

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 16, 2014

The Library Board met on Monday, June 16, 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 10:33 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

Patricia Thomas Evans	Marcy Sims
Robert Chambliss Light Jr.	Patricia M. Wood
Ernestine Middleton	Kathryn C. Watkins
Su Yong Min	Carole M. Weinstein
Christopher G. Oprison	Patricia M. Wood
Emily O'Quinn	

Board members Carolyn S. Berkowitz, Jon Bowerbank, and M. David Skiles were absent.

II. APPROVAL OF AGENDA

Mr. R. Chambliss Light Jr. 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, and thanked Assistant Attorney General Carrie Smith Nee for joining the Board as well.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board approved the minutes of the January 13, 2014, meeting upon a motion made by Mrs. Ernestine Middleton, seconded by Ms. Carole Weinstein.

VI. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Conley Edwards, president of the Friends of the Virginia State Archives, reminded the Board of the next Friends program, which is the annual Slatten Lecture to be held at the Library on September 20. This year's speaker will be Pamela Boyer Sayre, a noted genealogist and the author of *Online Roots: How to Discover Your Family's History and Heritage with the Power of the Internet*. Mr. Edwards also passed out copies of a special edition of the Friends newsletter, which was published to coincide with the National Genealogical Society meeting in Richmond in May. He commented that the issue highlighted the Library's collections with an eye toward introducing the research opportunities available at the Library to new audiences. He said that the Friends were especially interested in assisting the Library in reaching a new generation of researchers who do not have the same familiarity with the resources that are available at the Library that their parents and grandparents may have had.

Mr. Broadbent, who also serves as a member of the Board of Governors of the Virginia Genealogical Society, reported that the National Genealogical Society conference held in Richmond May 7-10, 2014, was a huge success, with a large attendance and a nice boost on the part of the conference to the city's economy. He expressed the gratitude of VGS to the Library staff for the welcome they extended to conference attendees and the help they provided to the hundreds of conference goers who descended on the Library to do research during the conference. He also reminded the Board that Librarian of Virginia Sandra Treadway had been given the prestigious Philby Award for excellence in genealogical librarianship and that Dr. Treadway also delivered the conference's keynote address. In addition, he reported that the fall meeting of the VGS would be held in Staunton but that VGS hoped to be back in Richmond and possibly at the Library of Virginia for the spring 2015 meeting.

B. Committee/Division Reports

- **Library of Virginia Foundation**

Ms. Amy Bridge, the new executive director of the Library of Virginia Foundation, introduced herself to the Library Board members and shared with them her professional experience and her excitement at joining the Foundation, having worked very closely with the Library during her years as director of the Executive Mansion. She explained her goal of making the Foundation a highly effective and efficient fundraising organization, excelling at raising private support for the Library while

being as user friendly as possible. Ms. Bridge said that she has already met with staff across the Library to learn about their programs and activities and has visited with Foundation staff in sister organizations such as the Virginia Museum of Fine Arts and the Science Museum to learn how they accomplish their missions. She hopes soon to meet with each member of the Foundation Board and would welcome the opportunity to meet with interested Library Board members as well. Ms. Carole Weinstein asked whether it was still possible for Board members to contribute to the Foundation's annual fund for the current fiscal year, and Ms. Bridge replied that the Board had until June 30 to make a gift to be counted. She confirmed that she would be sending information out to the Board as well, though she would be happy to accept contributions after the meeting.

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

Committee chair Ms. Kathryn C. Watkins asked Dr. John Metz, deputy for collections and programs, to provide the Board with a synopsis of the committee meeting. Dr. Metz explained the changes that the Library has made with our conservation program, ending our longstanding public-private partnership with an outside firm and hiring our own conservator, Ms. Leslie Courtois, to perform the work in our in-house lab. He also detailed the advantages to our disaster planning effort that having a conservator in-house provided. Dr. Metz then discussed the decision to hire a registrar, Ms. Meghan Townes, to manage the state art collection. Having a registrar on staff enables the agency to understand the needs of the art collection, to evaluate it better from a risk management standpoint, and to be more effective in managing the loan process for items intended for short- or long-term display in the Capitol, the Executive Mansion, and the Supreme Court. Dr. Metz also provided the committee and the Board with an update on the Standard for Recorded Instruments (which is still being reviewed by the administration), the agreement with the Virginia Department of Health on vital records access (which is under final review in the Attorney General's Office), and the transfer of electronic information and records from the McDonnell administration that had been stored on the hard drives of VITA-managed desktop and laptop computers. The Library's staff is going through material stored on these drives to ensure that all relevant records are transferred to the state archives before the computers are scrubbed for reuse by VITA.

