

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

January 26, 2015

The Library Board met on Monday, January 26, 2015, 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 10:38 a.m., welcomed the board and announced that there was a quorum present. The chair announced the resignation of Carolyn Berkowitz and welcomed Kristin Cabral as the newest Board member.

The following members were in attendance:

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

Jon Bowerbank
Kristin Cabral
Dr. Mark E. Emblidge
Patricia Thomas Evans
Robert Chambliss Light Jr.

Su Yong Min
Christopher G. Oprison
Marcy Sims
Kathryn Watkins
Carole M. Weinstein

Board members Emily O'Quinn and David Skiles were absent.

II. APPROVAL OF AGENDA

Dr. Mark E. Emblidge moved to approve the agenda as proposed. The motion was seconded by Ms. Ernestine Middleton. The Board approved the agenda with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Broadbent welcomed visitors and staff present, including Conley Edwards, president of the Friends of the Virginia State Archives, and Carrie Nee, assistant attorney general.

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 29, 2015 meeting with the note to correct the spelling of Governor Tim Kaine's name on page 7.

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 that the Friends of the Virginia State Archives are hosting their *Straight to the Source* program at the Library of Virginia on March 27, 2015. Minor Weisiger on the Library staff is coordinating the program. During the conference participants will learn about the Library's innovative "Making History: Transcribe" program, a collaborative online workspace where the public can participate in enhancing access to many amazing collections documenting more than 400 years of Virginia

history, people, and culture. They will also learn about the latest work being done by the Library staff on early Montgomery County court records. There will also be a presentation on helpful strategies to make the most of resources on the Library's website. Finally, conference participants will also hear about well-established and lesser-known resources that document the service of Virginia soldiers during the American Revolution.

Mr. Edwards also announced that the Friends had established a fund in 2013 in memory of James M. Bagby, late treasurer and longtime member of the Friends. Members of the Friends have made generous donations over the last year. With support and cooperation of the Virginia Genealogical Society, which created a similar memorial fund, a microfilm copy of the Jerdone Family Papers, 1623-1957, were recently acquired for the Library of Virginia's collection. The Jerdone Family Papers contain information relating to Charles City, Hanover, Louisa, New Kent, and York Counties, and the collection has been described as "among the finest extant sources of the study of the colonial plantation economy in Virginia." This microfilm of the original records in the Swem Library at the College of William and Mary will join other original Jerdone Family material in the archives at the Library of Virginia, allowing for a more complete picture of the activities of this important family.

On behalf of the Virginia Genealogical Society, Mr. Broadbent announced that the Spring Conference of the VGS is taking place in Richmond April 10 – 11, 2015. The theme of the conference is "Unlocking Your Ancestor's Stories: Using the Resources of Ancestry.com."

B. Committee/Division Reports

• Archival, Collections and Records Management Services Committee

Mr. Oprison reported that the committee had met earlier in the morning and had discussed the Standards for Permanent Recorded Instruments, recent changes to the Circuit Court Records Program, the status of recruitment for a Government Records Service Division Director, and the Making History: Transcribe project. Mr. Oprison asked John Metz, deputy for collections and programs, to elaborate on these topics.

Dr. Metz reminded the board that they had received a final version of the updated Standards for Recorded Permanent Instruments [17 VAC 15-61] in December and pointed them to the version of the revised standards showing the various changes in their printed packets. The committee is recommending the new standards to the Board for adoption.

Ms. Kristin Cabral asked for a history of these standards and inquired about the process of destroying records. Dr. Metz explained that there have been three sets of standards for three similar types of documents and that the decision had been made last year to combine them into one, which would make them easier for the public to understand. Under the new regulation, one set of standards will apply to all similar types of documents. He also explained that the destruction of these documents is determined by the retention period specified in the records schedule for the circuit court clerks. The type of document determines whether it is housed indefinitely in the locality or deemed as of permanent historical value and brought to the Library of Virginia.

