

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting June 21, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

FAREWELL TO VICE CHAIR SARA PENSGARD

LBOT ANNUAL AWARDS PRESENTATION

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

May 17, 2023 LBOT Meeting

AGENDA CHANGES

REPORTS

Director's Report:

Director Chang Liu

Committee Reports:

LBOT Chair Christina Olorunda

Strategic Plan Update

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2023 and FY2024 Budget Update

II 02 Staffing Update

II 03 Chair and Vice Chair Nomination

ACTION ITEM:

AI 01 Chair and Vice Chair Election

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: June 21, 2023, at 7:00 p.m.

LOCATION: Douglass Community Center Auditorium 407 E Market Street 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 17, 2023

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, May 17, 2023 at 7:00 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair
 Sara Pensgard, Vice Chair (attended remotely for personal reasons)
 Alana Boyajian
 Mary Colucci
 Erika Daly
 Kathleen Kuhn
 Priscilla Martinez (attended remotely for personal reasons)
 Monti Mercer
 Christine Newton
 Chang Liu, Director

Absent None

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:03 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Chair Olorunda shared that Deputy County Administrator Charles Yudd will be retiring and that as of May 1st, the Library Services liaison with Loudoun County Government is Assistant County Administrator Monica Spells.

Assistant County Administrator Spells greeted the audience and expressed her excitement to serve as the new liaison with Loudoun County Public Library (LCPL).

Trustees Kuhn and Collucci commended LCPL programming including the Community Dinner held at Sterling Library, ESOL offerings, and the Time Travel Book Club and Around the World Book Club.

Trustees Daly and Boyajian praised Makerspace staff for their creativity and customer service.

Trustee Newton congratulated LCPL staff on a successful food drive and ongoing outreach efforts including a Civic Lab popup, the Prom Wishes program, and arranging for an ESOL volunteer to conduct a conversation group at a food pantry. Trustee Newton also thanked Rust Library Branch Manager Myisha Fuller for her continuing work on the DEIA committee.

Trustee Mercer expressed his excitement for the Mission awards discussion to be had during closed session. He recalled libraries serving as a beacon of hope during the pandemic, and thanked library staff for continuing to serve as beacons of hope in the community.

Vice Chair Pensgard welcomed Assistant County Administrator Spells.

IV. DIRECTOR COMMENT

Director Liu welcomed Assistant County Administrator Monica Spells.

V. AGENDA CHANGES

Information Items three and seven will be tabled for a future date.

VI. READING AND APPROVAL OF MINUTES

Trustee Newton moved to approve the minutes. Trustee Colucci seconded the motion.

Approved **6-3-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Sterling Library Branch Manager Amanda Jones presented a report on the work of Sterling Library. The report was received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu provided the Director's report for April 2023. The report was received by the LBOT Secretary and placed on file.

IX. COMMITTEE REPORTS

Facilities Committee: Chair Olorunda shared that more research is being done for the Facilities Master Plan and updates to the Capital Facilities Standards.

Executive Committee: Chair Olorunda reported that the LBOT's ability to receive donations and determine the use of those donations in accordance with the donor's intent has been confirmed and the LBOT fund has been created. Director Liu expressed appreciation for the guidance of County leadership in the establishment of the fund and shared that LCPL already has an inquiry from a customer about how to include the LBOT in her estate planning.

Strategic Plan Update: Director Liu noted that the formatting of branch reports and the Director's report has been updated to align with the Strategic Plan.

X. INFORMATION ITEMS

II 01 FY 2023 and FY 2024 Budget Update

Director Liu provided the FY2023 and FY2024 Budget Update. She noted that in the past, Collection Management Services was forced to pause new book purchasing for almost 2 months at the end of a Fiscal Year in order to close the books properly. However, with two new staff members in the LCPL Budget and Finance Department, the blackout period has been shortened to only 2 weeks so LCPL customers can continue to get new books through the end of the Fiscal Year.

II 02 Staffing Update

Director Liu reported that LCPL hired a part time Library Assistant in Youth Services department at Rust Library and that several Substitute Library Assistants are becoming regular part time Library Assistants. She also shared that the interview process for a Middleburg Library branch manager has begun.

