

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for February 17, 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, February 17, 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, February 17, 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 17th day of February, 2021.

DATE & TIME: Wednesday, February 17, 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 February 17, 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 January 2021 LBOT Virtual Meeting Minutes

REPORTS

Brambleton Library: **Christine Thompson, Branch Manager**

Director's Report: **Chang Liu, Director**

INFORMATION ITEMS

II 01 LCPL COVID Response Update

II 02 LCPL Budget Update

II 03 Staffing Update

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

February 17, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e3d156b5575805fdffcaa1e03dde38970>

Password: LBOT

Telephone Access

Call 1-844-992-4726

Enter access code: 179 200 9729#

DATE & TIME: Wednesday, February 17, 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.

AGENDA: 2021-02-17

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Loudoun County Public Library Board of Trustees Meeting Minutes

January 20, 2021

The Library Board of Trustees (LBOT) met virtually via WebEx on Wednesday, January 20, 2021 at 7:01 PM. The Chair and Secretary were present.

Present: Christina Olorunda, Chair
Walter Purnell, Vice Chair
Alana Boyajian
Kathleen Kuhn
Christine Newton
Sean Mallon
Priscilla Martinez
Monti Mercer
Sara Pensgard

Chang Liu, Director

Absent None

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 7:03 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**

Mr. Devon Wiggins discussed COVID-19 pandemic metrics and urged the trustees to consider the health and safety of LCPL staff.

IV. **BOARD COMMENT**

Ms. Olorunda said Deputy County Administrator Charles Yudd informed her that LCPL employees will be part of 1B priority list to receive COVID-19 vaccinations.

Ms. Olorunda opened the floor for board member comments:

Trustee Purnell acknowledged the risks front-line staff are taking to serve the public and hopes those employees get vaccinated soon.

Trustee Boyajian read parts of the email she received from a resident of her district. Both she and Director Liu have responded to the customer directly.

Trustee Kuhn apologized for missing the December meeting and welcomed Ms. Boyajian to the LBOT.

Trustee Mallon also welcomed Ms. Boyajian. Mr. Mallon added he would like to hear from Ms. Liu about opening and closing hours, and the metrics used for managing the system during the pandemic.

Trustee Martinez thanked Mr. Wiggins for his comments and Ms. Boyajian for sharing the customer's email.

Trustee Mercer thanked customers for voicing their concerns and applauded staff for providing services throughout the pandemic.

Trustee Newton discussed the need to provide staff a safe working environment while delivering as many services as possible to the public.

Trustee Pensgard welcomed Ms. Boyajian and congratulated LCPL for being named one of America's Star Libraries in 2020 by *Library Journal*.

V. DIRECTOR'S COMMENTS

Ms. Liu provided an overview of LCPL's COVID-19 safety measures as well as services provided to the public. She also mentioned she conducts a monthly, employee town hall meeting to respond to staff questions.

VI. READING AND APPROVAL OF MINUTES

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

Ms. Newton moved to approve the minutes. The motion was seconded by Mr. Mercer. The motion carried **6-3-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Ashburn Library Branch Manager Mary Butler gave presentation on the Ashburn Library. The report was received and placed on file.

Colleen Regan, President of the Friends of Ashburn Library, discussed the work of the branch's support group. The report was received and placed on file.

VIII. Director's Report

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

IX. TRAINING

Assistant County Attorney Leslie Barnes gave a presentation on COIA. The PowerPoint presentation was received and placed on file.

X. INFORMATION ITEMS

II 01 LCPL Governance- continued conversations

Ms. Olorunda said the Loudoun County Board of Supervisors will not examine the library governance issue until spring. There was no further discussion on the issue.

II 02 LCPL Budget

Ms. Liu said LCPL is not making any resource requests in the FY 2022 budget. Ms. Liu informed the board that all LCPL staff earned a satisfactory or higher rating and will receive the 3.5% annual raise for county employees.

XI. ACTION ITEM

AI 01 Approval of Revised 2021 Library Closure Dates

Ms. Liu presented an updated schedule of library closure dates based on the Loudoun County's revised holiday schedule.

Mr. Mallon moved to approve the motion; Ms. Boyajian seconded the motion.

The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

ADJOURNMENT

Ms. Olorunda proposed the motion to adjourn the meeting.

Ms. Newton moved to approve the motion; Ms. Kuhn seconded the motion. The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

Ms. Olorunda reminded everyone about the LBOT Retreat on Saturday, January 30, 2021

ADJOURNMENT

The meeting was adjourned at 8:43 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in February, 2021

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 LCPL COVID Response Update

SUBJECT:	LCPL COVID Response Update
CONTACT:	Director Chang Liu
ACTION DATE:	February 17, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's response to COVID.
BACKGROUND:	The LBOT has requested regular update on the Library's operational response to the COVID pandemic. Director Liu will provide the update.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	LCPL Budget Update
CONTACT:	Director Chang Liu
ACTION DATE:	February 17, 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
INFORMATION ITEM SUMMARY: II 03 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	February 17, 2021
RECOMMENDATION:	Director Liu 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

ACTION ITEM SUMMARY: AI01 Approval of Revised 2021 Library Closure Dates

SUBJECT:	Approval of Revised 2021 Library Closure Dates
CONTACT:	Director Chang Liu
ACTION DATE:	February 17, 2021
RECOMMENDATION:	Director Liu recommends that LBOT approve the LCPL closure schedule for calendar year 2021 as presented.
BACKGROUND	The Board of Supervisors recently added Juneteeth as a County holiday, hence the revised Library closure schedule.
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
Juneteenth	Saturday, June 19	Friday, June 18	Friday, June 18 (Library Open) Saturday, June 19
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
Indigenous Peoples' 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

1/31/2021

Irwin Uran Trust Fund	\$ 84,335.64	LGIP*	0.128%
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Symington Trust Fund	\$ 86,879.93	LGIP*	0.128%
		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	\$ 4,328,017.61		

James Horton Trust Fund	\$ 28,316.37	LGIP*	0.128%
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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	\$ 84,326.65	\$ -	\$ -	\$ -	\$ 84,326.65	\$ 8.99	\$ 84,335.64	0.128%
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	\$ 114.64	\$ 84,335.64	

*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	\$ 28,313.35	\$ -	\$ -	\$ -	\$ 28,313.35	\$ 3.02	\$ 28,316.37	0.128%
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	\$ 32.20	\$ 28,316.37	

*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	\$ 4,328,008.34	\$ -	\$ -	\$ -	\$ 4,328,008.34	\$ 9.27	\$ -	\$ 4,328,017.61	0.128%
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	\$ 101.00	\$ -	\$ 4,328,017.61	

*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					