

# Loudoun County Public Library Board of Trustees

## AGENDA: *Monthly Meeting for September 2021*

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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 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](mailto:communications@library.loudoun.gov) or call 703-737-8468 no later than noon, September 15, 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, September 15, 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.

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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 15th day of September 2021.

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**DATE & TIME:** *September 15, 2021, at 7:00 p.m.*

**LOCATION:** *102 North Street NW Suite A 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: *Monthly Meeting for September 2021*

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7:00 p.m. CALL TO ORDER

### MOMENT OF SILENCE

### COMMENTS

Public Comment  
Board Comment  
Director's Comment

### AGENDA CHANGES

### MINUTES APPROVAL

July 2021 Meeting Minutes

### REPORTS

Communications Division:                    **Division Manager Peter O'Brien**  
Programming Division:                    **Division Manager Susan VanEpps**  
Director's Report:                            **Library Director Chang Liu**

### INFORMATION ITEMS

- I 01** Library operations under COVID
- I 02** LCPL FY2022-23 budget update
- I 03** Staffing update
- I 04** Strategic Plan update
- I 05** Agenda items for November 13, 2021 LBOT retreat

CLOSED EXECUTIVE SESSION (if needed)

### ADJOURNMENT

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

LCPL Library Board of Trustees Meeting  
September 15, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=efae3bf2ac39c41b7278131061fa3167e>  
Password: LBOT

Telephone Access  
Call 1-844-992-4726  
Enter access code: 179 983 4561#

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**DATE & TIME:** *September 15, 2021, at 7:00 p.m.*

**LOCATION:** 102 North Street NW Suite A Leesburg VA 20176

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# Loudoun County Public Library Board of Trustees Meeting Minutes

July 21, 2021

The Library Board of Trustees (LBOT) met Wednesday, July 21, 2021 at 7:04 PM. The Chair and Secretary were present.

**Present**      Christina Olorunda, Chair  
                    Walter Purnell, Vice Chair  
                    Alana Boyajian  
                    Kush Jenkins  
                    Kathleen Kuhn  
                    Priscilla Martínez  
                    Monti Mercer  
                    Christine Newton  
                    Sara Pensgard  
                    Chang Liu, Director

**Absent**        None. Ms. Martínez arrived late so the votes taken early in the meeting indicate one not present.

## 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 **8-0-0-1 (yes/abstained/no/not present)**.

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

## II. **PUBLIC COMMENT**

There was no public comment.

## III. **BOARD COMMENT**

Ms. Olorunda opened the floor for board member comments. She congratulated staff for winning several awards including Honorable Mention for Library of the Year given by *Library Journal*.

Vice Chair Purnell congratulated LCPL staff for the awards and was excited that the libraries are resuming all services.

Trustee Boyajian congratulated Aaron Duplissey for his promotion to Branch Manager of Purcellville Library.

Trustee Kuhn echoed previous comments regarding awards. She mentioned the service LCPL provided to seniors during the pandemic and thanked staff for their efforts.

Chair Olorunda introduced new trustee Kush Jenkins.

Trustee Jenkins mentioned that Cascades Library did a wonderful job through the pandemic and praised the aqua exhibit at the branch.

Trustee Mercer congratulated the staff for the honors received from the National Association of Counties and *Library Journal*.

Trustee Newton said LCPL under Chang's leadership did a tremendous job providing service during the pandemic.

Trustee Pensgard thanked former trustee Sean Mallon for eight years of dedicated service.

#### **IV. DIRECTOR'S COMMENTS**

Ms. Liu thanked the board for its support. She informed the board all the branch managers received Loudoun County's Team Platinum Award for their Leadership during the pandemic.

#### **V. AGENDA CHANGES**

Ms. Olorunda proposed two agenda changes:

- Drew Zenowich will report on behalf of the Loudoun Library Foundation.
- The Video Surveillance Policy will be voted on as its own policy, and not as a section of the Privacy Policy.

Mr. Mercer moved to approve the changes and Ms. Kuhn seconded the motion.

