

THE LIBRARY BOARD MEETING

Library of Virginia
September 18, 2023

The Library Board met on September 18, 2023, virtually over Zoom.

I. CALL TO ORDER

C. Paul Brockwell Jr., *chair*, called the meeting to order at 10:00 a.m. The following members were in attendance:

C. Paul Brockwell Jr., *chair*
Blythe Ann Scott, *vice chair*
Laura L.L. Blevins
Peter E. Broadbent Jr.
L. Preston Bryant Jr.
Dr. Robert L. Canida II
Maya Castillo
Suzette Denslow
Barbara Vines Little
Shelley Viola Murphy
Lana Real
Leonard C. Tengco

Carol G. Finerty was absent.

II. WELCOME TO VISITORS AND STAFF

Mr. Brockwell welcomed all visitors, staff, and special guests including Abigal Gump, Assistant Attorney General and counsel for the Board; and Emily Anne Gullickson, Deputy Secretary of Education and member of the Librarian Search Committee.

III. APPROVAL OF CONSENT AGENDA

Mr. Brockwell stated that the Board's bylaws require every vote to be taken as a roll call when a meeting is held entirely virtually. To reduce the number of roll call votes, the Board would hold a single vote to approve the "consent agenda" which consisted of the agenda and minutes from the June meeting; the amended 2023-2024 Board meeting schedule in which the electronic nature of the September meeting was noted and the date of the April meeting was moved forward by a week; and the proposed slate of members for the Nominating Committee: Laura L.L. Blevins, L. Preston Bryant Jr., Robert L. Canida II, and Maya Castillo, with Blythe Ann Scott as chair. Mr. Brockwell asked for a motion to approve the consent agenda, which was made by Ms. Blevins and seconded by Mr. Broadbent. He then asked Taylor Melton, Executive Assistant to the Librarian of Virginia, to call roll for the vote: Ayes – Mr. Brockwell, Ms. Scott, Ms. Blevins, Mr. Broadbent, Mr. Bryant, Dr. Canida, Ms. Castillo, Ms. Denslow, Ms. Little, Dr. Murphy, Ms. Real, Mr. Tengco; Nos – None; Abstentions – None.

IV. INFORMATION ITEMS

A. Committee/Division Reports

Mr. Brockwell stated that because this was an all-electronic Board meeting, the four committees of the Board did not meet beforehand as they normally do. Instead, each committee chair worked with their staff liaisons at the Library to produce a committee report to share with the full Board.

- **Archival, Collections, and Records Management Services Committee**

Mr. Broadbent, committee chair, provided an update on the Library's partnership with Ancestry to digitize and upload Virginia personal property tax records, 1782-1900; city birth and death records from Richmond, Norfolk, and Portsmouth, 1897-1912; and Department of Military Affairs (DMA) organization cards. The first batch of personal property tax records is scheduled to ship to Ancestry in September. In-house digitization of the birth and death records has begun with reference archivist Amanda Morrell working with Ancestry's scanner on the effort. There is also a proposal to add city directories to the collections being digitized and indexed, and there will be a further report on that in January.

Mr. Broadbent reported that the Library's ninth annual Transcribe-a-versary is scheduled for Saturday, September 23. This year's event will focus on the newly digitized WWII separation notices and will feature guest speakers who will provide historical information and context to the collection. Sixty-six participants have already signed up which means it is nearly full. This event serves as a way for the Library to celebrate and thank its dedicated volunteers for their hard work on the project.

Mr. Broadbent noted that the Library has hired two new archival staff in state records: Karen King who started in late August and is processing and cataloging original records from the Northam administration, and Maria Shellman who will start in late September and will be assigned to the same project.

Mr. Broadbent stated that the FY24 grant cycle for the Circuit Court Records Preservation Program (CCRP) will begin October 16, the award amount will be \$3 million, and the application deadline will be January 12. He reminded the board that Circuit Court clerks apply for these grants to help with preservation and organization projects concerning their local courthouse records.

Mr. Broadbent reported that the diseased microfilm project continues to be delayed due to staff vacancies that prevent the project from achieving a higher volume of duplication. Library staff have been exploring how to increase production by pushing more of the preproduction functions to Backstage and using existing Library staff to deal with postproduction quality control and data entry. Two of the three imaging service tech vacancies will be converted into funding for production, while the remaining vacancy will be recruited to bolster staffing. Ideally, the Library will scan reels of microfilm to Backstage, and Backstage will take responsibility for identifying

troubled acetate film, doing basic data entry to capture information from the target of each reel, and to prepare the film for duplication. Backstage is currently determining exactly which functions they can take on and what the workflow for this would be. The plan is to send 45 boxes consisting of 1,260 diseased reels in the October shipment and then increase that to 2,800 per shipment in future months.

