

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for January 20, 2021

NOTICE OF ELECTRONIC MEETING: Due to the ongoing COVID-19 Pandemic, Library Board of Trustees (LBOT) meeting will be conducted as an Electronic Meeting pursuant to the Continuity Ordinance adopted by the Board of Supervisors on October 14, 2020. Members of the public are strongly encouraged to view and participate in the LBOT meeting by electronic or other means, in furtherance of the Governor's Executive Orders and social distancing directives. To learn more about participating remotely in this meeting, visit <https://www.loudoun.gov/remoteparticipation>.

Electronic/call-in public input: To sign up for electronic public input, contact the Library at communications@library.loudoun.gov or call 703-737-8468 no later than noon, January 20, 2021. Instructions will be provided to individuals who sign up for electronic public input prior to the LBOT Meeting.

The Conference Room, Library Administration Building, 102 North Street NW Suite A Leesburg VA 20176 remains open for members of the public who wish to view the meeting in person.

RESOLUTION

TO CONDUCT AN ELECTRONIC MEETING UNDER THE READOPTED CONTINUITY OF GOVERNMENT ORDINANCE

WHEREAS, the COVID-19 pandemic constitutes a real and substantial threat to public health, safety and welfare; and

WHEREAS, the COVID-19 pandemic constitutes a disaster as defined in Virginia Code Section 44.146.16; and

WHEREAS, on October 14, 2020 the Board of Supervisors readopted a continuity of government ordinance pursuant to Virginia Code Section 15.2-1413.

NOW, THEREFORE, BE IT RESOLVED that the Library Board of Trustees (LBOT) is conducting the Wednesday, January 20, 2021 LBOT meeting as an electronic meeting pursuant to the readopted continuity of government ordinance and hereby certifies that all items on the Agenda for this meeting are necessary or appropriate to ensure the continuity of government during the COVID-19 pandemic disaster.

Christina Olorunda
Chair, Library Board of Trustees

ATTEST:

Manisha Adhikari
Secretary, Library Board of Trustees

Adopted by the Library Board of Trustees of Loudoun County, Virginia, this 20th day of January, 2021.

DATE & TIME: Wednesday, January 20, 2021 at 7:00 p.m.

LOCATION: Conference Room, Library Administration Building, 102 North Street 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

AGENDA: LBOT Meeting for January 20, 2021

7:00 p.m. CALL TO ORDER; ROLL CALL

MOMENT OF SILENCE

AGENDA CHANGES

COMMENTS

Public Comment

Board Comment

Director's Comment

MINUTES APPROVAL December 2020 LBOT Virtual Meeting Minutes

REPORTS

Ashburn Library: **Mary Butler, Branch Manager**
Colleen Regan, President, Friends of Ashburn Library
Director's Report: **Chang Liu, Director**

TRAINING

COIA Training: **Leslie Barnes, Assistant County Attorney**

INFORMATION ITEMS

I 01 LCPL Governance- continued conversations

I 02 LCPL Budget

ACTION ITEM

AI 01 Approval of Revised 2021 Library Closure Dates

Closed Executive Session: If needed

ADJOURNMENT

Remote access via WebEx for the Library Board of Trustees Meeting

LCPL Library Board of Trustees Meeting

January 20, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e19e70f51f68c19f1c7dd893b78944863>

Password: LBOT

Telephone Access

Call 1-844-992-4726

Enter access code: 179 336 6244#

DATE & TIME: Wednesday, January 20, 2021 at 7:00 p.m.

LOCATION: Conference Room, Library Administration Building, 102 North Street 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

December 22, 2020

The Library Board of Trustees (LBOT) met virtually via WebEx on Tuesday, December 22, 2020 at 7:04 PM. The Chair and Secretary were present.

Present: Christina Olorunda, Chair
Walter Purnell, Vice Chair
Alana Boyajian
Christine Newton
Priscilla Martinez
Monti Mercer
Chang Liu, Director

Absent Kathleen Kuhn
Sean Mallon
Sara Pensgard

I. **CALL TO ORDER**

Chair Olorunda read the resolution for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic.