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

#### **VI. READING AND APPROVAL OF MINUTES**

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

Mr. Purnell moved to approve the minutes. The motion was seconded by Mr. Mercer.

The motion carried **6-2-0-1 (yes/abstained/no/not present)**.

#### **VII. REPORTS**

Law Library Branch Manager Alice Zent gave an update for her branch.

Denis Cotter, President of the Friends of Loudoun County Law Library, gave a presentation on the newly formed group.

Mr. Zenowich, LLF President, provided an update on the foundation's finances.

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 FY 2022 LBOT Retreat**

Ms. Olorunda proposed to have a retreat in October or November 2021 with Trustees and Friends groups.

Ms. Liu suggested the board have two retreats, one in November and the other at the end of the fiscal year. Saturday, Nov. 13 and 20 were offered as options for the first retreat.

### **II 02 LCPL FY2022 Budget Update**

Ms. Liu said Nan Paek, Budget and Finance Manager, will provide a final FY 2021 budget recap at the September meeting.

### **II 03 Staffing Update**

Ms. Liu announced that the branch manager positions at Lovettsville, Middleburg, Purcellville and Rust had been filled by internal candidates. She also mentioned that staff is working on filling vacant library assistant positions as well as considering staff transfer requests. In addition, Outreach Services has been assigned two, part-time library assistants.

### **II 04 Security Cameras in the Branches**

Jim Reid, Loudoun County's Safety and Security Manager, was on hand to answer questions.

### **II 05 Library Hours**

Sydney McCoy, Division Manager of Branch Services, presented the background for LCPL's new, expanded opening hours which would go into effect on August 29, 2021.

## **ACTION ITEMS**

### **AI 01 Approval of LCPL's Video Surveillance Policy**

Ms. Newton moved to approve the draft of the Video Surveillance Policy that states video will be stored for a minimum of 30 and a maximum of 90 days. [OP1] Ms. Kuhn seconded the motion.

The motion carried **5-0-4-0 (yes/abstained/no/not present)**.

### **CLOSED SESSION:**

#### **(1) Motion for Convening 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)(1) 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 library policies as currently drafted omit legally required language about disabled individuals.

The motion carried **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.

The motion carried **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 21<sup>st</sup> day of July, 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.

#### **(4) Motion to Certify Closed Session:**

Ms. Olorunda moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting. Ms. Martinez seconded the motion.

The motion carried **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**

Ms. Olorunda asked for a motion to adjourn the meeting.

Ms. Boyajian moved to adjourn the meeting; Ms. Kuhn seconded the motion.

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

### **ADJOURNMENT**

The meeting was adjourned at 10:25 PM

Respectfully submitted by,

*Manisha Adhikari*

Manisha Adhikari

Secretary

Adopted by the Board in September 2021

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(Signature of Presiding Officer)

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II01 Library Operations under COVID**

<b>SUBJECT:</b>	Library Operations under COVID
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	September 15, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an overview of the Library's continued response to the pandemic.
<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 FY 2022-23 Budget Update**

<b>SUBJECT:</b>	LCPL FY 2022-23 Budget Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	September 15, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an update on the Library's FY2022-23 budgeting process.
<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 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	September 15, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an update on the Library's staffing situation.
<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: II04 Strategic Plan Update**

<b>SUBJECT:</b>	Strategic Plan Update
<b>CONTACT:</b>	Deputy Director Mike VanCampen and Director Chang Liu
<b>ACTION DATE:</b>	September 15, 2021
<b>RECOMMENDATION:</b>	Deputy Director VanCampen and Director Liu will provide an update on the Library's activities on the Strategic Plan.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LCPL Strategic Plan
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1105 Agenda for 11-13-2021 LBOT Retreat**

<b>SUBJECT:</b>	Agenda for 11-13-2021 LBOT Retreat
<b>CONTACT:</b>	Ms. Olorunda and Trustees; Director Liu
<b>ACTION DATE:</b>	September 15, 2021
<b>RECOMMENDATION:</b>	Please let Chair Olorunda and Director Liu know if you have any suggestions for the LBOT retreat agenda.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	