

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

July 12, 2023

LIBRARIAN SEARCH COMMITTEE

The Librarian Search Committee met at 8:30 a.m. on Wednesday, July 12, 2023, virtually over Zoom. The following committee members were in attendance: C. Paul Brockwell Jr., *chair*; Peter E. Broadbent Jr.; L. Preston Bryant Jr.; Robert L. Canida II; Blythe Ann Scott; and Emily Anne Gullickson, Deputy Secretary of Education, designee of Aimee Rogstad Guidera, Secretary of Education. Also in attendance were Sandra G. Treadway, Librarian of Virginia; Deborah A. Love, Senior Assistant Attorney General; Vanessa Anderson, Human Resources Director; and Taylor Melton, Executive Assistant to the State Librarian.

Mr. Brockwell opened the meeting with introductions and asked for a motion to approve the agenda. Ms. Scott moved the approval of the agenda; Dr. Canida seconded the motion, and the committee approved the agenda unanimously. Mr. Brockwell noted that with the committee's consent he has asked that Mr. Melton be appointed as acting secretary. Without objection, Mr. Melton was appointed acting secretary.

Counsel for the committee, Ms. Love reviewed the Confidentiality Agreement and Code of Ethics distributed to committee members and staff supporting the search. Each committee member and staff member supporting the search will be required to sign, and she noted that the chair has discretion to remove committee members for failure to comply with the terms. She also reviewed the Freedom of Information Act (FOIA) and record retention requirements of the committee. A brief period of questions and discussion followed.

Mr. Brockwell detailed the timeline for the committee's work. On June 13, the Library Board's Executive Committee met and during their meeting reviewed materials provided by Dr. Treadway to assist in the committee's work. The committee decided the search could be done without hiring an external search firm and could, instead, be handled internally. At the Library Board meeting on June 26, Dr. Treadway publicly shared her intention to retire from her position before the end of the calendar year. The goal of today's meeting is to approve the job description and announcement. Looking ahead, the committee plans to post the job announcement by July 17, screen candidates and select several top candidates by August 21 for first-round interviews in late August. Following the electronic first-round interviews, the committee will schedule on-site visits and interviews for the top 2-3 finalists in September, with the goal of asking the Board to extend an offer and authorize the chair to negotiate the contract for the top finalist.

Mr. Brockwell shared the current draft of the job announcement so that the committee could review it, make edits, and approve it by the end of the meeting. He noted significant updates made, including the addition of language suggested by Peter Broadbent and crafted with Sandy Treadways' help to highlight the Librarian's role in preserving genealogical records and building and maintaining relationships with state and national genealogical organizations. He also brought

up for consideration a suggestion made by Mr. Broadbent: to remove the requirement that the next Librarian hold a Master of Library and Information Science degree from an ALA-accredited university. After brief discussion, the committee agreed to make the degree credential “strongly preferred” rather than required.

Another qualification on the job announcement required a minimum of 10 years of professional experience in a large state, academic, or public library, archives, historical society, or museum, with some of that time as the director or top-level manager. Deputy Secretary Gullickson asked whether this minimum might be too restrictive for applicants with significant years of experience just below 10 years. Mr. Brockwell agreed with that and asked whether identifying a range of experience from seven to 10 years would be amendable to the committee. The committee agreed to update the requirement to a minimum of seven to 10 years of experience.

The committee briefly discussed the salary listed on the job announcement. Ms. Love confirmed that the Library of Virginia Foundation could supplement the listed salary with additional funds if it desired pending written approval by the Governor, and Dr. Treadway added that the Foundation had done so once, for her predecessor.

At Dr. Canida’s suggestion, the committee changed an instance of “him/her” on the announcement to “their” in order to be more inclusive of all potential applicants. Mr. Brockwell noted that prior to the meeting he had added support staff to a bullet point detailing the Librarian’s role in providing leadership and strategic operations managements to the various division within the Library, which was another recommendation from Dr. Canida.

Deputy Secretary Gullickson asked whether the “Key Duties and Job Responsibilities” were listed in order of importance to the job. Dr. Treadway responded that the current list represents her best attempt to prioritize duties that are all vitally important, and she feels it is particularly important to list the bullet on maintaining the Library’s collections first. Deputy Secretary Gullickson suggested elevating the final bullet higher in the list of duties; which deals with maintaining an active presence in library, archives, genealogical, and historical communities at the local, state, and national level; higher on the list. The committee agreed and made the change.

Mr. Brockwell walked through a section of the announcement titled “About Richmond,” which highlights the city in an attempt to excite potential applicants who might be relocating to the area for the role. At Mr. Bryant’s recommendation, the committee added language noting that the greater Richmond area is home to at least five colleges and universities, as that might attract the interest of academic-minded candidates.

Dr. Treadway suggested pushing back the priority consideration date to allow applicants more flexibility in submitting their materials. The committee agreed to move the deadline from Friday, August 18 to Monday, August 21, 2023. They also added language clarifying that submissions were due by 5:00 p.m. Eastern Daylight Time.

After agreeing to one final amendment made by Mr. Bryant – adding page numbers – the committee held a vote to approve the announcement. Ms. Scott made the motion, Mr. Broadbent

seconded, and the committee approved it unanimously. Mr. Brockwell shared he will provide the list of places to advertise the position to the committee electronically.

There being no further business, Mr. Brockwell adjourned the meeting.