

**MINUTES**  
**THE LIBRARY BOARD MEETING**  
The Library of Virginia  
September 29, 2014

The Library Board met on Monday, September 29, 2014, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

Mr. Peter E. Broadbent Jr., Chair, called the meeting to order at 10:37 a.m., noted the presence of Christopher G. Oprison and Emily O'Quinn who were conferencing by phone, and announced that there was a quorum present.

The following members were in attendance:

Peter E. Broadbent Jr., Chair  
Ernestine Middleton, *Vice Chair*

Jon Bowerbank  
Dr. Mark E. Embidge  
Patricia Thomas Evans  
Robert Chambliss Light Jr.  
Su Yong Min

Christopher G. Oprison  
Emily O'Quinn  
David Skiles  
Carole M. Weinstein

Board members Carolyn Berkowitz, Kristin Cabral, Marcy Sims, and Kathryn Watkins were absent.

**II. APPROVAL OF AGENDA**

On behalf of the Public Library Development Committee, Ms. Su Yong Min moved to approve an amended agenda with the addition of an action item for the board to approve the LSTA Fund Budget for 10/1/14 -9/30/15 developed by the Public Library Development Committee. The motion was seconded by Mr. Jon Bowerbank. The Board approved the amended agenda with a unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Broadbent welcomed visitors and staff who were present.

**ANNOUNCEMENTS AND PUBLIC COMMENT**

There were no announcements or public comment.

**IV. CONSENT AGENDA**

**Approval of the Library Board Minutes**

The Board approved the minutes of the June 16, 2014 meeting upon a motion made by Su Yong Min, and seconded by David Skiles. Mr. Skiles and Mr. Bowerbank noted their absence from the June 16th meeting.

## **V. INFORMATION ITEMS**

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

Mr. Broadbent recognized Mr. Conley Edwards, president of the Friends of the Virginia State Archives. Mr. Edwards reported on the 15th Annual Richard Slatten Lecture which was held at the Library of Virginia on Saturday, September 20. The program featured Pamela Boyer Sayre who delivered four lectures based on her years of experience as a genealogical researcher. She highlighted research tools available on the internet, methods to analyze source material, and two case studies in her talks. The program was attended by 57 participants. Mr. Edwards thanked the Library facilities staff in particular for their support during the events.

Mr. Edwards also announced an award to honor Peter E. Broadbent, Jr. from the Friends of the Virginia State Archives to thank him for his service as chairman of the Board of the Library of Virginia during 2014-2015 and for his many years of service as a member of the board of the Friends of the Virginia State Archives. The Friends board directed Mr. Edwards deliver a check in the amount of \$1,000 to support the conservation of the Order Book of the 1st Brigade of Virginia Militia of Cumberland County (1814), a manuscript letter of Thomas Ludwell Lee, Delegate to the 5th Virginia Convention to Richard Henry Lee (1776), and a rank roll of officers of the Virginia Line kept by Lt. Col. John Cropper, Jr. (1776-1778).

Mr. Broadbent announced the Fall 2014 Conference of the Virginia Genealogical Society would take place October 17-18th in Waynesboro and Staunton, Virginia, focusing on Augusta County research.

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

#### *i. Archival, Collections and Records Management Services Committee Christopher G. Oprison, Chair*

Mr. Oprison reported that the committee had met earlier in the morning to discuss plans for the Library's conversation/preservation program as well as to hear reports from Errol Somay regarding the Newspaper Project and from Kathleen Jordan and Sonya Coleman about other digitalization programs. He requested that Dr. John Metz expand on these topics of interest.

Dr. Metz reported on several changes occurring in the Circuit Court Records program due to a trifecta of challenges, including staff loss, budget reductions, and a need to tighten up the grant process so that service, particularly in conservation, would be provided to the clerks in the most efficient and cost-effective way. Following several meetings with the leadership of the clerks' association, the Library has proposed hiring two consulting archivists to work directly with the 120 clerks' offices to identify items needing conservation, aid in preparing grant proposals to fund preservation projects, and review the quality of the conservation work once the items are returned from the vendor. With the clerks' approval, the Library hopes to have this new

approach to conservation service under the CCRP in place with a two-year procurement contract beginning in November.