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

Committee chair Ms. Patricia Thomas Evans invited Dr. Gregg Kimball to provide an overview of the committee's discussion. Dr. Kimball shared with the Board some highlights of the Library's experience during the National Genealogical Society's conference in Richmond in May. This was a period of heightened activity for public service staff, and Dr. Kimball shared several numbers that indicate the increased usage. During the month of April, the Circulation Department issued 331 new or renewed library cards to patrons; in May just during the six days of the NGS conference, 568 cards were issued, with another 300 issued in the two-day period before and after the NGS meeting. In April, reading room staff assigned an average

of 35 patrons a day to microfilm readers; during the 6 days of the NGS conference there were 179 patron sign ups each day for the readers, requiring time limits for users. Dr. Kimball also mentioned the popularity of our Wednesday evening hours, and that the Virginia Shop did more than \$18,000 worth of business during the conference. Beyond the numbers, Dr. Kimball explained that our staff had an opportunity to share their expertise with a wide audience, and that this included 69 staff members who ordinarily do not work directly with the public who volunteered to assist with the high volume of visitors. The Library received a lot of feedback from users, who gave the Library high marks for our customer service and our technology. While most feedback was informal, we conducted formal exit interviews with thirty-eight patrons that week and we are in the process of digesting what we learned to improve our service going forward.

Dr. Kimball also briefed the Board on the upcoming *To Be Sold* exhibit on the history of the domestic slave trade in Richmond, which he noted will also be the subject of the lunch time talk later in the day. The speaker is Dr. Maurie McInnis, vice provost for academic affairs at the University of Virginia, who is serving as guest curator of the exhibit. He discussed the community conversations the Library has had about the exhibit with stakeholders and mentioned the programming connected to the exhibit, which will be underwritten by a \$100,000 grant from the National Endowment for the Humanities. Finally, he drew the Board's attention to the Library's series of workshops on African American genealogy, which will be held in Richmond and around the state.

- **Legislative and Finance Committee**

Mr. Broadbent, committee chair, reported that the committee discussed the Library's budget situation and the statement of financial condition as of April 30. He asked Dr. Treadway for additional comments. Dr. Treadway explained that the Library was relieved that the General Assembly finally passed a state budget and explained that operating funds under the new budget would remain the same as last year. There had been an increase of \$500,000 each year of the biennium in the line item for state aid to localities in the earlier House and Senate versions, but the compromise that produced the final budget stripped out all new monies such as this. Deputy of Administration Connie Warne then reviewed financial statement, expressing confidence that we would close the year out without leaving any general funds unspent.

- **Public Library Development Committee**

Ms. Ernestine Middleton, committee chair, expressed her and the committee's relief that the financial situation for most public libraries had improved sufficiently that the committee did not need to call a special meeting in May to review requests for waivers from the Library Board's requirements that need to be met by local libraries to qualify for state aid. The volume of requests this year was much lower than in the recent past, and none of the requests revealed serious problems or issues. She asked

Carol Adams, head of the Library Development and Networking Division, to review for the Board the categories in which waivers normally are needed and to go over this year's waiver list.

Ms. Adams explained that the most common area where libraries might fall short of the requirement related to maintenance of local expenditure. Localities are required to spend at least as much on library service in one year as they did the year before, to have their spending be 50 percent or greater than the median per capita expenditure for all Virginia libraries, and to have no more than a third of their expenditures come from non-governmental sources. Ms. Adams indicated that the waiver list before the Board this year fell primarily in the category of technical waivers and dealt with normal fluctuations of revenues. On recommendation from the committee, the Board voted unanimously to approve all waiver requests. The committee also presented the list and amounts for each library system of the FY 2015 state-aid grants, which the Board also approved unanimously.

