

Loudoun County Public Library Board of Trustees

AGENDA: *Monthly Meeting for May 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 March 16, 2021. 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, May 19, 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 March 16, 2021, 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, May 19, 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 19th day of May, 2021.

DATE & TIME: *Wednesday, May 19, 2021 at 7:00 p.m.*

LOCATION: *Webex Meeting, 102 North Street NW Leesburg, VA 20176*

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0674 three days prior notice is requested.

Loudoun County Public Library Board of Trustees

AGENDA: *Monthly Meeting for May 2021*

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

April 2021 LBOT Meeting Minutes

REPORTS

Gum Spring Library Friends Group: **Branch Manager Vivy Niotis**
Friends of Gum Spring (FROGS): **President, Tricia Haneghan**
Director's Report: **Director Chang Liu**

INFORMATION ITEMS

- II 01** Chair and Vice Chair Nomination Process
- II 02** LCPL FY2022 Budget Update
- II 03** Staffing Update
- II 04** Update on BOS' Library Governance
- II 05** Draft LCPL Policies
- II 06** Security Cameras in the Branches

ACTION ITEMS

AI 01

Closed Executive Session (if needed)

ADJOURNMENT

Remote access via WebEx for the Library Board of Trustees Meeting

LCPL Library Board of Trustees Meeting
May 19, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e2fbda91a74aa8088af4fc55e14a166fd>
Password: LBOT

Telephone Access
Call 1-844-992-4726
Enter access code: 173 956 8757#

DATE & TIME: *Wednesday, May 19, 2021 at 7:00 p.m.*

LOCATION: *Webex Meeting, 102 North Street NW Leesburg, VA 20176*

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0674 three days prior notice is requested.

Loudoun County Public Library Board of Trustees Meeting Minutes

April 21, 2021

The Library Board of Trustees (LBOT) met virtually via WebEx on Wednesday, April 21, 2021 at 7:04 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. The resolution carried 9-0-0-0.

Ms. Olorunda called the meeting to order at 7:06 PM and asked for a moment of silence.

II. **AGENDA CHANGES**

Ms. Olorunda asked 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 Pensgard mentioned that she was looking forward to the presentations.

Trustee Newton said she appreciated all the wonderful programs being offered virtually.

Trustee Mercer said he's learning a lot by attending the LBOT meetings and appreciates the positive energy. He mentioned that he really enjoyed the Female Leadership Series.

Trustee Martinez was happy to be back and wished everyone blessed celebrations and a Happy Mother's Day.

Trustee Mallon, who represents the Algonkian District, said he was delighted that Branch Manager Belinda Blue would be delivering a presentation on the Cascades Library.

Trustee Kuhn said she is thrilled that the Sterling Friends Group has received a 501 3C certification.

Trustee Boyajian said she enjoyed the virtual Makerspace Camp and was thankful for the extended WiFi signal outside of the Purcellville Library since internet service had been disrupted in the Waterford area.

Vice Chair Purnell mentioned that he met former LBOT chair Mark Miller and that Mr. Miller spoke highly of the services LCPL has provided during the pandemic.

Chair Olorunda stated that it's National Volunteers week and thanked her fellow trustees for their service.

V. DIRECTOR'S COMMENTS

Director Liu said all staff who chose to be vaccinated have received at least their first dose. She invited Peter O'Brien, Division Manager of Communications, to unveil the new LCPL logo. Mr. O'Brien gave credit for the design to Visual Communications Specialist Kellie Sigler.

VI. READING AND APPROVAL OF MINUTES

Ms. Olorunda requested a motion to approve the minutes of the March 2021 LBOT meeting.

Mr. Mallon moved to approve the minutes. The motion was seconded by Ms. Kuhn.

The motion carried **8-1-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Ms. Blue gave an update for the Cascades Library while Amy Sandridge presented on behalf of the Friends of the Cascades Library. The reports were received and placed on file.

VIII. Director's Report

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

IX. INFORMATION ITEMS

II 01 Camera Installation in LCPL Branches

Ms. Liu announced that surveillance cameras are being installed at the entries and exits at all branches. The cameras will be turned on once policies and procedures are finalized by Loudoun County Government Administration and signage is installed by the Department of General Services.

II 02 LCPL FY2022 Budget Update

Ms. Liu presented a brief on FY 22 budget.

II 03 Staffing Update

Ms. Liu reported the two Programming Coordinator positions have been filled by internal candidates Kelly Senser and Aryn Dagirmanjian. The two Technology Services positions will be posted soon. She also revealed that interviews for the new Division Manager of Branch Services have concluded and an announcement is forthcoming. She also announced there are several Librarian and Librarian Assistant openings across the Children's, Teens and Adult Services departments.

II 04 Review of Easement Agreement- Rust Library

Ms. Olorunda informed the Board that fiber optic cable is being installed on Rust Library grounds and she needed approval from the trustees to sign the Easement agreement. She said the agreement has been vetted and approved by the County Attorney.

AI 01 Approval and Vote on Easement Agreement- Rust Library

The Easement agreement document was attached to the meeting packet and all trustees had the opportunity to look it over.

Ms. Kuhn moved to approve the motion; Mr. Purnell at seconded the motion.