The Virginia Newspaper Project is fully funded for the coming year after a three-year lag in grant funding and is continuing its work of digitizing Virginia newspapers in order to make them more easily accessible. The project is also overseeing the digitization of a selection of West Virginia newspapers using LSTA funds. The project will continue to seek new ways to diversify projects and identify new funding sources.

Mr. Bowerbank asked about the ultimate goal of Circuit Court Records program and whether the records would be brought to the Library of Virginia for storage, stating a concern that many records are not being housed in good conditions and the localities do not have the resources to care for the records. Dr. Metz responded that the primary goal of the program is preservation and support for the local circuit court clerks' archives. The program does this by microfilming and digitizing the records, sharing best practices for storage and security, and promoting access to the records.

Dr. Metz also mentioned that a memorandum of understanding that the Library has been working on with the Division of Vital Records of the Department of Health Services for the past year is still pending in the Attorney General's office.

Kathy Jordan and Sonya Coleman from digital collections gave a presentation about the Library's latest effort to share collections' information online through the Transcribe program. By using crowd-sharing through open-source technology, users are able to work with images of documents that the Library has made available online and transcribe the text of the documents to create searchable text PDFs for these online collections. There are four pilot programs: The Civil War 150 Legacy Project, the African American Narrative, the Broadside collection, and Gabriel's Conspiracy. Users are encouraged to capture the text as accurately as possible by leaving grammatical and spelling errors intact. The project has generated considerable interest with 900 pages completed in the first month of going live.

Mr. Bowerbank asked whether multiple users could edit the document at once. Ms. Coleman responded that while only one user can be active in a document at one time, the software saves all changes and a document can have multiple reviewers. For example, if someone worked on a document and wanted feedback from another person, they could email a link showing their changes to their friend to edit. The changes would be compiled before being sent for Library staff review and approval.

*ii. Education, Outreach, and Research Services Committee*  
*Kathryn C. Watkins, Chair*

In the absence of Mrs. Watkins, Mr. Broadbent called upon Public Service and Outreach director, Gregg Kimball, to report on the committee meeting. Dr. Kimball spoke about the Library's new exhibit, *To Be Sold*, will open on October 27, 2014, and run through May 30, 2015, and mentioned three off-site events connected with the exhibit that will be held at Hampton University, the Lynchburg Public Library, and the Alexandria Public Library.

Dr. Kimball also reported on the Anne and Ryland Brown Teacher Research Institute held this past summer. The theme for 2014 was “teaching tough topics in Virginia’s history,” and the Brown Fellows used their time to build lesson plans based on the required Standards of Learning (SOLs) by using primary historical sources to teach history and critical thinking skills. These lesson plans are available for teachers throughout the state to use and adapt for their classrooms.

Librarian of Virginia Sandra Treadway recognized the hard work by the Outreach and Education staff and the Library’s Public Relations Coordinator, Jan Hathcock, to raise awareness and promote the new exhibition. Although the subject is controversial, the Library has received an outpouring of positive feedback especially as educators use the material to personalize history and bring new perspectives on local history. Dr. Kimball also recognized the Richmond Slave Trail Commission, the archeological study at Lumpkin’s Jail, and other local organizations that have been the trailblazers in preserving the memory of the Richmond slave trade.

*iii. Legislative and Finance Committee  
R. Chambliss Light, Jr., Chair*

Mr. Light reported that the Legislative and Finance Committee discussed the challenging budget situation facing the Library given the state’s budget shortfall and the feasibility study being conducted by the Library Foundation. He called upon Connie Warne to report in detail regarding the budget considerations.

Ms. Warne drew the board’s attention to two documents in the Board packet, which provided an overview of funding sources, spending percents as of August 2014, and mandated budget savings. According to a recent directive to executive agencies from the Governor’s Office, the Library has submitted a spending reduction plan outlining the impact that a 5% cut for fiscal year 2015 and a 7% cut for fiscal year 2016 would have on the agency. Until the governor makes his final decisions about budget reductions, the Library’s plan is confidential, but Ms. Warne anticipates being able to provide details about our spending cuts to the Board at the January meeting.