Dr. Metz also reported on the work of the Local Records Department to revamp the Circuit Court Records Grant Program in time for the 2015 spring grant cycle. Last year, Library staff shared with the clerks our concern over the lack of professional oversight in identifying items in most need of preservation and the lack of quality control over the conservation work. After much discussion, the clerks have agreed to a process that would allow clerks to stay in control of the procurement of conservation services but give the Library of Virginia the ability to review and approve the conservation work before payment. Revised documents for the grant program are being reviewed by the Attorney General with the plan to roll out the new grant process in the spring.

Dr. Metz brought the board up to date on implementation of SB 660 *Vital records; records of public information shall be turned over to Library of Va. for safekeeping,*

which was enacted by the General Assembly in 2012. The law mandated that birth, death, and other vital records that are open to the public should be digitized and the originals transferred to the Library of Virginia for safekeeping. The final draft of the Memorandum of Understanding between the Office of Vital Records and the Library of Virginia has been sent to the Attorney General's office with the hope that it will be approved shortly. .

Finally, Dr. Metz shared with the Board the popularity of the Transcribe project, which in its first few months has garnered 3,400 registered users who have completed 3,400 pages that are now searchable online. Users are in every state in the country and in several foreign countries.

Mr. Oprison concluded his report by impressing upon the Board the challenges that the library staff faces in processing gubernatorial records especially with the dramatic increase in electronic records. The Library has roughly 3 terabytes of information from the McDonnell administration that must remain closed until processed by staff, and the need for electronic and personnel support cannot be overstated.

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

Ms. Kathryn Watkins called on Gregg Kimball, director of public services and outreach, to summarize the committee's discussion.

Dr. Kimball began by describing the staff reductions that took place in the fall as a result of cuts to the Library's budget. The Public Services and Outreach Division lost a total of eight staff members, four part-time employees who worked in the stacks and four full-time employees in outreach services. As a result, the Access Services and Stacks departments have been combined into one unit under Tina Miller, and Education and Outreach department is now being led by John Deal. Since the reductions, the division has focused on tracking changes in customer service and maintaining the level of effectiveness with fewer staff. Dr. Kimball also described information on scheduling Library tours that has been provided to members of the General Assembly in an effort to help them understand how the Library can help them in providing tours for constituents and what we may not be able to do.

He also provided updated information on two of the Library's signature programs, *Strong Men Strong Women* and *Virginia Women in History*, and handed out a schedule of dates and locations at which traveling exhibits based on these programs will be featured in the coming year. A panel version of the Library's current exhibit, *To Be Sold*, will also be traveling to select locations with interactive displays accompanying the primary exhibit. The traveling exhibition for *To Be Sold* is funded by a grant from the National Foundation for the Humanities. He also reminded Board members of several upcoming events that are connected to these programs. On March 21, the Library is sponsoring a symposium that will be hosted simultaneously in Richmond and New Orleans in partnership with the Historic New Orleans Collection and the Midlo Center for New Orleans Studies featuring historians discussing how the American domestic slave trade worked, its impact on the enslaved community, and the ramifications of the trade on the course of American history. The 2015 Virginia Women in History program culminates on March 26 with an inspiring evening program recognizing eight women of achievement in Virginia history. A new exhibition titled *Spoils of War, Symbols of Reunion* will take place from April 1 through April 18 to commemorate the 150th anniversary of the end of the Civil War. The Library will be exhibiting a selection of rare archival materials that Union soldiers removed from the archives in the State Capitol during the chaotic days following the fall of Richmond. Finally, he mentioned that the annual Anne Ryland Brown Teacher Institute will take place August 3-6, and the Library will be partnering with the MLK Commission on this year's topic of Emancipation.