Mr. Broadbent noted that Mary Clark, Acquisitions and Access Management Director, will host a celebration of the 200th anniversary of Virginia's participation in the Federal Depository Library Program on September 21 at the Library. The celebration will feature select items from Virginia's federal publications collection, which includes the earliest official publications of the United States' government going back to 1789. Attendees will hear from the Director of the Government Publishing Office, the U.S. Superintendent of Documents, other distinguished guests, and learn about the origins of the Library's print collection from Virginia historian and former Library employee Brent Tarter.

- **Education, Outreach, and Research Services Committee**

Dr. Canida, committee chair, reported that over the course of the summer the Brown Teacher Research Fellows worked with Library reference and archival staff, and their resulting research and educational materials will be added to the Document Bank of Virginia. This year's fellows were Andrew Abeyounis, a social studies teacher at Grafton High School in Yorktown; Lorraine Dresch, a history teacher at Ridgeview High School in Wise County; and T.J. Hindley, a social studies teacher at Broadway High School in Rockingham County. Over the summer the Library also held its 14th Annual Anne and Rylan Brown Teacher Institute with generous funding from the Library's endowment and support from Virginia Humanities and the Peachtree House Foundation. This year's research and project focus was on local stories and histories that have typically been hidden or neglected from mainstream narratives, and attendees came from Superintendent's Regions two, three, five, and seven.

Dr. Canida noted that the Indigenous Perspectives exhibit is scheduled to open December 4 and run through August 17, 2024.

Dr. Canida reported that the communications team continues to promote the Library's anniversary activities and signature programs through robust and integrated marketing. To date, our social media advertising for LVA On The Go has reached more than 1.3 million people across the Commonwealth. Since the start of the year, the Library has been the focus of 117 media stories.

- **Legislative and Finance Committee**

Mr. Bryant, committee chair, reported that under the recently passed state budget, the general fund amount appropriated to the Library for state aid to local libraries increased from \$21 to \$24.3 million. In addition, the Library received \$1.4 million for IT needs and some additional funds for maintenance reserve. He reminded the Board that the General Assembly had adjourned in February without having adopted a fully amended budget and did not return to pass that fully amended budget until late

August. There was more than \$4 billion in surplus to appropriate, which made it possible for the General Assembly to fund several signature items as well as including another billion dollars in tax relief that came from the general fund. The slimmer budget passed in February included a 2% salary increase for state employees, but the final budget includes another 5% increase for a total of 7%. Mr. Broadbent noted that this will obviously benefit the Library's staff. The Governor, he said, is now preparing his next budget, which will be his first full biennial budget, and his proposal will be released December 20. At this point all state agencies have submitted their operational and capital requests for that budget, but none of the details will be known publicly until the official announcement by the Governor.

Dan Hinderlitter, Deputy of Finance and Administrative Services and staff liaison to the committee, reported that the Library is thankful for the good news on the budget. He noted that the \$1.4 million for IT needs will keep the Library technology infrastructure secure and help patrons continue to access the Library's online collections. Because it was unclear at the start of the year whether that \$1.4 million would be funded, the Library implemented budget cuts across the agency. Given the good news in the final budget, those cuts will, thankfully, not need to be realized, and the Library's systems, IT audits, and data storage will be fully supported.

Mr. Hinderlitter stated that the Library closed the fiscal year with 100% of its general funds expended. Looking at all of the funds together, the expenditure rate was 97%. This is because the Library receives some federal funding and the federal and state fiscal years are not completely aligned. Another factor is that CCRP funds are not reimbursed to the Circuit Courts until after they have incurred the costs of conservation work.

Mr. Hinderlitter updated the Board on capital outlay projects, the first of which was the State Records Center (SRC) expansion. The Library is now in the final approval stage of the working drawings for the project and is aiming for a potential groundbreaking in the spring. He reiterated that this project is to provide extra storage space that will allow the SRC to continue operations for another 10 to 20 years. The other project is the space planning for the Library itself. designLAB has completed their proposed redesign and has identified the cost as somewhere between \$46 million and \$66 million, with the construction work taking three years at minimum. The information was included in the capital request the Library has submitted to the Governor's office. In preparing the request the Library reviewed similar work done on the Alderman Library at the University of Virginia and found the cost to be \$100 less per square foot. He stated that we will know whether the Governor will include funding for the first phase of the space planning work in his upcoming budget in mid-December.

