

**MINUTES**  
**THE LIBRARY BOARD MEETING**  
**The Library of Virginia**

January 13, 2014

The Library Board met on Monday, January 13, 2014, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

Dr. Mark E. Emblidge, Chair, called the meeting to order at 10:30 a.m. and announced there was a quorum present.

The following members were in attendance:

Mark E. Emblidge, Chair  
Peter E. Broadbent Jr., Vice Chair

Robert Chambliss Light Jr.	Marcy Sims
Ernestine Middleton	Patricia M. Wood
Su Yong Min	Kathryn C. Watkins
Christopher G. Oprison	

Board members Patricia Thomas Evans, Jon Bowerbank, Emily O'Quinn, Carolyn S. Berkowitz, and M. David Skiles were absent. Ms. Carole Weinstein participated by phone.

**II. APPROVAL OF AGENDA**

Mr. Christopher Oprison moved to approve the agenda. The motion was seconded by Mr. Peter E. Broadbent Jr. The Board approved the agenda with a unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Dr. Emblidge welcomed visitors and staff who were present. He also announced that new Board members, Ms. Marcy Sims and Ms. Patricia Wood, were in attendance, and he welcomed them to the Board. Introductions were made among all present Board members.

**IV. ANNOUNCEMENTS AND PUBLIC COMMENT**

There were no announcements or public comment.

**V. CONSENT AGENDA**

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the September 23, 2013, Board meeting upon a motion made by Ms. Ernestine Middleton and seconded by Mr. Christopher Oprison.

## **VI. INFORMATION ITEMS**

### **A. Reports of Other Organizations**

Mr. Conley Edwards gave a report on behalf of the Friends of the Virginia State Archives. Mr. Edwards announced that the annual Straight to the Source program is scheduled to be held at the Library on March 28<sup>th</sup>, and that this will mark the 22<sup>nd</sup> year for the program. He informed the Board that the Friends of the Virginia State Archives were pleased to make a donation to the Library of Virginia Foundation for the purchase of CDs containing presentations made at the 2013 annual meeting of the Society of American Archivists in New Orleans, noting that at a time when travel budgets are seriously restricted, this donation offers staff the ability to learn about the experiences of other peer professionals often working on similar projects and facing similar challenges.

Mr. Broadbent reported for the Virginia Genealogical Society and presented to the Board the brochure for the 2014 National Genealogical Society's Family History Conference being held in Richmond on May 7-10, 2014. He anticipates that most of the conference participants will be visiting the Library to research its collections.

### **B. Committee/Division Reports**

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

Ms. Kathy Watkins deferred to Dr. John Metz to give the committee report. Dr. Metz discussed the issues the Library has encountered in its efforts to transfer the gubernatorial records from the McDonnell administration to the Library. Dr. Metz announced that the Kaine email project would go live later that day, and he commended the staff members who have worked on the project over the past few years. He updated the Board on the African American Narratives project, discussing the volume of records that need to be culled and what the Library hopes the project will accomplish. Dr. Metz gave an update on the MOU between the Library and the Virginia Department of Health regarding vital records. He hopes that agreement will be completed by the end of the month. Lastly, Dr. Metz called on Ms. Jan Hathcock to review the Library's actions regarding the Notice of Intended Regulatory Action (NOIRA). Ms. Hathcock stated that the Library is poised to submit its proposal of the combined regulation to the Governor, and she anticipates receiving the Governor's approval of the new regulation.

Mr. R. Chambliss Light Jr. asked if the Library has taken a more proactive approach with the incoming administration regarding records management. Dr. Metz assured him that they have.

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

Ms. Su Yong Min deferred to Dr. Gregg Kimball to give the committee report. Dr. Kimball reported that the Library received new scanners, funded by the Library Services and Technology Act, and that processes for scanning and copying in the reading room have been streamlined. Dr. Kimball reminded the Board of the Library's upcoming programs, Strong Men & Strong Women, which is a partnership with Dominion, and Virginia Women in History. These events occur in February and March, respectively. He invited all Board members to attend. Dr. Kimball also informed the Board of the two upcoming exhibits – *Flora of Virginia* and *To Be Sold*.

- **Legislative and Finance Committee**

Mr. Broadbent gave a brief recap of the committee's agenda and its discussion of a piece of pending legislation that would provide specific time frame during which registrations for concealed weapons permits would be kept confidential. If this legislation or a version of it passes, the Library would be able to restore to the reading rooms all the microfilm reels that it pulled last summer containing court order books with permit information contained on them. The time frame would be such that it would not cover the historical records on the film in the Library's possession. Mr. Broadbent discussed the overview that Librarian of Virginia Dr. Sandra Treadway provided regarding the Library's strategic planning and space planning initiatives and a possible strategy for building staff numbers. Mr. Broadbent then deferred to Ms. Connie Warne to give the financial report. Ms. Warne directed the Board to the budget handout in their Board packets and reviewed it with them in detail.

- **Public Library Development Committee**

Ms. Ernestine Middleton discussed with the Board the process by which local public libraries request waivers of state aid requirements, stating that there have been many waivers requested in recent years, but it seems that things are turning around this year and fewer waivers are being requested. Ms. Middleton credited this to the uptick in the economy, as well as the efforts of Library staff in assisting local libraries. She deferred to Ms. Carol Adams to give update the Board on the Library Service Technology Act (LSTA) funding. Ms. Adams stated that the Library has been dealing with a significant reduction in LSTA funding.

- **The Library of Virginia Foundation Committee**

Ms. Carole Weinstein deferred to Dr. Sandra Treadway to give a report regarding the search for the Foundation's Executive Director, a position that was recently vacated. The Foundation Board has narrowed the pool of possible search firms, and is set to decide on one firm by the end of the week. Dr. Treadway is hopeful that the position will be filled by the spring. In the meantime, Dr. Treadway is working with the remaining Foundation staff to accomplish Foundation initiatives. Ms. Weinstein urged Library Board members to be supportive of the Foundation during these difficult times and throughout the year.

- **The By-Laws Committee**

Mr. Cham Light reported on behalf of the By-Laws Committee that there is an upcoming proposal to amend the by-laws. The suggested change has to do with the number of Library Board members who also serve on the Foundation Board and the FOIA stipulation that any meeting of more than two Board members constitutes a public meeting. The Board is trying to avoid inadvertently holding a public meeting of the Library Board simply because more than two of its members would be present at the Foundation Board as representatives of the Library Board. The draft amendment will be sent prior to the next Board meeting and will be voted on by the full Board at the April meeting.

### **C. Report of the Librarian of Virginia**

Dr. Treadway apologized to the Board for the parking situation, and stated that all Library employees are required to park in a different parking lot due to the General Assembly members parking in the Library lot during Session. Dr. Treadway discussed again the complications the Library has encountered in the transfer of the McDonnell administration's records to the Library. The Library has given the McAuliffe transition team documents that explain the importance of proper records management, and we are told that the documents are being given to new Cabinet members as they are appointed. Dr. Treadway stated that Library staff has also been assisting the transition team with reproduction artwork for their temporary offices.

### **D. REPORT OF THE CHAIR**

Dr. Emblidge thanked former Governor McDonnell for filling the vacant Board appointments, and stated his enthusiasm over the new members.

### **VII. OLD OR NEW BUSINESS**

None.

### **VIII. ACTION ITEMS**

None.

**IX. ADJOURNMENT**

There being no further business, the Board adjourned at 12:09 p.m.