

# Loudoun County Public Library Board of Trustees

**AGENDA: Monthly Meeting for December 2019**

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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**

**November 2019 Regular Meeting Minutes**

**REPORTS**

Programming:

**Division Manager Susan VanEpps**

Director's Report:

**Director Chang Liu**

**INFORMATION ITEMS**

**II 01 Staffing Update**

**II 02 FY2021 Budget Update and Discussion**

**II 03 Strategic Plan and Facilities Master Plan**

**II 04 Capital Facilities Standards**

**ACTION ITEMS**

**AI 01 Prioritization of FY2021 Budget Request Components**

**Closed Executive Session (if needed)**

**ADJOURNMENT**

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**DATE & TIME: Wednesday, December 11, 2019 at 7:00 p.m.**

**LOCATION: Library Administration 102 North Street NW. Suite A 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

November 20, 2019

The Library Board of Trustees (LBOT) met Wednesday, November 20, 2019 at 7:00 PM at the Rust Library. The Chair and Secretary were present.

**Present:** Denis Cotter, Chair  
Christina Olorunda, Vice Chair  
Chang Liu, Director  
Christine Newton  
Sara Pensgard  
Sean Mallon  
Walter Purnell  
Kathy Kuhn  
Priscilla Martínez

**Absent** Chuong Nguyen

## I. CALL TO ORDER

Chair Cotter called the meeting to order at 7:00 PM and asked for a moment of silence.

## II. PUBLIC COMMENT

There was no public comment.

## III. BOARD COMMENT

Trustee Mallon stated he enjoyed reading the 1book1community selection *Hey, Kiddo* and is looking forward to meeting the author, Jarret J. Krosoczka.

Trustee Kuhn stated she was happy to be back and expressed deep gratitude to LCPL for funding her trip to the National Association of School Librarians.

Trustee Newton said she is looking forward to the 1book1community event being held on Saturday, November 23.

Trustee Purnell said he was looking forward to him and Director Liu meeting with his new Board of Supervisor representative. Mr. Purnell noted he did not enjoy *Hey, Kiddo*.

Chair Cotter said he would attend the 1book1community event on Saturday, November 23<sup>rd</sup> and said he enjoyed the book. Mr. Cotter welcomed Honorable Judge Horne.

Vice Chair Olorunda thanked Law Library Branch Manager Alice Zent for her workshop on Westlaw Training.

Trustee Pensgard welcomed Ms. Liu back from her recent stay in China. Ms. Pensgard said she was pleased to see that people still like to come out to events held at the library.

Trustee Martínez said she attended the Chamber of Commerce event for Non-Profits for elected officials to chat and talk about their legislative agendas.

## **DIRECTOR COMMENT**

Director Liu welcomed Honorable Judge Horne. Ms. Liu thanked staff for their hard work during her absence and noted her mother is doing better. Ms. Liu stated she will not be able to attend the 1book1community event because she will be attending a mandatory Board of Supervisor's Elect Orientation. Ms. Liu stated LCPL received three NACO Awards (National Association of Counties). The three awards are: Community Dinners, Expanding Legal Resources and the Homeless Drop-in Program.

## **AGENDA CHANGES**

There were no agenda changes.

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

Mr. Cotter requested a motion to approve the minutes of the October 2019 LBOT meeting. Trustee Olorunda moved to approve the minutes. The motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present).

## **V. REPORTS**

### **A. Law Library**

Branch Manager Alice Zent reported on behalf of the Law Library. The report was received and placed on file.

### **B. Honorable Judge Horne**

Honorable Judge Horne talked about the long-term relationship between the Law Library and the Loudoun County Bar Association.

### **C. DIRECTOR'S REPORT**

The Director's Report was presented by Director Chang Liu. The report was received and placed on file.

### **D. INFORMATION ITEMS**

#### **II01 STAFFING UPDATE**

Director Liu gave a Staffing Update for the month of October.

#### **II02 STRATEGIC PLAN UPDATE**

Deputy Director Van Campen said Stu Wilson from Library Strategies will provide a rough draft of the strategic plan by Friday which will be reviewed by he and Director Liu then sent out to the planning committee who will spend time editing it. From there the Senior Leadership team will develop an implementation plan to present it to the LBOT.