Dr. Kimball then asked the Library's webmaster, Jason Roma, to share with the Board the new online registration feature for obtaining a Library card. Until now, patrons could only obtain a card by visiting the Library in person. Users must have a valid Library of Virginia card to remotely access the content of licensed databases that are available to patrons and staff inside the Library building. Mr. Roma developed a system to use

Department of Motor Vehicle registration numbers to validate patrons' identities and to give remote Virginia users access to the Library's online resources. Mr. Roma worked diligently with vendors to interface his system with their databases. Patrons in the Library will still need a Library card to check out books, but anyone with a DMV issued ID can work immediately with the databases from home. Mr. Calasapi and Dr. Treadway emphasized how important these kinds of IT projects are for reaching out to new constituents and providing excellent service for the entire commonwealth. Ms. Cabral asked whether this new system could serve as a model for other state libraries in order to share best practices. Mr. Roma answered that he and other IT staff are always looking for ways to share ideas with other agencies, but since cataloguing systems differ from state to state, it would be difficult to directly transfer the program.

Ms. Watkins finished the report by stating her anticipation of the *Spoils of War, Symbols of Reunion* exhibition and her excitement that the Library is participating in the Capitol's program of events commemorating the 150th anniversary of the end of the Civil War.

- **Legislative and Finance Committee**

Mr. Light reported on the Legislative and Finance Committee discussions, which focused on the recent budget and staff reductions. Dr. Treadway reviewed the Library's main budget categories and reminded the Board that after state aid to local libraries and rent for the Library building are passed through to the recipients of these funds, the Library retained control of only 36 percent of its general fund allocation, 27 percent of which is allocated to staff salaries. After a decade of successive reductions, when new budget cuts are required, there is nowhere else the Library can reduce funding beyond salaries. The Library's budget cut for FY 2015 was 2.4%, with an expected 3.3% reduction in FY 2016. Although this was a significantly lower number than most other state agencies experienced, the Library still suffered the loss of six full-time and five wage employees in November. Fortunately, five of the six full-time staff were eligible for state retirement, which lessened the financial blow they experienced.

Dr. Treadway reiterated that the Library is authorized to have 192 positions, but can only afford to pay 123 employees because of budget shortages. According to the Joint Legislative Audit and Review Commission (JLARC), the Library of Virginia is among only ten state agencies whose budgets have declined over the past ten years.

The Board discussed the rent paid to Department of General Services and other implications of DGS ownership of the Library building. Board members deliberated the budget predicament and the best way to channel energy into recovering government support.

- **Public Library Development Committee**

Ernestine Middleton reported that the committee had received an update on the Governor's reduction in state aid to localities that will mean some libraries in the state will lose a portion of their state aid this year depending on how their locality decides to absorb the reduction. State aid payments for the fourth quarter of the year are on hold until we know what each locality has decided. The distribution of state aid funds will be reported to the Board at the April meeting.

Ms. Middleton asked Enid Costly, children and youth services consultant, to share information with the Board about two programs for libraries around the state that the Library of Virginia is involved with. The first is the Summer Food Program, which is part of an initiative by the US Department of Agriculture in partnership with the Virginia Department of Health with support from the California Library Association and the First Lady of Virginia. Targeting the localities where the K-12 population demonstrates 50% or more dependence on free or reduced school lunch rates, eight libraries in the state along with other community centers will distribute free lunches to qualifying children who experience food insecurity during the summer months. The Summer Food Program's goal to nourish children is complementary with Summer Reading Program, which seeks to enrich the literacy and learning rates of children during the summer months. The second program is the Science, Technology, Engineering, and Math

(STEM) partnership with the Science Museum and the Institute for Museum and Library Services (IMLS) to provide outreach to students living in rural areas who do not have access to science museum resources. Through the program, 1,600 STEM backpacks will be distributed to children attending programs at public libraries. Each bag contains equipment, such as magnifying glasses, binoculars, science challenges sheets, and age-appropriate scientific experiment instructions. The Science Museum of Virginia is providing training in February and March 2015 for libraries and other community organizations.

Ms. Middleton concluded the report by observing how libraries continue to be active community centers providing for specific local needs through innovative programming that encourages literacy and other forms of active learning.