Ms. Olorunda called the meeting to order at 7:07 PM and asked for a moment of silence.

II. **AGENDA CHANGES**

Ms. Olorunda asked the board if there were any agenda changes. There were none.

III. **PUBLIC COMMENT**

There was no public comment.

IV. **BOARD COMMENT**

Ms. Olorunda opened the floor for board member comments.

Trustee Mercer welcomed Trustee Boyajian to the Board. He also thanked Purcellville Branch Manager Maria Sogegian and the staff for their excellent response to the possible COVID-19 exposure at the branch.

Trustee Newton, Vice Chair Purnell also welcomed Ms. Boyajian.

Ms. Boyajian thanked Supervisor Tony Buffington for her nomination. She also thanked Director Liu and Ms. Manisha Adhikari at Library Administration for the orientation session.

Trustee Martinez welcomed Ms. Boyajian. She thanked Ms. Liu, staff and her fellow trustees for their work during the pandemic.

Ms. Olorunda thanked the staff and the Board for serving the community during the pandemic. She welcomed Ms. Boyajian and thanked her for wanting to serve the Loudoun community.

V. DIRECTOR'S COMMENTS

Ms. Liu thanked the trustees for their wise and prudent guidance. She welcomed Ms.

Boyajian and stated that she is looking forward to touring the branches with her. **READING**

AND APPROVAL OF MINUTES

Ms. Olorunda requested a motion to approve the minutes of the November 2020 LBOT meeting.

Ms. Newton moved to approve the minutes. The motion was seconded by Mr. Mercer. The motion was approved by a vote of **5-1-0-3 (yes/abstained/no/not present)**.

VI. **REPORTS:** Division Manager Peter O'Brien reported on behalf of Communications. The report was received and placed on file.

VII. DIRECTOR'S REPORT

Ms. Liu's report was received and placed on file.

VIII. TRAINING

Assistant County Attorney Leslie Barnes gave a presentation on FOIA. The PowerPoint presentation was received and placed on file. Ms. Barnes will provide an overview of COIA during the January meeting.

INFORMATION ITEMS

II 01 Library Governance- continued conversations

Ms. Olorunda noted that there were no updates on the Board of Supervisors' review of library governance.

II 02 LCPL Budget

Ms. Liu said she will not make any resource requests in the FY 2022 budget. Ms. Liu added that the Board of Supervisors voted to retroactively approve the FY 2021 pay increase for county employees.

II 03 LBOT Retreat

Ms. Olorunda informed the Board that the trustees' annual retreat will be held on Saturday, January 30, 2021 via WebEx from 10:00 am - 3:00 pm. She reminded everyone to send agenda items to her and Ms. Liu.

ACTION ITEMS

AI 01 Delegation of Authority to Director Liu for Library Operations

Ms. Olorunda provided background and asked the Board to approve the following motion that would give Ms. Liu the authority to scale back operations — without prior approval of the Board of Trustees — if necessary due to the COVID-19 pandemic:

I move to authorize the library director to adopt a phased scale-back protocol, should it become necessary, which is at minimum consistent with the Governor's orders, CDC and State and County Health Department recommendations and requirements and County Administrative protocols.

Vice Chair Purnell moved to approve the motion and Mr. Mercer seconded.

Ms. Olorunda opened the floor for discussion. Ms. Newton recommended re-wording the motion to add language regarding cooperation between the library director and County Administration. Ms. Olorunda stated her support for the revisions. Ms. Olorunda added that behind the scenes a lot of decisions need to be made quickly for the health and safety of the staff.

A new motion was offered by Ms. Newton:

I move to authorize the library director to adopt a temporary scaled-back operational protocol, should it become necessary between meetings of the Library Board of Trustees to address the pandemic, provided that such operational protocol is consistent with the Governor's orders, CDC and State and County Health Department recommendations and requirements, and County administrative protocols. To the extent that such administrative changes amount to partial or complete closures of any portion of the library system, those administrative changes may remain in effect only until the next meeting of the Library Board of Trustees, unless ratified and extended by the Board.