Director Liu recognized the approaching retirement of Vince Ambers, a longtime LCPL employee.

II 03 Update on LCPL Capital Facilities Standards

Information Item 03, "Update on LCPL Capital Facilities Standards," was tabled until a later date.

II 04 LBOT Awards

Chair Olorunda thanked LCPL staff for taking the time to recognize their peers and shared that she is looking forward to the presentation of awards at next month's LBOT meeting, which will take place at the Douglass Community Center.

II 05 Chair and Vice Chair Nomination Process

Chair Olorunda noted that Trustee Kuhn will serve as the Nominating Committee and reviewed the nomination process for electing a new Chair and Vice Chair. She encouraged Trustees to send nominations to Trustee Kuhn by June 7th. Assistant County Attorney John Sherwood confirmed that nominations will also be accepted from the floor.

II 06 Board Evaluation

Chair Olorunda announced that the LBOT will use the Board Evaluation Template from the Virginia Public Library Trustee Handbook, Governing Boards, published by the Library of Virginia, as a self-evaluation this year. The template was included in the meeting packet.

Vice Chair Pensgard expressed her hope that the evaluation would be a helpful process for the Trustees.

II 07 LBOT Policy Regarding Fees

Information Item 07, "LBOT Policy Regarding Fees," was tabled until a later date.

XI. ADJOURNMENT

Trustee Mercer moved to adjourn the public meeting at 8:00 p.m. Trustee Kuhn seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

XII. CLOSED SESSION

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), (A)(8), and (A)(11) 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, and the discussion or consideration of honorary degrees or special awards given by the LBOT.

Trustee Newton seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Motion to Adjourn Closed Session:

I move 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.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 17th day of May, 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 the clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgement, has taken place. The statement shall be recorded in the minutes of the public body.)

Motion to Certify Closed Session:

I move that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711 (B)

The board convened back in open session. Trustee Newton moved to add the following motion about updating the LBOT By-Laws.

The County has provided us with a template for the advisory boards and asked us to review the document and consider adopting this form of By-Laws. As a Governing Board, I am not requesting that we adopt this template however, I move to refer the template to our Governance Committee for review of the template and to provide recommendation to the full board as to whether there is any substance in the template that could be beneficial to insert in our recently updated By-Laws.

Trustee Mercer seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Chair Olorunda requested a motion to close the meeting at 9:36 pm. Trustee Mercer moved to close the LBOT meeting. The motion was seconded by Trustee Daly.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in June 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2023 and FY2024 Budget Update

SUBJECT:	FY2023 and FY2024 Budget Update
CONTACT:	Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	June 21, 2023
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2023 and FY2024 budgets.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	June 21, 2023
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Chair and Vice Chair Nomination Process

SUBJECT:	Chair and Vice Chair Nomination Process
CONTACT:	Trustees
ACTION DATE:	June 21, 2023
RECOMMENDATION:	
BACKGROUND:	Per LBOT Bylaws, the election of Chair and Vice Chair needs to take place annually. At the May 2023 LBOT meeting, Chair Olorunda appointed Trustee Kathy Kuhn to serve as the Nominating Committee for next year's LBOT Chair and Vice Chair positions. The Nominating Committee will present the slate of the nominees and ask for nominations from the floor at the June 2023 LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 LBOT Chair and Vice Chair Elections

SUBJECT:	LBOT Chair and Vice Chair Elections
CONTACT:	Chair Christina Olorunda and Trustee Kathy Kuhn
ACTION DATE:	June 21, 2023
RECOMMENDATION:	
BACKGROUND	Per LBOT Bylaws, Chair and Vice Chair are to be elected annually. At the May 2023 LBOT meeting, Chair Olorunda appointed Trustee Kuhn to the nominating committee. As of June 9, 2023, Trustee Kuhn received three nominations for Christina Olorunda for Chair, two nominations for Alana Boyajian for Vice Chair, and one nomination for Monti Mercer for Vice Chair.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to elect XXX as Chair and XXX as Vice Chair for FY2024.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