- **The Library of Virginia Foundation**

Foundation Executive Director Amy Bridge brought the Library Board up to date on the Foundation's work during the fall and early winter. She reported that she has been working to strengthen the Foundation Board's understanding of the Library's mission and activities to enable Foundation members to be effective advocates for the Library in the wider community. The Foundation Board has also been discussing expectations for Board membership and working to strengthen the composition of the Board. With 8,500 registered nonprofits in the Richmond area alone, the competition for charitable dollars is fierce, and the Foundation is committed to bolstering its fund raising with a layered approach, seeking unrestricted annual fund contributions as well as restricted donations that meet specific interests of donors, while also seeking to expand corporate giving and sponsorships and major gifts, which include endowment funds and planned giving. The Foundation is also working to tighten up the earned revenue streams through the Discovery Café and the Virginia Shops at the Library and the State Capitol. Events and programming are also in review. Foundation staff have also been working to lower costs and add corporate sponsors to The Literary Awards Celebration.

One major need that the Foundation has identified is marketing. The Library and the Library Foundation both need a dedicated marketing plan and funding. The Foundation is exploring options for capacity building grants to provide new ideas for promoting the Library. In the meantime, the Foundation is increasing its use of social media to promote the Virginia Shop and the Café. One other change that Ms. Bridge also mentioned the Foundation Board's decision to change the distribution of *Broadside* magazine, making it a benefit of Foundation membership. Non-members will be able to access the content online.

Ms. Bridge encouraged Library Board members to strive for 100 percent support of the Foundation's annual fund. Corporate and other granting agencies routinely ask about Board giving, and being about to say that one's Board supports the organization is important. She mentioned that the Foundation also plans to provide Library staff with the opportunity to contribute to the Foundation and is considering creating an employee directed fund that could be used for a project chosen by the staff. There was some discussion by the Board about soliciting library staff for funds with an emphasis that the request be a gentle one without any pressure on any employees.

C. Report of the Librarian of Virginia

Dr. Treadway drew the Board's attention to the new Board Handbook for 2014-2015 as well as a flyer published by the Virginia Tourism Commission which listed the Library of Virginia as 7th in visitation among the top ten Richmond attractions. She also noted the recent well-attended event at the Library celebrating the 40th anniversary of the Virginia Foundation for the Humanities, which included a live broadcast of the *Backstory* radio program featuring the American History Guys and guided tours of the *To Be Sold* exhibit.

Ms. Sims inquired about the status of the renovation project that had been explored the past year. Dr. Treadway responded that the Foundation invested in a campaign readiness study to explore funding for the space changes the Library would like to make and found that there were things that the Library and the Foundation needed to do internally before

we could embark on a capital campaign. This year, we will be making a number of those changes and will lay the groundwork for a future campaign.

The Board discussed the logistics for the 2015 UCI Road World Championships in September. No guidance has been provided to Executive Branch agencies yet on whether changes to our public hours or access to buildings in the Capital Square area will need to be made.

D. Report of the Chair

Mr. Broadbent provided the report of the chair noting several significant events that have taken place since the September meeting, among them the Literary Awards Celebration on October 18, 2014, and the *To Be Sold* exhibition opening on October 27, 2014. In addition to these major events, there are ongoing programs of interest throughout the year.

Unfortunately, financial stress continues to be an issue for both the Library and the Library Foundation. Donations to the Library Foundation are the best way to ensure that the Library maintains vibrant outreach programs. The fiscal year end is June 30th and Mr. Broadbent encouraged all the Board members to make a year-end contribution to the Foundation.

Mr. Broadbent thanked the Board for filing their Financial Disclosure Statements in December and reminded them that each member also needs to complete the required Conflict of Interest training via webinar this year. Jean Strohm, executive assistant to the Librarian, and Nancy Epperly, in Human Resources, will provide the Board with instructions for logging into the Knowledge Center to access the webinar.

VI. OLD OR NEW BUSINESS

The Board was reminded to review the new policy for electronic participation in Library Board meetings as adapted from the FOIA template and be prepared to vote on this policy, which each executive branch agency is required to adopt, at the April 13, 2015, meeting.

VII. ACTION ITEMS

Upon the recommendation of the Archival, Collections and Records Management Services Committee, the board voted unanimously to adopt the Standards for Recorded Permanent Instruments.

VIII. ADJOURNMENT

There being no further business, Mr. Broadbent adjourned the meeting at 12:28 p.m.