The next item from the committee was for the Board to vote on approval of the 2023-2024 Library Services and Technology Act (LSTA) budget. Mr. Hinderlitter stated that the Library would be receiving \$249,000 in additional federal funds through the LST Grants to States program and that a proposed allocation of these funds has been

included in the Board packet. The Library was able to dial back administrative costs associated with the project, while the area that saw the largest increase was cultural heritage access and engagement. Development of the budget, Mr. Hinderliter said, was a collaborative process within the Library, even though we were not able to fully fund everything that was requested. The total budget is \$4,316,228. Mr. Brockwell asked for a motion to approve the LSTA budget as presented, which was made by Dr. Canida and seconded by Mr. Broadbent. There being no questions from the Board, Mr. Melton called roll for the vote: Ayes – Mr. Brockwell, Ms. Scott, Ms. Blevins, Mr. Broadbent, Mr. Bryant, Dr. Canida, Ms. Castillo, Ms. Denslow, Ms. Little, Dr. Murphy, Ms. Real, Mr. Tengco; Nos – None; Abstentions – None.

- **Public Library Development Committee**

Kim Armentrout, State Grants and Data Coordinator, reminded the Board that at their June meeting, two state aid waivers relating to the evening hours requirement were considered, and the Board voted to approve the waivers contingent on receiving additional supporting information. Mathews County had requested a waiver for the one evening until 8:00 p.m. requirement and, as a follow up, the library conducted a study, the response to which suggested that their community preferred extended weekend hours to extended evening hours. That, in conjunction with foot traffic information they had previously submitted, led the Library to conclude that their waiver was appropriate and reasonable. Chesapeake Public Library had requested a waiver just for the hours of 7 to 8:00 p.m., as they still maintain some evening presence after 5:00. Since the last meeting, they provided additional foot traffic data and the Library concluded that their waiver was appropriate and reasonable. Ms. Armentrout noted that action was not needed on these items since they had already received conditional approval. The Board did not have any questions or concerns about either waiver.

- **Library of Virginia Foundation**

Scott Dodson, Executive Director of the Library of Virginia Foundation, reported that by the end of the fiscal year the Foundation and the Virginia Shop had brought in \$1.4 million in revenue. While the previous year's revenue totaled \$2.5 million, the Foundation received \$1.5 million in extraordinary gifts that year. This year did see the start of a \$500,000 endowment from Lynn Rainville and Barry Schwartz, and the Foundation, Mr. Dodson said, ended the year in a good place. An audit of the Foundation's finances will be completed shortly and is likely to reveal a small surplus. Over the course of the year, the Foundation spent more than \$500,000 on anniversary projects, such as LVA On the Go and the 200 Years / 200 Stories exhibit, using funds that were raised the prior year.

Mr. Dodson reported that the Foundation Board added two new members this year: Rachel Lape of Richmond who serves as General Counsel and Senior Executive at Atlantic Union Bank, and Natalie von Seelen of McLean, a former attorney.

In the first two months of the current fiscal year, Mr. Dodson said, the Foundation has raised roughly \$275,000 in contributed revenue, with an outstanding pool of grant

applications totaling \$750,000. The Foundation is currently working on filing applications by November for projects that likely will not receive approval and funding until spring or summer of 2025, due to the significant amount of time the application process can take. So far, the Foundation has raised \$86,000 for the upcoming Indigenous Perspectives exhibit, with Amazon being the primary sponsor. The Foundation also received \$70,000 from the Virginia Law Foundation for the conservation of the Aaron Burr treason trial papers.

Mr. Dodson reminded the Board that the Literary Awards gala is taking place on October 14, with the Foundation having currently raised \$120,000 of their \$150,000 goal. He noted that because the winner of this year's Kotz Award lives in Amsterdam and is not healthy enough to travel to accept the award in person, the Virginia Museum of Fine Arts (VMFA) has chosen to cancel their celebration of the award recipient which normally takes place the night before the Literary Awards.

Recent Foundation events include a cultivation event in Washington D.C. hosted by Katherine Neville and a Collections Up Close event at the Library focused on maps. Upcoming events include a Collections Up Close event focused on the Virginia Newspaper Project, a cultivation event in Norfolk hosted by Bill Woolridge, and another cultivation event in Charlottesville cohosted by Jeff Dreyfus Shareef Tahboub. Additionally, on the evening of December 4 the Foundation will host a cultivation preview of the Indigenous Perspectives exhibit with donor VIPs.