*iv. Public Library Development Committee  
Su Yong Min, Chair*

Ms. Min asked Carol Adams, assistant director of Library Development and Networking, to provide an overview of the committee discussion.

Ms. Adams began with a summary of HB 5010 which reduced state aid to local governments. The Department of Planning and Budget notified local governments of the Reduction in State Aid to Localities that specifies that Virginia localities must return a total of \$30 million of their state aid to the general fund in fiscal year 2015. Localities will have to determine at a local level whether they will do across the board cuts or whether they will reduce state aid funding to specific agencies, among them local libraries. The Library Development staff will be monitoring cuts to local library funding so that the state aid payments that the Library distributes quarterly are correctly adjusted.

In reviewing the LSTA budget with the full Board, Ms. Min and Dr. Treadway noted that a large portion of Virginia's LSTA funds will go to support Find It Virginia. This program was originally funded through the state budget, but after budget reductions that took place in 2002, this program has been made possible through the use of federal funding.

Ms. Min moved that the Board approve the LSTA budget as presented by the Public Library Development Committee. Without further discussion, the Board approved 2014 – 2015 LSTA budget with a unanimous vote.

v.      *The Library of Virginia Foundation*  
          *Amy Bridge, Executive Director*

Amy Bridge provided a summary of the Library of Virginia Foundation's upcoming events, including:

- October 1 - A presentation by the Curtis Group on the feasibility study that will highlight opportunities and areas for growth to inform the Foundation's strategic plan
- October 18 - Literary Luncheon and Gala. 411 tickets sold to date to the luncheon and 211 tickets for the gala. Ms. Bridge thanked an anonymous board member who had purchased a table for the Foundation to offer seats to prospective corporate partners. Carole Weinstein urged board members to show their support of the library by contributing to the Gala.
- October 25 - The Fry Jefferson Map Society is sponsoring a second Lecture & Map Exhibition with a special presentation of Library maps from the collection to be on display.
- October 27 - *To Be Sold* exhibition opening
- October 31 & November 1 - The Foundation is participating in Fire, Flour, and Fork, a new culinary-related event in downtown Richmond.
- November 7 & 8 – Library is hosting the museum stores' annual Holiday Shoppers' Fair.
- November 12 - the final "Books on Broad" event.

Ms. Bridge also informed the Board that Kat Spears, director of development for the Foundation, will be leaving the Foundation in November. Ms. Bridge will be taking on development responsibilities until 2015 when staffing needs will be reconsidered. In the meantime, the Foundation's focus will be on targeting 2,000 past donors with an end-of-year mailing.

### C.      Report of the Librarian of Virginia

Dr. Treadway reminded the Board that October is National Archives Month, and that the Library has prepared a beautiful poster with images from archives across the state which will be widely distributed. Archives Month is sponsored by the Society of American Archivists and the Council of State Archivists.

Dr. Treadway is serving on the Council of State Archivists board and working with that group to track a variety of issues that are affecting archives nationwide. A common concern is the need to raise awareness of the challenges involved with processing and storing digital data. For the

Library of Virginia, this challenge presents itself every four years when receiving the electronic records of governors. Although vendors are coming up with solutions to archive emails for a short time, there is no interface for sorting emails, transferring data from one system to another, or preserving the records in a permanent format. The burden on staff to process and store these digital records is unsupportable. The Council of State Archivists is hoping to leverage the weight of the group with vendors to develop systems that will address the needs of archival staff in this area.

Mr. Light commented that there is no standard operating system for government agencies, which would make the development of an interface incredibly difficult. Dr. Treadway agreed, but expressed the hope that a cost-effective solution can be found.

Dr. Treadway mentioned that she also serves on the Freedom of Information Advisory Council, which is currently reviewing the state's FOIA legislation to streamline FOIA law and make it easier to understand and apply. The review process should take another year before it is finished. One requirement added during the last session of the General Assembly was that all public bodies establish a policy regarding electronic participation in meetings. The Library of Virginia will use the FOIA Council document as a template for a Library policy and have a draft for the Legislative and Finance Committee's review in January.