Proposed Waivers for the "Requirements Which Must Be Met In Order To Receive Grants-In-Aid"

Technical waivers: *The Library Board can grant technical waivers to allow for some fluctuation in expenditures that are part of doing business such as expenditures which may not occur annually, decreases due to staff vacancies or new hires at lower pay, decreased maintenance or equipment costs, among other similar situations.*

Blue Ridge Regional Library -- transfer of Bassett Historical Center and Library to the historical society.

Botetourt County Library – change in insurance provider

Campbell County Public Library – prior year roof repair

Clifton Forge Public Library – director vacancy

Henrico County Public Library – prior year technology purchase

Orange County Public Library – staff vacancies

Roanoke Public Library – change in insurance provider

Rockbridge Regional Library – decrease in common government related to lower maintenance costs.

Southside Regional Library -- decrease in common government related to lower maintenance costs.

Suffolk Public Library – decrease common government related to risk management.
Failure to meet the 66% income from taxation or endowment:

Lancaster Community Library	36.0%
Madison County Library, Inc.	36.9%
Highland County Public Library	41.4%
Northumberland Public Library	51.6%
Middlesex County Public Library	52.0%
Southside Regional Library	65.2%
Massanutten Regional Library	66.4%

Failure to meet 50% of the median local expenditure per capita:

LibSysName	FY2009	FY2010	FY2011	FY2012	FY2013
Craig County Public Library	\$ 2.09	\$ 3.16	\$ 3.22	\$ 3.43	\$3.69
Madison County Library, Inc.	\$ 6.94	\$ 9.68	\$ 6.88	\$ 6.83	
Lancaster Community Library	\$ 6.98			\$ 7.23	
Richmond County Public Library	\$ 8.04		\$ 8.71	\$ 8.69	\$10.05
Fluvanna County Public Library	\$ 8.11	\$ 7.74	\$ 8.54	\$ 9.36	\$10.30
Northumberland Public Library	\$ 8.36		\$ 9.01	\$ 8.21	
Central Virginia Regional Library	\$ 8.90		\$ 10.28		
Eastern Shore Public Library	\$ 8.95	\$ 10.60	\$ 9.83	\$ 9.71	
Massanutten Regional Library	\$ 9.91	\$ 10.45	\$ 8.87	\$ 8.83	\$10.72
Galax Carroll Regional Library		\$ 10.71			
Charles P. Jones Memorial Library	\$ 10.12	\$ 10.94	\$ 10.23	\$ 10.17	\$11.08
Heritage Public Library			\$ 10.31	\$ 10.26	\$10.75
Halifax South Boston				\$ 9.32	
J Robert Jamerson					\$11.35
Median	\$ 10.28	\$ 10.97	\$ 10.40	\$ 10.27	\$11.62

FY 2014 STATE AID TO LOCALITIES & FY 2015 ESTIMATED STATE AID

<i>Library</i>	\$15,031,764 State Aid FY 2014	\$15,031,764 State Aid Estimate 2015	Variance FY 2014 and FY 2015
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COUNTY

Amelia (Hamner)	51,550	52,383	833.00
Amherst	148,231	147,930	(301.00)
Appomattox (Jamerson)	40,510	42,089	1,579.00
Arlington	176,293	176,967	674.00