Mr. Dodson reported that the Foundation is very pleased with the status of the space planning project, and that architects from designLAB will be presenting the completed plans at the next all agency staff meeting. He noted that the Foundation will potentially need to raise about half of the capital needed to get that project completed in the form of private funding, in addition to whatever else can be secured through endowments. To that end, the Foundation has decided to engage CCS, a campaign planning and consulting firm, to initiate a campaign planning study which will start at the beginning of November and conclude near the end of January.

Pia Trigiani, President of the Library of Virginia Foundation, echoed Mr. Dodson's comments and added that the Foundation Board is excited to continue collaborating with the Library.

B. Report of the Librarian of Virginia

Sandra G. Treadway, Librarian of Virginia, reported that the Library has had an exceptionally busy summer filled with many lively educational programs including the First Fridays events, LVA On the Go visits, the Virginia Folklife Festival, and the Carole Weinstein Author Series, which were all very well attended.

Dr. Treadway noted that while the Library is very pleased to have had the funding we requested included in the state budget as the IT costs associated with managing the Library's collections continue to grow as the collection expands. She also noted that with

the increase in the state aid appropriation, the state aid formula is now 87.5% funded, and it would not be out of the question for it to be fully funded within the next year or two.

Dr. Treadway stated that as the Library's current strategic plan comes to a close this year, she has worked with the management team to assess how the Library performed against the goals and objectives set out five years ago. Under "Collecting the New Virginia," she highlighted the Library's efforts towards diversifying its collections, citing the acquisition of several important manuscript collections, family papers, and a particularly remarkable photograph collection documenting the various communities that live along Columbia Pike in northern Virginia. Two years ago, the Library also received funding for a Communities and Culture Archivist to work with these collections and help identify new ones from communities that have been traditionally underrepresented in the Library's holdings.

The second strategic goal was "Dynamic Digitization," and Dr. Treadway emphasized the volume of materials that have been added to the Library's digital collections over the past five years as well as newer projects such as the World War II Separation Notices. Managing this remarkable increase in digital materials, she said, required new and updated software, which has made access to collections more robust but has also presented new challenges. She highlighted Virginia Untold, the Virginia Newspaper Project, and the chancery records index as particular successes.

Another objective, Dr. Treadway said, was to continue to grow the user base and audience for the Library's transcription project, Making History. Success stories in this area include virtual transcribe-a-thons during the pandemic with volunteers from across the country, and enthusiastic participation from House of Delegates pages during General Assembly sessions.

In terms of civic leadership, the Library's programming over the past five years has been comprehensive, diverse in subject and scope, and has brought in people from various backgrounds and perspectives throughout Virginia. Dr. Treadway was also pleased the Library was able to bring on a Community Engagement and Partnerships specialist in the Education and Outreach Division.

The next strategic goal was to focus on the Library as a place, and Dr. Treadway is thrilled that the space planning design phase is complete and shows how the Library can be transformed to better accommodate what patrons are coming to the Library for in the present day, rather than what they came for 20 years ago. She also highlighted short term changes, such as upgrading the audiovisual capacity in the downstairs conference rooms and the Board room which has helped make the space more attractive to groups looking to host meeting and conferences.

The final strategic goal was "Library Beyond Place." Dr. Treadway noted that when the strategic plan was written five years ago, no one anticipated the COVID-19 pandemic, and the lockdowns and prevention measures put this goal to the test. Nevertheless, she was impressed with how well Library staff adapted, transitioning to online programming

and providing reference and archival research services without patrons being at the Library in person. She also thanked the Library's public services staff for their hard work which enabled the Library to safely reopen in July 2020, making it one of the first public research institutions to do so during the pandemic. Dr. Treadway also announced that the Library's website is currently undergoing a redesign to make it more navigable and functional for users.

When the strategic plan was written, Dr. Treadway said, it was evident that the 200th anniversary was not top of mind but she included it in her summary as it has been such an important focus over the past year and a half. She emphasized how successful the anniversary exhibit and programs have been, and highlighted how important it was to have a marketing specialist on the team to help get the word out. The concluding event of the anniversary year will be the Literary Awards, which, in addition to the usual program, will feature the Board awarding honorary Patron of Letters degrees to four recipients: Nikki Giovanni, Meg Medina, and David and Michelle Baldacci.

C. Report of the Chair

Mr. Brockwell commented that the 200th anniversary year has been exciting with a robust series of programs and thanked the Foundation for making that possible. He added that the Foundation is working on procuring a set of medallions to give to the Patron of Letters recipients alongside their degrees.