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

CLOSED SESSION:

(1) Motion for Convening Closed Session:

Chair Olorunda moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session at 8:13 pm pursuant to Section 2.2-3711(A)(8) of the Code of Virginia to consult with legal counsel on a specific legal matter requiring the provision of legal advice. The purpose of the Closed Session is to consult with legal counsel on whether LCPL policies as currently drafted omit legally required language about disabled individuals.

Vote: **9-0-0-0 (yes/abstained/no/not present)**

(2) 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.

Vote: **9-0-0-0 (yes/abstained/no/not present)**

(3) Resolution Certifying Closed Session

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

Vote: **9-0-0-0 (yes/abstained/no/not present)**

(4) 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.

Vote: **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)

ADJOURNMENT

Chair Olorunda reminded the Board that a nomination committee needs to be formed for selection of Chair and Vice Chair for the FY 22 and Board will conduct an

evaluation of Director Chang Liu in the month of June. Ms. Olorunda asked for a motion to adjourn the meeting.

Mr. Purnell moved to adjourn the meeting; Mr. Mallon seconded the motion.

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

ADJOURNMENT

The meeting was adjourned at 8:54 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in May 2021

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 Chair and Vice Chair Nomination Process

SUBJECT:	Chair and Vice Chair Nomination Process
CONTACT:	Chair Christina Olorunda
ACTION DATE:	May 19, 2021
RECOMMENDATION:	Chair Olorunda will name a nomination committee to nominate candidates for next year's (July 1, 2021 to July 1, 2022) LBOT Chair and Vice Chair positions, so that an election could be held at the June 2021 LBOT meeting.
BACKGROUND:	Per LBOT Bylaws, the election of Chair and Vice Chair needs to take place annually.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 LCPL FY 2022 Budget Update

SUBJECT:	LCPL FY 2022 Budget Update
CONTACT:	Director Chang Liu
ACTION DATE:	May 19, 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:	May 19, 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

INFORMATION ITEM SUMMARY: II 04 Update on BOS' Library Governance Discussion

SUBJECT:	Update on BOS' Library Governance Discussion
CONTACT:	Chair Christina Olorunda
ACTION DATE:	May 19, 2021
RECOMMENDATION:	Chair Olorunda will provide an update on the BOS' discussions on LCPL governance.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 05 Draft LCPL Polices

SUBJECT:	Draft LCPL Policies
CONTACT:	Director Chang Liu
ACTION DATE:	May 19, 2021
RECOMMENDATION:	Per LBOT Bylaws, the LBOT needs to review and adopt LCPL's policies annually. That's why staff are presenting the draft policies for LBOT's review. The policies should be adopted at the June LBOT meeting.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Security Cameras in LCPL Branches

SUBJECT:	Security Cameras in LCPL Branches
CONTACT:	Director Chang Liu
ACTION DATE:	May 19, 2021
RECOMMENDATION:	Director Liu will provide an overview of the County's initiative to install cameras at the public entrances and public exits of all the library branches, except the Law Library.
BACKGROUND:	For patron and staff safety, and to facilitate the management and documentation of disruptive behavior in library branches, the County is installing cameras at the public entrances and public exits of all library branches, except the Law Library.
ISSUES:	
FISCAL IMPACT:	About \$110,000 of LCPL budget
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

4/30/2021

Irwin Uran Trust Fund	\$ 84,357.01	LGIP*	0.090%
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Symington Trust Fund	\$ 86,894.85	LGIP* 0.090%			
		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%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21	03/31/26	0.750%
Symington Total	\$ 4,414,091.54				

James Horton Trust Fund	\$ 28,323.54	LGIP*	0.090%
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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	\$ 84,335.64	\$ -	\$ -	\$ -	\$ 84,335.64	\$ 8.08	\$ 84,343.72	0.115%
March	\$ 84,343.72	\$ -	\$ -	\$ -	\$ 84,343.72	\$ 6.96	\$ 84,350.68	0.099%
April	\$ 84,350.68	\$ -	\$ -	\$ -	\$ 84,350.68	\$ 6.33	\$ 84,357.01	0.090%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 109,221.00	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,221.00	\$ 136.01	\$ 84,357.01	

*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	\$ 28,316.37	\$ -	\$ -	\$ -	\$ 28,316.37	\$ 2.71	\$ 28,319.08	0.115%
March	\$ 28,319.08	\$ -	\$ -	\$ -	\$ 28,319.08	\$ 2.34	\$ 28,321.42	0.099%
April	\$ 28,321.42	\$ -	\$ -	\$ -	\$ 28,321.42	\$ 2.12	\$ 28,323.54	0.090%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 39.37	\$ 28,323.54	

*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	\$ 4,328,017.61	\$ -	\$ -	\$ -	\$ 4,328,017.61	\$ 8.33	\$ -	\$ 4,328,025.94	0.115%
March	\$ 4,328,025.94	\$ -	\$ -	\$ -	\$ 4,328,025.94	\$ 0.07	\$ 86,059.01	\$ 4,414,085.02	0.099%
April	\$ 4,414,085.02	\$ -	\$ -	\$ -	\$ 4,414,085.02	\$ 6.52	\$ -	\$ 4,414,091.54	0.090%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 115.92	\$ 86,059.01	\$ 4,414,091.54	

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

CD's as of 4/30/2021

\$ 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%
\$ 874,814.45		United Bank	3/22/2018	3/22/2023	3.000%
\$ 845,245.27		Virginia Commerce	3/29/2017	3/29/2022	2.000%
\$ 4,327,196.69					