Augusta	157,960	157,636	(324.00)
Botetourt	148,764	148,438	(326.00)
Buchanan	108,719	110,585	1,866.00
Campbell	152,142	151,872	(270.00)
Caroline	91,894	103,249	11,355.00
Charlotte	45,289	45,125	(164.00)
Chesterfield	196,233	196,287	54.00
Craig	7,751	6,676	(1,075.00)
Culpeper	150,167	149,954	(213.00)
Cumberland	31,916	33,651	1,735.00
Essex	48,364	52,720	4,356.00
Fauquier	154,808	154,545	(263.00)
Fluvanna	59,739	64,580	4,841.00
Franklin	153,449	153,184	(265.00)
Gloucester	147,540	147,202	(338.00)
Halifax-South Boston	101,783	113,766	11,983.00
Henrico	193,684	193,976	292.00
Highland	25,476	22,668	(2,808.00)
King George (Smoot)	92,279	92,934	655.00
Lancaster	106,447	104,290	(2,157.00)
Loudoun	197,549	198,636	1,087.00
Madison	34,186	34,517	331.00
Mathews	61,003	61,359	356.00
Middlesex	60,132	60,594	462.00
Northumberland	47,445	43,372	(4,073.00)
Nottoway	53,728	48,115	(5,613.00)
Orange	147,691	147,432	(259.00)
Pittsylvania	156,137	155,837	(300.00)
Powhatan	99,172	99,756	584.00
Pulaski	122,803	118,673	(4,130.00)
Rappahannock	34,660	34,661	1.00
Richmond County	23,075	23,317	242.00
Roanoke County	157,095	156,865	(230.00)
Russell	100,690	81,589	(19,101.00)
Shenandoah	150,055	149,862	(193.00)
Tazewell	150,632	150,222	(410.00)
Warren (Samuels)	147,641	147,400	(241.00)
Washington	152,544	152,278	(266.00)
York	151,792	151,553	(239.00)

REGIONAL

Appomattox Regional	354,338	378,673	24,335.00
Bedford	209,267	207,980	(1,287.00)
Blackwater (W C Rawls)	422,000	406,395	(15,605.00)
Blue Ridge	333,896	327,588	(6,308.00)
Central Rappahannock	616,960	629,042	12,082.00
Central Virginia (Buck-Farmv)	121,080	124,289	3,209.00
Charles P. Jones	68,809	68,612	(197.00)

Eastern Shore	146,321	148,709	2,388.00
Fairfax	310,445	310,749	304.00
Galax-Carroll	116,019	136,463	20,444.00
Handley Library	353,627	357,518	3,891.00
Heritage Library	74,837	74,459	(378.00)
Jefferson-Madison	610,456	605,132	(5,324.00)
Lonesome Pine	448,865	431,355	(17,510.00)
Massanutten (Rockingham)	356,927	362,386	5,459.00
Meherrin	130,807	128,750	(2,057.00)
Montgomery-Floyd	234,709	235,669	960.00
Pamunkey	417,979	417,244	(735.00)
Prince William	543,915	526,075	(17,840.00)
Rockbridge	304,715	286,805	(17,910.00)
Smyth-Bland	196,094	192,229	(3,865.00)
Southside	178,618	189,973	11,355.00
Williamsburg	301,402	300,962	(440.00)
Wythe-Grayson	146,732	146,932	200.00

CITY

Alexandria	164,310	164,628	318.00
Bristol	143,162	142,852	(310.00)
Chesapeake	179,996	180,011	15.00
Colonial Heights	135,527	142,817	7,290.00
Danville	147,632	147,337	(295.00)
Falls Church (Styles)	142,230	142,001	(229.00)
Hampton	163,493	163,401	(92.00)
Lynchburg	153,233	153,042	(191.00)
Newport News	170,922	170,954	32.00
Norfolk	181,429	181,357	(72.00)
Petersburg	145,774	145,499	(275.00)
Poquoson	140,376	141,966	1,590.00
Portsmouth	156,492	156,350	(142.00)
Radford	142,941	141,958	(983.00)
Richmond City	175,116	175,188	72.00
Roanoke City	156,690	156,605	(85.00)
Salem	144,388	144,138	(250.00)
Staunton	144,290	144,040	(250.00)
Suffolk	156,755	156,559	(196.00)
Virginia Beach	215,680	216,281	601.00
Waynesboro	143,732	143,480	(252.00)

TOWN

Clifton Forge	30,223	32,449	2,226.00
Narrows (Brammer)	9,927	10,460	533.00
Pearisburg	49,610	45,657	(3,953.00)

TOTALS

15,031,764	15,031,764	0
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NOTE:

Fairfax will receive an additional \$190,070 to supplement the state formula aid distribution provided in Title 42.1, Code of Virginia, for libraries or library systems serving populations greater than 600,000. The supplement is added to the Fairfax County allocation, the only library to exceed 600,000 population. The amount is not included in this worksheet.