Mr. Brockwell reported that the Librarian Search Committee has been meeting regularly throughout the late summer to review applicants for the Librarian of Virginia position. He then asked for a motion for the Board to enter closed session to receive a progress report from the committee. Mr. Bryant motioned for the Board to enter closed session, pursuant to VA. Code § 2.2-3711(A)(1) and (8), to discuss and consider a prospective candidate for employment as Librarian of Virginia and to consult with legal counsel employed or retained by the Board on specific legal matters requiring the provision of legal advice by such counsel. Mr. Broadbent seconded the motion, and Mr. Melton called roll for the vote: Ayes – Mr. Brockwell, Ms. Scott, Ms. Blevins, Mr. Broadbent, Mr. Bryant, Dr. Canida, Ms. Castillo, Ms. Denslow, Ms. Little, Dr. Murphy, Ms. Real, Mr. Tengco; Nos – None; Abstentions – None.

Once the Board returned from closed session, Mr. Bryant moved that the Board certify by roll call vote that, to the best of each member's knowledge, only public business matters lawfully exempted from open business meeting requirements, and only such public business matters as were identified in the motion by which the closed meeting was convened were, here, discussed or considered in the meeting by the public body. Mr. Broadbent seconded the motion. Mr. Brockwell asked if any member of the Board believed that there was a departure from the requirement of the clauses Mr. Bryant cited in the motion. There being none, he asked Mr. Melton to call roll for the vote: Ayes – Mr. Brockwell, Ms. Scott, Ms. Blevins, Mr. Broadbent, Mr. Bryant, Dr. Canida, Ms. Castillo, Ms. Denslow, Ms. Little, Dr. Murphy, Ms. Real, Mr. Tengco; Nos – None; Abstentions – None.

V. OLD OR NEW BUSINESS

Mr. Brockwell stated that the Board had a Resolution to vote on, and asked Dr. Canida to read it aloud:

WHEREAS Gregg D. Kimball joined the staff of the Library of Virginia in February 1996 and nine years later was promoted to serve as the director of the Library's Publications and Educational Services Division; and

WHEREAS in 2011, following an agencywide reorganization necessitated by several years of budget reductions, Dr. Kimball assumed leadership of the new Public Services and Outreach Division, responsible for providing researchers, educators, and the general public with access to the Library's collections in the reading rooms and through stimulating exhibitions and educational programming; and

WHEREAS he responded decisively to the unprecedented challenges of the COVID-19 pandemic, maintaining library and archival reference services for the public to the greatest extent possible during the four months the Library was closed and reopening the reading rooms earlier than most other research repositories with policies and precautions in place to keep Library staff and the public safe; and

WHEREAS during his twenty-seven years with the Library he oversaw the planning, installation, and programming for more than twelve important exhibitions, including the pathbreaking *To Be Sold: Virginia and the American Slave Trade* and the highly engaging *Teetotalers & Moonshiners* and *Virginia Roots Music*; and

WHEREAS under his direction the Library published a number of important historical works, among them *Virginia in Maps: Four Centuries of Settlement, Growth, and Development*; *A Little Parliament: The Virginia General Assembly in the Seventeenth Century*; and *Changing History: Virginia Women Through Four Centuries*; and

WHEREAS as an expert in nineteenth and twentieth century Virginia history, he has represented the Library in countless interviews with the media and served on several boards, commissions, and committees including the Richmond Monument Avenue Commission, the lynching and the emancipation monument workgroups of the Martin Luther King Jr. Commission, and the Virginia Indian Advisory Board; now therefore

BE IT RESOLVED by the Library Board on this 18th day of September 2023 that the Library Board recognizes Gregg D. Kimball on the occasion of his retirement for his dedicated service to the Library of Virginia and his many contributions to the Library's success; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Gregg D. Kimball as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Dr. Canida made a motion for the Board to adopt the Resolution, which was seconded by Ms. Scott. Mr. Brockwell expressed the Board's gratitude to Dr. Kimball for all his years of hard work at the Library helping educate and inspire Virginians about our history. He then asked Mr. Melton to call roll for the vote: Ayes – Mr. Brockwell, Ms. Scott, Ms. Blevins, Mr. Broadbent, Mr. Bryant, Dr. Canida, Ms. Castillo, Ms. Denslow, Ms. Little, Dr. Murphy, Ms. Real, Mr. Tengco; Nos – None; Abstentions – None. Dr. Kimball thanked the Board for their kind words and all their support over the years.

VI. ADJOURNMENT

There being no further business, Mr. Brockwell adjourned the meeting at 11:30 a.m.