

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting for December 22, 2020**

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**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](mailto:communications@library.loudoun.gov) or call 703-737-8468 no later than noon, December 22, 2020. 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 Tuesday, December 22, 2020 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.

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Christina Olorunda  
Chair, Library Board of Trustees

ATTEST:

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Manisha Adhikari  
Secretary, Library Board of Trustees

Adopted by the Library Board of Trustees of Loudoun County, Virginia, this 22<sup>nd</sup> day of December, 2020.

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**DATE & TIME:** Tuesday, December 22, 2020 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 December 22, 2020**

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

**MOMENT OF SILENCE**

**AGENDA CHANGES**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**MINUTES APPROVAL** November 2020 LBOT Virtual Meeting Minutes

**REPORTS**

Communications Division: **Peter O'Brien, Division Manager**

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

**TRAINING**

FOIA Training Part 1: **Leslie Barnes, Assistant County Attorney**

**INFORMATION ITEMS**

**II 01** LCPL Governance- continued conversations

**II 02** LCPL Budget

**II 03** LBOT Retreat

**ACTION ITEM**

**AI 01** Delegation of Authority to Director Liu for Library Operations

**Closed Executive Session:** If needed

**ADJOURNMENT**

**Remote access via WebEx for the Library Board of Trustees Meeting**

LCPL Library Board of Trustees Meeting

December 22nd, 7:00 PM

Event Address:

<https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e761860538a57b7ba30ccedf0b83a1988>

Password: LBOT

Telephone Access

Call 1-844-992-4726

Enter access code: 179 241 2532#

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**DATE & TIME:** Tuesday, December 22, 2020 at 7:00 p.m.

**LOCATION:** Conference Room, Library Administration Building 102 North Street NW, Leesburg VA 20176

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# Loudoun County Public Library Board of Trustees Meeting Minutes

November 18, 2020

The Library Board of Trustees (LBOT) met virtually via WebEx on Wednesday, November 18, 2020 at 7:02 PM. The Vice Chair and Secretary were present.

**Present:** Christina Olorunda, Chair  
Walter Purnell, Vice Chair  
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 7:08 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.

Vice Chair Purnell stated he is looking forward to the discussion on library governance.

Trustee Pensgard thanked staff for their resilience, especially with the website outage.

Trustee Newton expressed her appreciation for the programming staff adapting to the governor's new order. She reported having positive conversations with Supervisor Umstatted's team.

Trustee Mercer informed the board that he has completed tours of all 10 branches and thanked staff, Director Liu and the Trustees for making him feel welcome.

Trustee Martinez appreciated Mr. Mercer's comments and thanked staff for their continued adaptability.

Trustee Mallon mentioned the variables in COVID curves and thanked the staff for holding steady during these times. He also praised the ad hoc committee.

Trustee Kuhn expressed her admiration for Cascades Library branch manager Belinda Blue and Sterling Library branch manager Katie Kalil. Ms. Kuhn said they are shining examples of the quality of staff at LCPL.

Ms. Olorunda announced there will be a closed session regarding library governance with Leslie Barnes of the Loudoun County Attorney's Office. She also asked the board to save the date of January 30, 2021 for Library Board of Trustees retreat.

**V. DIRECTOR'S COMMENTS**

Director Liu thanked the trustees for their support. She also said that COVID-19 pandemic has brought out the best in the staff. She also mentioned the website outage and commended the Technology Services, Communication Division and Department of Information Technology staff for managing the problem well.

**READING AND APPROVAL OF MINUTES**

Ms. Olorunda requested a motion to approve the minutes of the October 2020 LBOT meeting. Mr. Mallon moved to approve the minutes. The motion was seconded by Mr. Mercer. The motion was approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

- VI. REPORTS:** Division Manager Dan Bureau reported on behalf of Technology Services. The report was received and placed on file.

**VII. DIRECTOR'S REPORT**

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

**INFORMATION ITEMS**

**II 01** BOS Discussion on Library Governance

Ms. Olorunda noted the Board of Supervisors pulled the item regarding library governance from the agenda of its Nov. 5 meeting. Ms Olorunda thanked her fellow trustees and members of the public for giving their input to the supervisors prior to that meeting. She also appreciated the letters of support from the Virginia Library Association and the American Library Association. Ms. Olorunda mentioned that the collective bargaining issue will be addressed during the closed session.

**II 02** FY2022 Library Budgeting Process Update

Director Liu informed the Board that LCPL would not submit any resource request for the FY 2022 budget.

**ACTION ITEMS**

**AI 01** Approval of 2021 Library Holiday Closure Schedule

Ms. Newton made a motion to approve the 2021 Library Holiday Closure Schedule. The motion was seconded by Trustee Kuhn. The motion was approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

## CLOSED SESSION

### Chair Olorunda read the motion for convening a Closed Session.

I move that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The motion was seconded by Trustee Purnell and approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

### Chair Olorunda read the resolution to certify the Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 18 day of November, 2020 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.

