENERAL DUTIES OF THE LIBRARY BOARD**

- A. To secure adequate funds from private and public sources.
- B. To hire a capable, trained director.
- C. To determine library policies.
- D. To approve expenditures of library funds.
- E. To receive gifts to the library.
- F. To attend Board meetings regularly. Absence from more than three regular meetings in a 12-month period may serve as a basis for recommending removal of a trustee from the board.

It shall be in the general interest of the Library Board members to:

- G. Uphold the integrity of the Library and perform their duties impartially and diligently.
- H. Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- I. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- J. Become familiar with the state and federal aid programs and with state and national library standards.
- K. Become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- L. Support the library's service program in daily contacts with the public at large.
- M. Attend and participate in special programs relating to Trustee development, including orientation and workshops.
- N. Encourage private funding in addition to public funding.

Revision approved:  
9/21/2022



**Loudoun County Public Library Board of Trustees**  
**RULES OF ORDER**

Revised and approved: 9/21/2022

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**Loudoun County Public Library Board of Trustees**  
**RULES OF ORDER**

**I. DUTIES OF THE CHAIR, VICE CHAIR**

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director, and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

**II. ORDER OF BUSINESS AT BUSINESS MEETINGS**

The order of business of the Board shall be as follows:

1. CALL TO ORDER -7:00 p.m.
2. MOMENT OF SILENCE
3. PROCLAMATIONS AND RESOLUTIONS OF APPRECIATION
4. COMMENTS
  - Public Comment
  - Board Comment
  - Director's Comment
5. AGENDA CHANGES
6. MINUTES APPROVAL
7. REPORTS
  - Branch Library Report: Library Branch (Librarian)
  - Friends Group Report: Advisory Board Representative
  - Director's Report
  - Committee Reports
8. INFORMATION ITEMS
9. ACTION ITEMS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

## **Loudoun County Public Library Board of Trustees**

### **RULES OF ORDER**

The Board shall attempt, in all good faith, to confine the meeting time to three hours. New items will not be introduced for discussion after 9:55 p.m.

#### **III. GENERAL RULES GOVERNING PLACING ITEMS ON THE BOARD AGENDA**

1. Trustees shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee at the same time that it is distributed to the news media.
4. Revised agendas shall be promptly sent to each Trustee and the news media.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. When Board packets are prepared, a copy of the agenda and the packet shall be made available for review by the public at the Library Administration Office and on the Library website.

#### **IV. MEETINGS OF THE BOARD**

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website.
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July 1 of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.

#### **V. RECORDKEEPING**

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary. Minutes shall be a summation of the public hearings and public meetings.

#### **VI. AMENDMENTS TO RULES OF ORDER**

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

**Loudoun County Public Library Board of Trustees**  
**RULES OF ORDER**

**VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS**

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five-minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.
10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of other Trustees.

**Loudoun County Public Library Board of Trustees**  
**RULES OF ORDER**

11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

## Library Trust Funds Holdings

*6/30/2023*

<b>Irwin Uran Trust Fund</b>	<b>\$ 87,952.80</b>	LGIP*	5.242%	
<b>Symington Trust Fund</b>	<b>\$ 90,598.83</b>	LGIP* 5.242%		
		CD**	Trade Date Maturity Yield	
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20 03/18/25	1.250%
	<b>\$ 851,824.65</b>	<i>FVC Bank</i>	02/19/19 02/19/24	3.005%
	<b>\$ 1,014,309.35</b>	<i>Bank of Charles Town</i>	03/23/23 03/23/28	4.190%
	<b>\$ 945,506.96</b>	<i>Bank of Charles Town</i>	03/31/23 03/31/24	5.290%
	<b>\$ 905,059.01</b>	<i>John Marshall Bank</i>	03/31/21 03/31/26	0.750%
<b>Symington Total</b>	<b>\$ 4,657,552.11</b>			
<b>James Horton Trust Fund</b>	<b>\$ 32,649.10</b>	LGIP*	5.242%	

\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund  
Fund 1220  
FY23**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 117.86	\$ 84,703.65	1.672%
<b>August</b>	\$ 84,703.65	\$ -	\$ -	\$ -	\$ 84,703.65	\$ 154.65	\$ 84,858.30	2.191%
<b>September</b>	\$ 84,858.30	\$ -	\$ -	\$ -	\$ 84,858.30	\$ 182.52	\$ 85,040.82	2.581%
<b>October</b>	\$ 85,040.82	\$ -	\$ -	\$ -	\$ 85,040.82	\$ 221.11	\$ 85,261.93	3.120%
<b>November</b>	\$ 85,261.93	\$ -	\$ -	\$ -	\$ 85,261.93	\$ 265.02	\$ 85,526.95	3.730%
<b>December</b>	\$ 85,526.95	\$ -	\$ -	\$ -	\$ 85,526.95	\$ 301.41	\$ 85,828.36	4.229%
<b>January</b>	\$ 85,828.36	\$ -	\$ -	\$ -	\$ 85,828.36	\$ 324.22	\$ 86,152.58	4.533%
<b>February</b>	\$ 86,152.58	\$ -	\$ -	\$ -	\$ 86,152.58	\$ 337.57	\$ 86,490.15	4.702%
<b>March</b>	\$ 86,490.15	\$ -	\$ -	\$ -	\$ 86,490.15	\$ 347.83	\$ 86,837.98	4.826%
<b>April</b>	\$ 86,837.98	\$ -	\$ -	\$ -	\$ 86,837.98	\$ 357.99	\$ 87,195.97	4.947%
<b>May</b>	\$ 87,195.97	\$ -	\$ -	\$ -	\$ 87,195.97	\$ 374.29	\$ 87,570.26	5.151%
<b>June</b>	\$ 87,570.26	\$ -	\$ -	\$ -	\$ 87,570.26	\$ 382.54	\$ 87,952.80	5.242%
<b>Total FY</b>	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 3,367.01	\$ 87,952.80	

