

## **THE LIBRARY BOARD COMMITTEE MEETING MINUTES**

**Library of Virginia**

April 11, 2022

### **ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE**

The Archival, Collections, and Records Management Services Committee of the Library Board met at 8:30 a.m. on Monday, April 11, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; R. Chambliss Light Jr., *vice chair*; Robert Aguirre; Paul Brockwell Jr.; Robert L. Canida II; Suzette Denslow; Blythe Ann Scott; and Leonard C. Tengco. Also attending were Kathy Jordan, Digital Initiatives and Web Presence Director; Mary Clark, Acquisitions and Access Management Director; and Paul Casalaspi, Director of Information Technology; Greg Crawford, Local Records Program Manager.

Ms. Little called the meeting to order and reviewed the agenda that included updates on the expansion of the State Records Center (SRC), print collection deselection and space management, and the diseased microfilm project.

Mr. Casalaspi gave a presentation on the status of the expansion of the SRC. He reported that the project is moving along and has mostly been focused on Library staff working with the architect (Enteros) and Department of General Services (DGS) to finalize the drawings and plans for the expansion and renovation of existing space. Using a series of drawings, Mr. Casalaspi showed the committee the actual expansion space (22k sq ft) and the spaces in the existing structure that will be renovated, including a new conference room, a new Imaging Services workspace, and updated reception area, restrooms and office spaces. He also explained that the libraries at Virginia Commonwealth University (VCU) will be renting space to store approximately 1.5 million collection items and will occupy a space in the building from which to manage the movement of materials between the SRC and VCU's libraries. Dan Hinderliter, Deputy of Finance and Administrative Services, is working with DGS and VCU to develop a lease agreement.

There are some areas of the SRC that cannot be renovated because to do so would exceed the allowable square footage marked for renovation. However, DGS is adding line items to the contract to cover flooring and wall renovations to allow the Library to use other available funds to update all areas at a lower cost. Mr. Casalaspi also reported that there should be enough space to cover more than twenty years of growth, even though the Library does not have money to renovate the Archives Pod at this time.

Ms. Clark discussed work that is underway regarding the deselection of materials from the Library's collections as part of the preliminary efforts to plan for moving collections within the downtown location and preparing to move materials to the SRC once the expansion is

complete. She explained that, per the Library's Collection Development policy, there are several reasons why the Library may remove materials from the collection. They include incomplete runs of non-Virginia or foreign periodicals, if the subject is of marginal value to the overall collection, and damaged or brittle materials with no Virginia relevancy or provenance, if the subject is of marginal value to the overall collection.

Collections staff are already struggling with overcrowding and lack of secure, environmentally sound spaces for their collections. While the expansion at the SRC will help, it is important to take action to minimize the space problems and ensure that materials that fall outside the collection parameters are examined and removed where warranted. It is important to begin this work and to start shifting materials as we can in order to prepare for any changes to the Library's downtown location, as well as the moving of very low-use materials that do fall within the Library's collecting scope to the SRC upon completion of the expansion.

The committee was pleased with the report on the progress of the SRC expansion and understood the relevance of collections deselection and shifting as an important part of the ongoing management and security of the Library's collections.

A brief discussion covered the update on the diseased microfilm project; Ms. Jordan directed the committee's attention to the document included in the Board packet that showed the progress on the project to date. While the state's new budget was uncertain at the time of the meeting, it was clear that staff are continuing to move forward, with nearly 800 reels now sent to Backstage Library Works every two months. Ms. Little asked about the potential issue of duplicate reels of local court records in the Media Vault and how the Library was managing that as part of the project. Mr. Crawford noted the history of duplication of local court records on microfilm and assured the committee that there are no duplicate copies of these records in the Film Vault and it is therefore not an issue of concern.

The committee reviewed a document Ms. Jordan shared that listed the tours and presentations Special Collections staff had made during the first quarter of 2022. The committee was impressed with the number of contacts with members of the General Assembly, their spouses, and members of the Youngkin administration in such a short time.

The committee adjourned at 9:05 a.m.

## **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

The Public Library Development Committee of the Library Board met at 8:35 a.m., Monday April 11, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Mark Miller, *chair*, Shelley Viola Murphy, *vice-chair*, Laura L. L. Blevins, L. Preston Bryant Jr., Maya Castillo, Lana Real, and Marcy Sims. Also in attendance were Nan Carmack, Director of Library Development and Networking and Staff Liaison to the Committee, and Kim Armentrout, State Grants and Data Coordinator.

