

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for October 19, 2016

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

September 21, 2016 Regular Meeting Minutes

REPORTS

Library Advisory Board:

Sterling Library Advisory Board

Library Branch Report:

Director's Report:

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 Update on Sterling and Brambleton libraries

ACTION ITEMS

AI 01 Approval of FY 2018 Budget Enhancement Requests

AI 02 LCPL Serving as Passport Acceptance Agency

AI 03 Executive Session; Chang Liu's FY16 Assessment

ADJOURNMENT

DATE & TIME: October 19, 2016 at 7:30 p.m.

LOCATION: Sterling Library, 120 Enterprise St, Sterling VA 20165

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0368. Three days prior notice is requested.

**Loudoun County Public Library
Board of Trustees Meeting Minutes
September 21, 2016**

The Library Board of Trustees meeting was held on Wednesday, September 21, 2016 at 7:30 P.M. at Rust Library, 380 Old Waterford Road, NW, Leesburg, VA, 20176. The Chair and Secretary were present.

Present: Mark Miller, Chair
Chang Liu, Library Director
Kathy Kuhn
Joe Maio
Sean Mallon
Sara Pensgard
Chuong Nguyen
Christina Olorunda

Absent: Larry Stepnick, Vice Chair

I. CALL TO ORDER

Presiding Chair Miller called the meeting to order at 7:33 PM and asked for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustee Mallon welcomed new Trustee Olorunda.

Trustee Pensgard welcomed new Trustee Olorunda. Ms. Pensgard said that she is excited to read *Challenger Deep*, this year's 1Book 1Community selection.

Trustee Olorunda introduced herself. She stated that she has a bachelor's degree in government as well as a law degree. Ms. Olorunda stated that she met with many of the branch managers as well as Director Liu and was very impressed with the leadership within LCPL. Ms. Olorunda also stated that she noticed that no matter what branch she was in, people in the community truly love the library and utilize the resources that are offered. She said it is her hope as the new Ashburn trustee to build on that foundation and to make Loudoun County libraries even better.

Trustee Kuhn stated she was excited to be back for her second meeting. She noted that she had picked up copies of *Challenger Deep* for her school library; after much discussion she said her middle school would be distributing it to staff but not students. Chair Miller thanked Rust Branch Manager Jessica West for hosting the meeting. He noted that he was looking forward to meeting the author of *Challenger Deep* next month.

IV. DIRECTOR COMMENT

Director Liu welcomed Ms. Olorunda. Ms. Liu had several new library staff members introduce themselves.

AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the July 20, 2016 Library Board of Trustees regular meeting. Trustee Maio moved to approve the minutes of the July 20, 2016 Library Board of Trustees regular meeting. The motion was seconded and approved by a vote of 6-1-0-1 (yes/abstained/no/not present).

VI. REPORTS

A. RUST LIBRARY ADVISORY BOARD

Rust Library Advisory Board President Rebekka Prinz reported on behalf of the Rust Library Advisory Board. The report was received and placed on file.

B. RUST LIBRARY

Branch Manager Jessica West reported on behalf of the Middleburg Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by Library Director Liu. The report was received and placed on file.

VII. INFORMATION ITEMS

II01 BRAIN TEASER:

No Brain Teaser was presented.

II02 FY18 BUDGET KICKOFF:

Ms. Liu stated that the County Administrator presented the FY18 budget guidelines last week. Staff were instructed to develop two areas: what is needed to meet current levels of service and what is needed to offer truly new services.

II03 UPDATE ON STERLING, BRAMBLETON AND LAW LIBRARIES:

Ms. Liu shared that the Sterling Library is ongoing and collection development staff are still ordering materials. Ms. Liu also shared that the opening is still delayed until the first part of 2017. Trustee Olorunda asked for background on why there was a delay; Mr. Miller explained the background of the project and some of the legal and other delays that are being faced.

Ms. Liu said that the Brambleton Library design process is moving very smoothly and that Library staff have met regularly with the architectural firm. Ms. Lou noted that Brambleton is still scheduled to be completed by October 2017 with the opening being January 2018.

Ms. Liu shared that the Law Library was officially transferred to LCPL on September 1st and noted that training of new staff will be delayed until the library has a full complement of senior management staff. Mr. Miller indicated that he would be asking for a 60-day plan at some point in the future. Mr. Miller asked about integrating the Law Library website with the LCPL web site. Ms. Liu shared that we would be rolling this out in the future.

II04 POLICIES AND PROCEDURES REVIEW

Ms. Liu shared that the library staff task force is reviewing policies and will present them to the LBOT for review. Ms. Liu proposed that staff review all policies by February 2017 and then bring to the LBOT to look at all policies in their entirety.