Mr. Purnell moved to approve the new motion; Mr. Mercer seconded the motion.

The motion failed by a vote of **3-0-3-3 (yes/abstained/no/not present)**.

Ms. Olorunda proposed the motion to adjourn the meeting. Ms. Martinez seconded the motion. The motion carried **6-0-0-3 (yes/abstained/no/not present)**.

ADJOURNMENT

The meeting was adjourned at 9:03 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in January, 2021

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 01 LCPL Governance- continued conversations

SUBJECT:	LCPL Governance- continued conversations
CONTACT:	Chair Christina Olorunda
ACTION DATE:	January 20, 2021
RECOMMENDATION:	Chair Olorunda will provide an update on the topic of LCPL governance.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 LCPL Budget

SUBJECT:	LCPL Budget
CONTACT:	Director Chang Liu
ACTION DATE:	January 20, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's current and FY2022 budgets.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Approval of Revised 2021 Library Closure Dates

SUBJECT:	Approval of Revised 2021 Library Closure Dates
CONTACT:	Director Chang Liu
ACTION DATE:	January 20, 2021
RECOMMENDATION:	Director Liu recommends that the LBOT modify the library closure dates so that the libraries would be closed on the actual holidays and open on some of the County holidays.
BACKGROUND	The County's holiday schedule is based on a five-day per week, Monday through Friday operation, which can be challenging to implement for a public-facing, seven-day per week operation such as LCPL.
ISSUES:	
FISCAL IMPACT:	None to Library Services. The County's HR policy has guidance about pay for employees who may have to work on a County holiday.
DRAFT MOTION:	I move to approve the attached 2021 LCPL Holiday and Closure Calendar.
ATTACHMENTS:	2021 LCPL Holiday and Closure Calendar
NOTES:	
ACTION TAKEN:	

2021 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Closed	Library Closed
⁽¹⁾ New Year's Eve	Thursday, December 31, 2020	Not a County Holiday	Thursday, December 31, 2020 Close at 5pm
New Year's Day	Friday, January 1, 2021	Friday, January 1, 2021	Friday, January 1, 2021
M L King, Jr. Day	3 rd Monday in January	Monday, January 18	Monday, January 18
Presidents' Day	3 rd Monday in February	Monday, February 15	Monday, February 15
⁽¹⁾ Easter Sunday	Sunday, April 4	Not a County Holiday	Sunday, April 4
Memorial Day	Monday, May 31	Monday, May 31	Monday, May 31
Independence Day	Sunday, July 4	Monday, July 5	Sunday, July 4 Monday, July 5 (Library Open)
Labor Day	1 st Monday in September	Monday, September 6	Monday, September 6
Columbus Day	2 nd Monday in October	Monday, October 11	Monday, October 11
Election Day	Tuesday, November 2	Tuesday, November 2	Tuesday, November 2
Veterans Day	November 11	Thursday, November 11	Thursday, November 11
Thanksgiving	4 th Thursday in November	Wednesday, November 24 ⁽²⁾ Close at Noon Thursday, November 25 Friday, November 26	Wednesday, November 24 ⁽²⁾ Close at Noon Thursday, November 25 Friday, November 26
Christmas	Friday, December 24 Saturday, December 25	Thursday, December 23 Friday, December 24	Thursday, December 23 (Library Open) Friday, December 24 Saturday, December 25
⁽¹⁾ New Year's Eve / New Year's Day	Friday December 31, 2021 Saturday, January 1, 2022	Friday, December 31, 2021	Friday, December 31, 2021 Close at 5 pm Saturday, January 1, 2022
⁽³⁾ Staff Development Day	TBD	Not a County Holiday	TBD
⁽⁴⁾ Floating Holiday	01/01/2021 – 12/31/2021	Upon employee request	

⁽¹⁾ When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.

⁽²⁾ Half-day holiday - Full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20 hour per week employees receive 2 hours of holiday pay.

⁽³⁾ Staff Development Day to be determined by the Library Director and Library Board of Trustees

⁽⁴⁾ Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi-per week employees must use 4 hours of Floating Holiday Pay.)

Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours holiday pay for each full day of a County holiday and 4 hours for a half day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20 hour per week employee receives 4 hours of holiday pay for a full-day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible to be paid for the hours they physically work.

Explanation of Pay for Working on County Holidays

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the pay period.
- Regular non-exempt employees who earn leave and who work on a County holiday, will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both "**holiday pay**" and "**holiday worked**" should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.
- Employees must be in a paid status to receive pay for the holiday. Employees on LWOP are not eligible for holiday pay.

Library Trust Funds Holdings

12/31/2020

Irwin Uran Trust Fund	\$ 84,326.65	LGIP*	0.131%
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Symington Trust Fund	\$ 86,870.66	LGIP*	0.131%
		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%
	\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17 03/29/22 2.000%
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
Symington Total	\$ 4,328,008.34		

James Horton Trust Fund	\$ 28,313.35	LGIP*	0.131%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY21**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 29.31	\$ 109,250.31	0.322%
August	\$ 109,250.31	\$ -	\$ -	\$ -	\$ 109,250.31	\$ 23.40	\$ 109,273.71	0.257%
September	\$ 109,273.71	\$ -	\$ -	\$ -	\$ 109,273.71	\$ 19.85	\$ 109,293.56	0.218%
October	\$ 109,293.56	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,293.56	\$ 13.14	\$ 84,306.70	0.187%
November	\$ 84,306.70	\$ -	\$ -	\$ -	\$ 84,306.70	\$ 10.75	\$ 84,317.45	0.153%
December	\$ 84,317.45	\$ -	\$ -	\$ -	\$ 84,317.45	\$ 9.20	\$ 84,326.65	0.131%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 109,221.00	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,221.00	\$ 105.65	\$ 84,326.65	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY21**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 7.19	\$ 26,791.36	0.322%
August	\$ 26,791.36	\$ -	\$ -	\$ -	\$ 26,791.36	\$ 5.74	\$ 26,797.10	0.257%
September	\$ 26,797.10	\$ -	\$ 1,500.00	\$ -	\$ 28,297.10	\$ 5.14	\$ 28,302.24	0.218%
October	\$ 28,302.24	\$ -	\$ -	\$ -	\$ 28,302.24	\$ 4.41	\$ 28,306.65	0.187%
November	\$ 28,306.65	\$ -	\$ -	\$ -	\$ 28,306.65	\$ 3.61	\$ 28,310.26	0.153%
December	\$ 28,310.26	\$ -	\$ -	\$ -	\$ 28,310.26	\$ 3.09	\$ 28,313.35	0.131%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 29.18	\$ 28,313.35	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY21**

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	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 23.29	\$ -	\$ 4,327,939.90	0.322%
August	\$ 4,327,939.90	\$ -	\$ -	\$ -	\$ 4,327,939.90	\$ 18.59	\$ -	\$ 4,327,958.49	0.257%
September	\$ 4,327,958.49	\$ -	\$ -	\$ -	\$ 4,327,958.49	\$ 15.77	\$ -	\$ 4,327,974.26	0.218%
October	\$ 4,327,974.26	\$ -	\$ -	\$ -	\$ 4,327,974.26	\$ 13.53	\$ -	\$ 4,327,987.79	0.187%
November	\$ 4,327,987.79	\$ -	\$ -	\$ -	\$ 4,327,987.79	\$ 11.07	\$ -	\$ 4,327,998.86	0.153%
December	\$ 4,327,998.86	\$ -	\$ -	\$ -	\$ 4,327,998.86	\$ 9.48	\$ -	\$ 4,328,008.34	0.131%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 91.73	\$ -	\$ 4,328,008.34	

*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

CD's as of 7/1/2020

\$ 819,000.00		<i>John Marshall Bank</i>	3/31/2016	3/31/2021	2.000%
\$ 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%
\$ 874,814.45		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
\$ 845,245.27		<i>Virginia Commerce</i>	3/29/2017	3/29/2022	2.000%
\$ 4,241,137.68					