Amending the agenda, Mr. Miller called on Ms. Armentrout to report on pending state aid waiver requests. She reported a higher number of waiver requests than usual, noting that they included

even many of the larger systems. She noted that COVID conditions affected many systems' abilities to spend all of their money—from library closures to program cancellations—and thus local expenditures dropped across the board. Ms. Armentrout will present the entire docket of waivers at the June meeting but wanted to alert the committee to the increased number and what prompted them.

Dr. Carmack then reported on the Library Services and Technology Act (LSTA) Five Year Evaluation, conducted by Quality Metrics, LLC, and submitted to the Institute of Museum and Library Services (IMLS) on March 31. Quality Metrics' external evaluation matched LVA's internal evaluation in terms of goal accomplishment—finding that of the three following goals:

**GOAL 1:** Foster the development of the evolving neighborhood/community library as a center for lifelong learning and civic engagement.

**GOAL 2:** Facilitate access to information and the discovery of knowledge and cultural heritage for the purpose of cultivating an informed and engaged community.

**GOAL 3:** Support the training and development of proactive library leadership and skilled staff to meet the rapidly changing environment.

Goal 2 was achieved while Goals 1 and 3, because of their aspirational nature, were partially achieved.

Quality Metrics had two overarching recommendations on an otherwise excellent report:

1. All projects in future should focus on outcome-based evaluation.
2. The Library Development and Networking Division (LDND) should develop a closer working relationship with the Department of Education.

Next steps include drafting a new five year plan, for submission by June 30. These two recommendations will be built into the new plan.

## **LEGISLATIVE AND FINANCE COMMITTEE**

The Legislative and Finance Committee of the Library Board met at 9:10 a.m., Monday April 11, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: R. Chambliss Light Jr., *chair*, Paul Brockwell Jr., *vice chair*, Robert D. Aguirre, Laura L. L. Blevins, L. Preston Bryant Jr., Maya Castillo, Suzette Denslow, Blythe Ann Scott. Librarian of Virginia Sandra G. Treadway and Deputy for Finance and Administrative Services Dan Hinderliter were also present.

Mr. Light asked Mr. Hinderliter to introduce himself, review the Statement of Financial Condition, update on the General Assembly budget documents and the Auditor of Public Accounts (APA). Mr. Hinderliter identified that he came to the Library from the position of Director of Procurement and Administrative Services with the Virginia Department of

Behavioral Health and Developmental Services (DBHDS). Prior to that assignment he worked as the Director of Contracts and Finance for the Virginia Department of Human Resource Management (DHRM), Director of Resources and Planning at the Science Museum of Virginia (SMV), and Budget Director for the Virginia Department of Transportation (VDOT).

Regarding the Statement of Financial Condition, Mr. Hinderliter identified that revenues and expenditures were higher than the previous year however in-line with projections as would be expected through three quarters of the fiscal year. Expenditures were at 67 percent across all funds with 72 percent of general funds expended. A deeper dive of the CCRP funds was provided since this fund type experienced the most volatility. In the CCRP review it was noted that fees were increased in fiscal year 20, which combined with the hot housing market of fiscal year 21 produced total higher than anticipated revenue. The trend for fiscal year 22 CCRP revenues is much more modest. This does not represent a problem since the Library's process is to receive in one fiscal year and expend in the next. A brief discussion was held about the risk and benefit of building up the CCRP fund balance with no recommendation to change the current process.

Mr. Hinderliter identified that the APA audit has been initiated on a routine cycle for fiscal years 19, 20 and 21. All requested documents have been submitted electronically, and no management findings have been noted. The APA final report is anticipated to be released in the fall and Board Members will be sent the final report.

Mr. Hinderliter reported on the General Assembly budget discussions to date. The Governor's proposed budget identified a significant increase to the Library. The Senate and House budgets for the Library vary greatly. No resolution date was identified.

The meeting adjourned at 9:40 a.m.

## **EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE**

The Education, Outreach, and Research Services Committee of the Library Board met at 9:10 a.m., Monday, April 11, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair*, Marcy Sims, *vice-chair*, Robert L. Canida II, Barbara Vines Little, Mark Miller, Lana Real, and Leonard C. Tengco. Also present were Dr. Gregg D. Kimball, Director of Public Services and Outreach; Catherine Fitzgerald Wyatt, Education and Outreach Manager; Barbara C. Batson, Exhibitions Coordinator; and Paul Casalaspi, Director of Information Technology.