II05 LCPL SERVING AS A PASSPORT ACCEPTANCE AGENCY

Head of the Washington Area Passport Agency John Armstrong gave an overview about libraries serving as passport agents.

Mr. Armstrong stated there are 27 passport agencies nationwide that partner with United States Post Offices as acceptance facilities. Mr. Armstrong noted that the past fiscal year there were 17 million passport applications and to help with the growing demand the State Department is working with other entities to become passport agencies. Mr. Armstrong stated that libraries are one of the fastest growing locations. He noted that libraries work very well as passport agents since staff are very customer oriented. Mr. Armstrong also noted that libraries are able to charge \$25.00 per passport application and that fee will likely rise to \$35.00. Mr. Armstrong said that library operating hours are also a great benefit as USPS offices have limited hours.

Mr. Miller opened the floor for questions.

Mr. Miller voiced his concern about how much time it would take staff to process passport applications and not have it affect their library duties.

Mr. Miller asked Mr. Armstrong if the State Department noticed a decline in passport applications done in local post offices once local libraries started offering the passport application service. Mr. Miller also asked what is done with a passport application once it is completed. Washington Area Passport Agency Customer Service Manager Phillip Jones stated once a passport application is complete, it must be sent out either the same day or the following day, using priority mail with a tracking number.

Trustee Mallon asked if the priority mail fee would be separate from the \$25.00 that is charged for the passport application. Mr. Jones stated that the cost of priority mail would be taken out of the \$25.00 application fee. Mr. Jones also noted that more than one application can be included in express mail envelopes.

Trustee Nguyen asked what the liability and obligations of library staff would be in regards to determining the identity of a passport applicant. Mr. Jones stated that library staff would not be held liable and that different types of fraud are discussed during the thorough training that is provided by the State Department. Mr. Nguyen asked how many libraries in Virginia are passport acceptance facilities. Mr. Jones stated that Alexandria is currently an acceptance facility and the State Department is working to bring Fairfax County on board.

Trustee Olorunda asked if the library would be liable if a passport applicant were to sue the State Department because of a declined passport application. Mr. Armstrong said that he would get an answer to this question and provide it to Ms. Liu.

Mr. Mallon asked if library volunteers could be trained to take passport applications. Mr. Armstrong stated that only regular part time or full time employees would be allowed to process passport applications; temporary employees would not be allowed to process applications.

Mr. Miller thanked Mr. Armstrong and Mr. Jones for presenting the information and answering questions about the passport acceptance process.

VIII. ACTION ITEMS

AI01 2017 LBOT MEETING SCHEDULE

Mr. Maio moved to approve the 2017 Library Board of Trustees meeting schedule as presented; the motion was seconded. The motion was approved by a vote of 6-1-0-1.

AI02 CLOSED EXECUTIVE SESSION, DIRECTOR LIU'S FY16 ASSESSMENT

Action Item A102 was dismissed.

IX. ADJOURMENT

The meeting was adjourned at 9:01 P.M.

Respectfully submitted by
Cheryl Granger

Secretary

Adopted by the Board in the meeting
of October 19 , 2016,

(Signature of Presiding Officer)

Director's Report
Loudoun County Library Board of Trustees Meeting
October 19, 2016

September marked national Library Card Sign-up Month, and Loudoun conducted a campaign to raise awareness of library resources and get library cards into the hands of students, teachers, and parents.

The Loudoun County Art Advisory Committee selected four works by area artists that were featured on limited edition commemorative Library cards. Twenty-one artists submitted their designs. Library patrons were able to pick one of the four limited edition cards during September.

Staff throughout the system visited schools to register students for library cards. In addition, Sterling Library staff visited Park View High School and Sterling Middle School to promote programs and services for teens; as a result, three teachers and 33 students from the middle school are going to visit the library on October 26. Rust Library staff visited Tuscarora High School during school picture days, creating or renewing 78 library cards and educator cards; during that event, 387 students nominated books for our "Top Books for Teens."

Civic/Community Engagement

- The **Voices of Faith** series kicked off at Cascades Library with 21 attendees. One couple remarked that they had attended the series several years ago, they thought it was important and they were very pleased to see it return.
- LCPL celebrated **Hispanic Heritage Month** at Ashburn with Latina author and illustrator Lulu Delacre discussing her bilingual book about the Andes, and at Cascades with Hobie Ford's Golden Rod Puppets.
- Sterling Library's **This Land is Your Land** free citizenship classes continue to be a success. The students are studying and doing classroom exercises and quizzes to help prepare them for the big test.
- **Loudoun Literacy Council's** Beginning English class that meets at Sterling is in full swing for the Fall Session, and continues to be a big draw for the community.
- At Gum Spring Library, "**Election Viewpoints**" with Dr. Jack Lechelt offered participants an opportunity to discuss issues and books by both presidential candidates.