5/31/2023

Irwin Uran Trust Fund	\$ 87,570.26	LGIP*	5.151%	
Symington Trust Fund	\$ 90,204.79	LGIP* 5.151%		
		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%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23 03/23/28	4.190%
	\$ 945,506.96	<i>Bank of Charles Town</i>	03/31/23 03/31/24	5.290%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26	0.750%
Symington Total	\$ 4,657,158.07			
James Horton Trust Fund	\$ 32,507.10	LGIP*	5.151%	

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY23**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 117.86	\$ 84,703.65	1.672%
August	\$ 84,703.65	\$ -	\$ -	\$ -	\$ 84,703.65	\$ 154.65	\$ 84,858.30	2.191%
September	\$ 84,858.30	\$ -	\$ -	\$ -	\$ 84,858.30	\$ 182.52	\$ 85,040.82	2.581%
October	\$ 85,040.82	\$ -	\$ -	\$ -	\$ 85,040.82	\$ 221.11	\$ 85,261.93	3.120%
November	\$ 85,261.93	\$ -	\$ -	\$ -	\$ 85,261.93	\$ 265.02	\$ 85,526.95	3.730%
December	\$ 85,526.95	\$ -	\$ -	\$ -	\$ 85,526.95	\$ 301.41	\$ 85,828.36	4.229%
January	\$ 85,828.36	\$ -	\$ -	\$ -	\$ 85,828.36	\$ 324.22	\$ 86,152.58	4.533%
February	\$ 86,152.58	\$ -	\$ -	\$ -	\$ 86,152.58	\$ 337.57	\$ 86,490.15	4.702%
March	\$ 86,490.15	\$ -	\$ -	\$ -	\$ 86,490.15	\$ 347.83	\$ 86,837.98	4.826%
April	\$ 86,837.98	\$ -	\$ -	\$ -	\$ 86,837.98	\$ 357.99	\$ 87,195.97	4.947%
May	\$ 87,195.97	\$ -	\$ -	\$ -	\$ 87,195.97	\$ 374.29	\$ 87,570.26	5.151%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 2,984.47	\$ 87,570.26	

*Interest Earnings Based On Average LGIP Rate For the Month

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 29,904.04	\$ -	\$ -	\$ -	\$ 29,904.04	\$ 41.67	\$ 29,945.71	1.672%
August	\$ 29,945.71	\$ -	\$ -	\$ -	\$ 29,945.71	\$ 54.68	\$ 30,000.39	2.191%
September	\$ 30,000.39	\$ -	\$ 1,500.00	\$ -	\$ 31,500.39	\$ 67.75	\$ 31,568.14	2.581%
October	\$ 31,568.14	\$ -	\$ -	\$ -	\$ 31,568.14	\$ 82.08	\$ 31,650.22	3.120%
November	\$ 31,650.22	\$ -	\$ -	\$ -	\$ 31,650.22	\$ 98.38	\$ 31,748.60	3.730%
December	\$ 31,748.60	\$ -	\$ -	\$ -	\$ 31,748.60	\$ 111.89	\$ 31,860.49	4.229%
January	\$ 31,860.49	\$ -	\$ -	\$ -	\$ 31,860.49	\$ 120.35	\$ 31,980.84	4.533%
February	\$ 31,980.84	\$ -	\$ -	\$ -	\$ 31,980.84	\$ 125.31	\$ 32,106.15	4.702%
March	\$ 32,106.15	\$ -	\$ -	\$ -	\$ 32,106.15	\$ 129.12	\$ 32,235.27	4.826%
April	\$ 32,235.27	\$ -	\$ -	\$ -	\$ 32,235.27	\$ 132.89	\$ 32,368.16	4.947%
May	\$ 32,368.16	\$ -	\$ -	\$ -	\$ 32,368.16	\$ 138.94	\$ 32,507.10	5.151%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 29,904.04	\$ -	\$ 1,500.00	\$ -	\$ 31,404.04	\$ 1,103.06	\$ 32,507.10	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,502,989.65	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,502,989.65	\$ 3,074.27	\$ 151,094.15	\$ 4,657,158.07	

*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	<i>Bank of Charles Town</i>	3/31/2023	3/31/2024	5.290%
\$ 905,059.01	<i>John Marshall Bank</i>	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
\$ 851,824.65	<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35	<i>Bank of Charles Town</i>	3/23/2023	3/23/2028	4.190%