\*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund  
Fund 1222  
FY23**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Month Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 29,904.04	\$ -	\$ -	\$ -	\$ 29,904.04	\$ 41.67	\$ 29,945.71	1.672%
<b>August</b>	\$ 29,945.71	\$ -	\$ -	\$ -	\$ 29,945.71	\$ 54.68	\$ 30,000.39	2.191%
<b>September</b>	\$ 30,000.39	\$ -	\$ 1,500.00	\$ -	\$ 31,500.39	\$ 67.75	\$ 31,568.14	2.581%
<b>October</b>	\$ 31,568.14	\$ -	\$ -	\$ -	\$ 31,568.14	\$ 82.08	\$ 31,650.22	3.120%
<b>November</b>	\$ 31,650.22	\$ -	\$ -	\$ -	\$ 31,650.22	\$ 98.38	\$ 31,748.60	3.730%
<b>December</b>	\$ 31,748.60	\$ -	\$ -	\$ -	\$ 31,748.60	\$ 111.89	\$ 31,860.49	4.229%
<b>January</b>	\$ 31,860.49	\$ -	\$ -	\$ -	\$ 31,860.49	\$ 120.35	\$ 31,980.84	4.533%
<b>February</b>	\$ 31,980.84	\$ -	\$ -	\$ -	\$ 31,980.84	\$ 125.31	\$ 32,106.15	4.702%
<b>March</b>	\$ 32,106.15	\$ -	\$ -	\$ -	\$ 32,106.15	\$ 129.12	\$ 32,235.27	4.826%
<b>April</b>	\$ 32,235.27	\$ -	\$ -	\$ -	\$ 32,235.27	\$ 132.89	\$ 32,368.16	4.947%
<b>May</b>	\$ 32,368.16	\$ -	\$ -	\$ -	\$ 32,368.16	\$ 138.94	\$ 32,507.10	5.151%
<b>June</b>	\$ 32,507.10	\$ -	\$ -	\$ -	\$ 32,507.10	\$ 142.00	\$ 32,649.10	5.242%
<b>Total FY</b>	\$ 29,904.04	\$ -	\$ 1,500.00	\$ -	\$ 31,404.04	\$ 1,245.06	\$ 32,649.10	

\*Interest Earnings Based On Average LGIP Rate For the Month



**Symington Trust  
Fund 1223  
FY23**

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	\$ 4,502,989.65	\$ -	\$ -	\$ -	\$ 4,502,989.65	\$ 121.40	\$ -	\$ 4,503,111.05	1.672%
August	\$ 4,503,111.05	\$ -	\$ -	\$ -	\$ 4,503,111.05	\$ 159.31	\$ -	\$ 4,503,270.36	2.191%
September	\$ 4,503,270.36	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,503,270.36	\$ 188.01	\$ -	\$ 4,503,458.37	2.581%
October	\$ 4,503,458.37	\$ -	\$ -	\$ -	\$ 4,503,458.37	\$ 227.76	\$ -	\$ 4,503,686.13	3.120%
November	\$ 4,503,686.13	\$ -	\$ -	\$ -	\$ 4,503,686.13	\$ 273.00	\$ -	\$ 4,503,959.13	3.730%
December	\$ 4,503,959.13	\$ -	\$ -	\$ -	\$ 4,503,959.13	\$ 310.48	\$ -	\$ 4,504,269.61	4.229%
January	\$ 4,504,269.61	\$ -	\$ -	\$ -	\$ 4,504,269.61	\$ 333.97	\$ -	\$ 4,504,603.58	4.533%
February	\$ 4,504,603.58	\$ -	\$ -	\$ -	\$ 4,504,603.58	\$ 347.73	\$ -	\$ 4,504,951.31	4.702%
March	\$ 4,504,951.31	\$ -	\$ -	\$ -	\$ 4,504,951.31	\$ 358.30	\$ 151,094.15	\$ 4,656,403.76	4.826%
April	\$ 4,656,403.76	\$ -	\$ -	\$ -	\$ 4,656,403.76	\$ 368.76	\$ -	\$ 4,656,772.52	4.947%
May	\$ 4,656,772.52	\$ -	\$ -	\$ -	\$ 4,656,772.52	\$ 385.55	\$ -	\$ 4,657,158.07	5.151%
June	\$ 4,657,158.07	\$ -	\$ -	\$ -	\$ 4,657,158.07	\$ 394.04	\$ -	\$ 4,657,552.11	5.242%
<b>Total FY</b>	\$ 4,502,989.65	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,502,989.65	\$ 3,468.31	\$ 151,094.15	\$ 4,657,552.11	

\*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

Balances as of 3/31/2023

\$ 945,506.96	Bank of Charles Town	3/31/2023	3/31/2024	5.290%
\$ 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%
\$ 1,014,309.35	Bank of Charles Town	3/23/2023	3/23/2028	4.190%