Digital Learning

- Middleburg Library staff visited Banneker Elementary and trained the students on the **catalog and library resources using students' personal devices**. Many of the resources were new to them. They also created a 3-D item on our printer while the students were learning about the catalog. Several teachers updated their library cards and a few students came to the branch after school to get new cards. This visit laid the groundwork for a closer bond with the school in the future.

- At Rust Library, the **Loudoun Computer Science Fair** was another successful event. Kids enjoyed opportunities to learn coding, basic html, Scratch, Java, Ruby Python, Piskel and others, including interactive displays using Arduino microcontrollers, 3D printing and much more. Attendance was estimated at 118.

Early Childhood Literacy

- Chang Liu and new Programming Division Manager Susan VanEpps met with the **Loudoun Literacy Council** to begin exploring ways to increase collaboration between the two groups moving forward.

Education/Lifelong Learning

- With Lovettsville's Homeschool Enrichment series at capacity, Purcellville has begun a weekly **Homeschool Enrichment** series for 35 children on Tuesdays, with nearly every person on staff offering their best ideas and service to children and parents in science, art and cultural activities.
- Middleburg Library staff visited the **Windy Hill** community this month for an evening with residents of Levis Hill House (elderly assisted living) and younger people for a dinner. These groups gather for dinner once a month and Angela was able to meet casually and show them our 3-D printer as an encouragement to visit us more often.
- **Fall for the Book**, presented in partnership with George Mason University, attracted over 130 participants at six author presentations. Special thanks to Cascades, Rust, and Gum Spring branches for hosting these programs!
- It is so gratifying to see how far the **Paxton Campus** group has come since they began their Wednesday morning library visit to Rust Library. They have become very comfortable both with the branch and with the staff running the program (usually Betsy and Chuck). It brings joy to our hearts when they come in and are so excited to be here. After their free exploration time, most also now sit and listen to a story before they leave.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 01 Brain Teaser

SUBJECT:	Brain Teaser
CONTACT:	Library Board
ACTION DATE:	October 19, 2016
RECOMMENDATION:	
BACKGROUND:	A Brain Teaser is presented at every Library Board of Trustees Meeting in honor of Gabriella Miller.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: I102 Update on Sterling & Brambleton libraries

SUBJECT:	Update on Sterling & Brambleton libraries
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	October 19, 2016
RECOMMENDATION:	Ms. Liu will provide an update on the Sterling & Brambleton libraries
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval of FY18 Budget Requests

SUBJECT:	Approval of FY18 Budget Requests
CONTACT:	Library Director Chang Liu
ACTION DATE:	October 19, 2016
RECOMMENDATION:	The Budget Think-Tank recommends that the LBOT approve the FY18 budget requests as presented.
BACKGROUND	The Budget Think-Tank, composed of senior library staff and Trustees Larry Stepnick and Sean Mallon, met to discuss resource needs for LCPL and decided to present the following requests to the BOS for FY2018: Personnel and operating budget needed for opening and operating Brambleton Library; one Administrative Assistant for the Library Director; and Teen Services staff for the After-Hour-Teen Center and the rest of the Library system.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the FY2018 budget requests.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 LCPL Serving as Passport Acceptance Agency

SUBJECT:	LCPL Serving as Passport Acceptance Agency
CONTACT:	Library Director Chang Liu
ACTION DATE:	October 19, 2016
RECOMMENDATION:	Ms. Liu recommends that LBOT give her permission to request two(2) twenty-hour Library Assistants from the BOS. The cost for the two additional staff members is expected to be recovered by the fees collected from the passport acceptance service.
BACKGROUND:	County Administration approached the LBOT several months ago, asking the LBOT to explore the possibility of LCPL serving as a passport acceptance agency. Staff have done a lot of research since then, coming to the conclusion that it's a much needed service in Loudoun County. However, additional staff will be need to provide this service.
ISSUES:	This new service won't be feasible unless the BOS approves additional staff.
FISCAL IMPACT:	There will be some start-up cost associated with getting supplies for this service, in addition to the cost associated with the personnel.
DRAFT MOTION:	I move to approve Ms. Liu to request (2) twenty-hour Library Assistants from the BOS.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI03 Closed Executive Session-Director's Evaluation

SUBJECT:	Closed Executive Session
CONTACT:	LBOT
ACTION DATE:	October 19, 2016
RECOMMENDATION:	Closed Executive Session
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	