- **Nominating Committee**

Committee chair Ms. Emily O'Quinn presented the Board with the committee's slate of officers for 2014-2015, as recommended by the committee at the April meeting. The committee proposed Peter E. Broadbent Jr. for Chair; Ernestine Middleton for Vice Chair; and for the Executive Committee (in addition to Mr. Broadbent and Ms. Middleton) R. Chambliss Light Jr., Su Yong Min, and Kathryn C. Watkins. There were no additional nominations, and the Board voted unanimously to approve this slate. Dr. Emblidge thanked Mr. Broadbent for agreeing to serve and reminded the Board that their new chairman had experience in this area, having served as Board chair in 2003-2004 during an earlier term on the Board.

C. Report of the Librarian of Virginia

Dr. Treadway reported that it had been a busy few months since the Board last gathered. With the vacancy in the executive director position of the Foundation, she was tapped to participate in the literary tour of England that the Foundation sponsored in mid-April. She described the trip and its highlight visit to Highclere Castle for tea and a tour with Lady Carnarvon. She also spoke about her excitement that the Foundation has hired an excellent new executive director and then announced that the Library had conducted a national search for the position of deputy of collections and programs and had just offered the position to Dr. John Metz, current head of the Archives, Records, and Collections Services Division. Dr. Treadway brought the Board up to date on the agency strategic planning work and also said that she had been working with the Curtis Group in Virginia Beach on a campaign readiness and feasibility study they were conducting for the Foundation. They hope to report their findings to the Foundation Board this fall.

Dr. Treadway drew the Board's attention to the list of proposed meeting dates for the 2014-2015 Board year in the Board packet. Dr. Emblidge asked for a motion to approve the proposed dates. Ms. Weinstein made the motion, which was seconded by Ms. Marcy Sims. The board voted unanimously to hold its future meetings on September 28, 2014, January 26, 2015 April 13, 2015, and June 15, 2015.

D. Report of the Chair

Dr. Emblidge reported to the Board that the Executive Committee had met with Dr. Treadway to review her work during the past year and that their consensus was that she continues to do an exceptional job. The committee was grateful for her extra efforts this

year to take up the slack without a Foundation director and a deputy and the loss of her executive assistant in February. He also mentioned that three Board members (Mr. Jon Bowerbank, Mr. David Skiles, and Ms. Pat Wood) had terms that expired at the end of June and that they had not yet heard whether they would be reappointed. He expressed his hope that they would hear soon, and that they would all be with us again in September.

Dr. Emblidge then announced that he would like the Library Board to enter into Executive Session to discuss a legal matter with the Library's assistant attorney general and moved that the Library Board enter into a closing meeting per Section 2.2-3711(A) paragraph 7:

“To consult with legal counsel - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probably litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel.”

Mr. Christopher Oprison seconded the motion and the Board voted unanimously to enter the closed meeting at 11:35 a.m.

At 11:59 P.M., Dr. Emblidge asked for a motion for the Board to come out of the closed meeting. Mr. Light moved to leave Executive Session, and Ms. Ernestine Middleton seconded the motion. The Board voted unanimously to come out of closed meeting.

Dr. Treadway then moved that the Library Board certify by a roll call vote that, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which the **Closed Meeting** was convened were heard, discussed or considered in the meeting by the public body. Dr. Treadway then called each Board member by name and all members present voted in the affirmative to certify this statement.

VII. OLD OR NEW BUSINESS

None.

VIII. ACTION ITEMS

- Approval of Public Library Development Committee's Recommendations on State Aid
- Approval of Nominating Committee's Proposed Slate of Officers for 2013-2014
- Approval of Proposed Schedule of Library Board Meeting Dates for 2014-2015

IX. ADJOURNMENT

There being no further business, Dr. Emblidge passed the gavel to incoming chair Mr. Broadbent, who adjourned the meeting at 12:04 p.m.