#### **II03 FY 2021 BUDGET**

Ms. Liu thanked the Budget Think Tank and LBOT for approving the libraries resource requests. She said she is meeting with County Administrator Tim Hemstreet tomorrow afternoon and noted current service levels and enhanced services level will be focus areas at the meeting. Ms. Liu said the library's request are to meet current service levels and are not enhancements.

**ACTION ITEMS**

**AI01 LETTER OF INTENT FOR THE LIBRARY’S CAPITAOL IMPROVEMENT PLAN**

Mr. Cotter requested a motion to present the LOI (Letter of Intent) as presented. Trustee Purnell moved to approve the LOI as presented. The motion was seconded. Mr. Cotter opened the floor for discussion. The motion carried 8-0-0-1. (yes/abstained/no/not present).

**AI02 QUARTERLY UPDATE (CLOSED SESSION)**

**Mr. Cotter read the motion for convening into Executive Session.**

Pursuant to Section 2.2-3711 of the Code of Virginia, 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. The purpose of the Closed Session is to consider a personnel matter involving salaries, performance, demotion, and/or firing of certain employees of the Loudoun County Public Library. The motion was seconded and approved by a vote of 8-0-0-1 (yes/abstained/no/not present).

Mr. Cotter moved that the executive 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 executive session. The Motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present)

**Mr. Cotter read the resolution to certify the Executive Session.**

Whereas, the Loudoun County Public Library Board of Trustees has this 20<sup>th</sup> day of November, 2019, 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.

Mr. Cotter moved that the Resolution Certifying the Executive Session be adopted and reflected in the minutes of the public meeting. The motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present)

**E. ADJOURNMENT**

The meeting was adjourned at 9:21 p.m.

Respectfully submitted by,

*Cheryl Granger*  
Cheryl Granger

Adopted by the Board in December, 2019

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(Signature of Presiding Officer)

Secretary

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 01 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	December 11, 2019
<b>RECOMMENDATION:</b>	Ms. Liu will give a staffing update for November, 2019.
<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: 11 02 FY2021 Budget Update and Discussion**

<b>SUBJECT:</b>	FY2021 Budget Update and Discussion
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	December 11, 2019
<b>RECOMMENDATION:</b>	Ms. Liu will give an update about the FY2021 budget and report back about LCPL's meeting with County Administrator Tim Hemstreet.
<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 Strategic Plan and Facilities Master Plan**

<b>SUBJECT:</b>	Strategic Plan and Facilities Master Plan
<b>CONTACT:</b>	Deputy Director Mike Van Campen
<b>ACTION DATE:</b>	December 11, 2019
<b>RECOMMENDATION:</b>	Deputy Director Van Campen will give an update on the strategic planning 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 04 Capital Facilities Standards**

<b>SUBJECT:</b>	Capital Facilities Standards
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	December 11, 2019
<b>RECOMMENDATION:</b>	Ms. Liu will share some information about the County's efforts to update the Capital Facilities Standards.
<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 Prioritization of FY2021 Budget Request**

**Components**

<b>SUBJECT:</b>	<b>Prioritization of FY2021 Budget Request Components</b>
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	December 11, 2019
<b>RECOMMENDATION:</b>	<p>Based on meeting with Mr. Hemstreet, Budget Think-Tank recommends that LBOT submit the FY2021 Resource Requests in the following order:</p> <p>Priority 1: One Programming Coordinator, One Technology Specialist; and One Communications Coordinator</p> <p>Priority 2: One Programming Coordinator, and One Technology Specialist</p> <p>Priority 3: Library Facilities Master Plan and Assessment</p>
<b>BACKGROUND</b>	<p>During our meeting with Mr. Hemstreet, it became clear that Library Facilities Master Plan and Assessment should be a lower priority, since the County's five-year CIP is already established and that Purcellville Library is already going to replace STEM Library in the current CIP. The recommendations from the Master Plan and Assessment would not be applicable until at least FY2025 anyway.</p> <p>Grouping the three distinct positions into one Priority 1 Resource Request will strengthen our rationale that Library Administration urgently needs an infusion of new staff members to provide system-wide oversight and to catch up with the growth of the Library system and the community.</p>
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to the approve the Budget Think-Tank's recommendation for the FY2021 Resource Requests.
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	