Mr. Skiles inquired about the situation regarding the General Assembly members who were sending unannounced visitors over to the Library. Dr. Treadway replied that she will be writing to members of the legislature to let them know what the Library will and will not be able to do during the session, and also plans to develop a self-guided tour of the *To Be Sold* exhibition to give to unexpected visitors. A discussion ensued of ways to utilize the General Assembly's access to the Library of Virginia's parking garage to increase their awareness of the Library services and resources.

#### **D. Report of the Chair**

Mr. Broadbent thanked the committees and encouraged members to participate in the upcoming events, particularly the Literary Awards gala. He also thanked the Friends of the Virginia State Archives for the \$1,000 conservation gift and encouraged Board members to consider a conservation donation in honor of a family member or occasion. Unfortunately, fiscal tightness is becoming the new normal and Mr. Broadbent commended staff for their creativity and resilience in facing financial stresses.

#### **VI. OLD OR NEW BUSINESS**

Carole Weinstein requested that each Board member check their address and contact information on the Board roster to make sure that the information is current.

#### **VII. ACTION ITEMS**

##### **A. Approval of Nominating Committee**

Ernestine Middleton moved that the members of the Nominating Committee be approved as recommended by the chair. Carole Weinstein seconded the motion, and the Board approved the motion with a unanimous vote.

The 2014-2015 Nominating Committee members are:

Mark E. Emblidge, Chair  
Jon Bowerbank, Vice Chair  
Peter E. Broadbent, Jr  
R. Chambliss Light  
Kathryn C. Watkins

#### **B. Approval of Resolution for Mark Emblidge**

Mr. Broadbent directed the Board's attention to the draft resolution in the Board packet thanking Dr. Mark Emblidge for his service as chair of the Library Board. David Skiles moved that the resolution be approved, with Ernestine Middleton seconding. The Board approved the motion with a unanimous vote.

The Commonwealth of Virginia  
A Resolution of the Library Board

WHEREAS Dr. Mark E Emblidge served with distinction as chair of the Library Board from July 1, 2013 through June 30, 2014; and

WHEREAS he was appointed to the Library Board by Governor Tim Kaine in 2009 and reappointed by Governor McDonnell in 2010; and

WHEREAS he is an avid and effective supporter of the Library of Virginia; and

WHEREAS his interest in public libraries and library and archival issues helped the Library Board move the Library of Virginia forward, and now therefore

BE IT RESOLVED by the Library Board on this the 29<sup>th</sup> day of September 2014 that we recognize Mark Emblidge for his thoughtful leadership of the Library Board and for his unwavering service to the Commonwealth; 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 Mark Emblidge as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

#### **C. Approval of Resolution for Patricia Wood**

Mr. Light moved that the Board adopt the draft resolution thanking Patricia Wood for her service on the Board, and Ms. Weinstein seconded the motion. The resolution was approved by a unanimous vote.

The Commonwealth of Virginia  
A Resolution of the Library Board

WHEREAS Patricia M. Wood supported the Library of Virginia and its mission and programs with conviction and enthusiasm; and

WHEREAS she served as a member of the Library Board by gubernatorial appointment in 2013-2014, including service on the Archival, Collections and Records Management Services Committee and the Education, Outreach and Research Services Committee, and

WHEREAS her background as a genealogical researcher and her interest in library and archival issues helped the Library Board move the Library of Virginia forward; and now therefore

BE IT RESOLVED by the Library Board on this the 29<sup>th</sup> day of September 2014 that we recognize Patricia Wood for her assistance and advocacy on the Library's behalf; and

BE IT FURTHER RESOLVED that a copy of this Resolution be given to Patricia Wood as a token of the Board's gratitude for her service to the Commonwealth of Virginia.

**VIII. ADJOURNMENT**

There being no further business, Mr. Broadbent adjourned the meeting at 12:10 p.m.