

## MINUTES

### THE LIBRARY BOARD

#### Orientation for New Library Board Members

#### Board Meeting Room, 2M

August 18, 2017



#### **Welcome and Introductions**

Library Board chair Marcy Sims, Librarian of Virginia Sandra Treadway, and the members of the Library's Executive Management Team held an orientation session for newly appointed Board members, Mayo Castillo and Mark Miller on Friday, August 18.

The meeting began at 10:15 a.m. in the Board Meeting Room at the Library of Virginia, located at 800 East Broad Street, Richmond, Virginia.

Following a welcome and introductions, Dr. Treadway introduced the Library's legal representative, Ms. Carrie S. Nee, Senior Assistant Attorney General, who provided an overview of legal and policy issues pertaining to service on a state board.

#### **Overview of Legal and Policy Issues Pertaining to State Board Service**

Ms. Nee provided an overview of three important pieces of legislation that Library Board members need to be familiar with, which she understood had recently been sent to them by the state librarian. She spoke briefly about the Virginia Public Records act, which defines what a public record is and explained that any document that a Board member creates that relates to the public business of the Board is considered a public record and as such is disclosable to the public. She advised the new Board members to provide copies of any records they might create in the course of their service to the Office of the Librarian, where they will be kept according to established records retention schedules.

Ms. Nee then reviewed the state Freedom of Information Act and the Conflict of Interests Act, explaining the importance of complying with the provisions of each. She invited the new Board members to contact her at any time should they have questions or concerns about their responsibilities under these statutes.

#### **Library Board: Responsibilities and Opportunities**

Dr. Treadway and Ms. Sims reviewed the logistics relating to the meetings of the Board and the opportunities for new members to become involved and engaged with the Board. Each member of the Executive Management Team then provided an overview and summary of the Library's various programs and activities as follows: Human Resources (Vanessa Anderson), Finance and Administration (Connie Warne), Government Records Services (Sandra Treadway), Collections,

Access, and Management (John Metz), Public Services and Outreach (Gregg Kimball), Library Development and Virginia's Public Libraries (John Metz), Information Technology (Paul Casalspi), and the Library of Virginia Foundation (Amy Bridge).

New Board members had their photographs taken and conversation continued over a working lunch. Following the adjournment of the orientation session at 1:10 p.m., Dr. John Metz led a tour of the Library building for the new members.