Ms. Olorunda moved that the resolution certifying the Closed Session be adopted and reflected in the minutes of the public meeting. The motion was seconded by Ms. Newton and approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Ms. Olorunda proposed the motion to adjourn the Closed Session and 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. The motion was seconded by Mr. Purnell. The motion was approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Ms. Kuhn proposed the motion to adjourn the LBOT Meeting and Trustee Martinez seconded the motion. The motion was approved by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

## ADJOURNMENT

The meeting was adjourned at 9:30 PM

Respectfully submitted by,

*Manisha Adhikari*

Manisha Adhikari

Secretary

Adopted by the Board in December, 2020

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(Signature of Presiding Officer)

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

<b>SUBJECT:</b>	Library Governance- continued conversations
<b>CONTACT:</b>	Chair Christina Olorunda
<b>ACTION DATE:</b>	December 22, 2020
<b>RECOMMENDATION:</b>	Chair Olorunda will provide an update on the topic of LCPL governance.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

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

<b>SUBJECT:</b>	LCPL Budget
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	December 22, 2020
<b>RECOMMENDATION:</b>	Director Liu will provide an update on the Library's current and FY2022 budget years.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 03 LBOT Retreat**

<b>SUBJECT:</b>	LBOT Retreat
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	December 22, 2020
<b>RECOMMENDATION:</b>	A reminder to the Trustees that an LBOT retreat is being planned for Saturday, January 30, 2021. Please let Chair Olorunda and Director Liu know if you have any agenda item suggestions.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: **AI 01** Delegation of Authority to Director Liu for Library Operations**

<b>SUBJECT:</b>	Delegation of Authority to Director Liu for Library Operations
<b>CONTACT:</b>	Chair Christina Olorunda
<b>ACTION DATE:</b>	December 22, 2020
<b>RECOMMENDATION:</b>	
<b>BACKGROUND</b>	In light of the recent uptick in COVID cases in the community, the LBOT would like to delegate the authority to the Library Director, should some scaling back of library operations become necessary, for determining the level of library operations. This would allow the Library Director to work more closely with County Administration.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	<i>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.</i>
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Trust Funds Holdings

11/30/2020

<b>Irwin Uran Trust Fund</b>	<b>\$ 84,317.45</b>	LGIP*	0.153%
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<b>Symington Trust Fund</b>	<b>\$ 86,861.18</b>	LGIP* 0.153%			
		CD**	Trade Date	Maturity	Yield
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20	03/18/25	1.250%
	<b>\$ 851,824.65</b>	<i>FVC Bank</i>	02/19/19	02/19/24	3.005%
	<b>\$ 874,814.45</b>	<i>United Bank</i>	03/22/18	03/22/23	3.000%
	<b>\$ 845,245.27</b>	<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
	<b>\$ 819,000.00</b>	<i>John Marshall Bank</i>	03/31/16	03/31/21	2.000%
<b>Symington Total</b>	<b>\$ 4,327,998.86</b>				

<b>James Horton Trust Fund</b>	<b>\$ 28,310.26</b>	LGIP*	0.153%
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\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund  
Fund 1220  
FY21**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 29.31	\$ 109,250.31	0.322%
<b>August</b>	\$ 109,250.31	\$ -	\$ -	\$ -	\$ 109,250.31	\$ 23.40	\$ 109,273.71	0.257%
<b>September</b>	\$ 109,273.71	\$ -	\$ -	\$ -	\$ 109,273.71	\$ 19.85	\$ 109,293.56	0.218%
<b>October</b>	\$ 109,293.56	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,293.56	\$ 13.14	\$ 84,306.70	0.187%
<b>November</b>	\$ 84,306.70	\$ -	\$ -	\$ -	\$ 84,306.70	\$ 10.75	\$ 84,317.45	0.153%
<b>December</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>January</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>February</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 109,221.00	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,221.00	\$ 96.45	\$ 84,317.45	

\*Interest Earnings Based On Average LGIP Rate For the Month

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

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Month Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 7.19	\$ 26,791.36	0.322%
<b>August</b>	\$ 26,791.36	\$ -	\$ -	\$ -	\$ 26,791.36	\$ 5.74	\$ 26,797.10	0.257%
<b>September</b>	\$ 26,797.10	\$ -	\$ 1,500.00	\$ -	\$ 28,297.10	\$ 5.14	\$ 28,302.24	0.218%
<b>October</b>	\$ 28,302.24	\$ -	\$ -	\$ -	\$ 28,302.24	\$ 4.41	\$ 28,306.65	0.187%
<b>November</b>	\$ 28,306.65	\$ -	\$ -	\$ -	\$ 28,306.65	\$ 3.61	\$ 28,310.26	0.153%
<b>December</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>January</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>February</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 26.09	\$ 28,310.26	

\*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 4,327,916.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,327,916.61</b>	<b>\$ 82.25</b>	<b>\$ -</b>	<b>\$ 4,327,998.86</b>	

\*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

<b>\$ 819,000.00</b>		<i>John Marshall Bank</i>	3/31/2016	3/31/2021	2.000%
<b>\$ 850,253.31</b>		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
<b>\$ 851,824.65</b>		<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
<b>\$ 874,814.45</b>		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
<b>\$ 845,245.27</b>		<i>Virginia Commerce</i>	3/29/2017	3/29/2022	2.000%
<b>\$ 4,241,137.68</b>					