Ms. Batson gave an update on the planning for a collaborative exhibition that is slated to open at the end of 2023 focused on the history of Virginia's federally and state recognized tribes. Because the Library had not previously engaged directly with most of the tribes, the first step was a series of conversations with tribal leaders to explore ways that each tribe and the Library could collaborate. The Library has completed those conversations and will hold group sessions with the tribes in May followed by site visits to the several tribes. The Library hopes that the exhibition project will be the starting point for sustained relationships with each tribe. Tribal representatives have expressed interest in a number of possible collaborations, including

collection digitization, improved description of collections from a tribal perspective, and support for ongoing efforts to strengthen tribal museums, archives, and cultural centers.

Ms. Wyatt reported on programming held in the first quarter of 2022. She reported that the annual Strong Men and Women program in collaboration with Dominion Energy has been rescheduled to Juneteenth due to COVID. The Library celebrated Black History Month with several virtual events. Dr. Kimball held a stimulating and well-attended conversation with author Rohulamin Quander regarding his family's story found in his book *The Quanders: Since 1684, an Enduring African American Legacy*. Dr. Kimball and Ms. Wyatt also assisted with the Common Ground Book Club's discussion of *The 1619 Project*. Staff also hosted several tours of the Library's new exhibition *Your Humble Petitioner*. Taking advantage of the General Assembly session, a large group of legislative spouses toured the gallery and learned about the sometimes surprising appeals that legislators fielded between the Revolution and the Civil War: women seeking divorces, newly emancipated people of color requesting the right to remain in Virginia, and a host of other petitions. Powhatan County Public Schools toured the exhibition with their 300 middle school students who spent a week at the Library learning about primary sources in our collections to support their National History Day projects. In addition, House and Senate pages toured the exhibition as part of their visits to the Library of Virginia during the General Assembly session.

Ms. Wyatt also outlined plans for the Brown Teacher Institute and Fellowships for 2022. She reported on additional funding that will allow the Library to hold institutes in different regions of the state and to create a more focused experience for teachers. Support from the Library's endowment will be augmented with funding from Virginia Humanities, LSTA, and Full Spectrum Features. The model for the 2022 institute and fellowship will allow the Library to work intensively with cohorts of teachers over a sustained period of time and to evaluate how the education tools and content provided through the institute are implemented in the classroom.

Finally, Ms. Wyatt reported that the Library significantly expanded its educational footprint by signing agreements to share educational content with public media companies Blue Ridge PBS and WHRO. By collaborating with these public outlets, the Library's content will reach large, new audiences in the Blue Ridge and Tidewater regions. Blue Ridge PBS will use existing Library content in ECHO, a new, curated education channel designed to meet the needs of learners in all stages of life. ECHO stands for Education, Community, Health and Opportunity. WHRO will deploy Library content on eMediaVA, Virginia's premier digital content library for public, private, and home educators which is available for use by Virginia educators and students in Virginia free of charge, thanks in part to funding from the Virginia Department of Education (VDOE). These collaborations reflect the high regard with which our community partners view the Library's expertly curated educational resources.

## **EXECUTIVE COMMITTEE**

The Executive Committee of the Library Board met at 9:50 a.m., Monday, April 11, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Blythe Ann Scott, Paul Brockwell Jr., R. Chambliss Light Jr., Shelley Viola Murphy, and L. Preston Bryant Jr. Librarian of Virginia Sandra G. Treadway was also in attendance.

The Committee voted to go into closed session per §2.2-3712 to discuss the Librarian of Virginia's contract, which is up for renewal in June. After resuming open session, there being no other business, Ms. Scott adjourned the meeting.

## **THE LIBRARY BOARD MEETING**

Library of Virginia

April 11, 2022

The Library Board met on Monday April 11, 2022 in the Board Meeting Room at the Library of Virginia, 800 East Broad Street, Richmond, Virginia.

### **I. CALL TO ORDER**

Blythe Ann Scott, chair, called the meeting to order at 10:32 a.m. She noted that there was a quorum of the Library Board physically present. In fact, all 15 board members were physically present, and Ms. Scott noted how pleased she was about that, as it had been a long time since that had happened.

The following members were in attendance, all in-person:

Blythe Ann Scott, *Chair*

Paul Brockwell Jr., *Vice Chair*

Robert Aguirre

Laura L. L. Blevins

L. Preston Bryant Jr.

Robert L. Canida II

Maya Castillo

Suzette Denslow

R. Chambliss Light Jr.

Barbara Vines Little

Mark Miller

Shelley Viola Murphy

Lana Real

Marcy Sims

Leonard C. Tengco

No members were absent.

### **II. APPROVAL OF AGENDA**

Ms. Scott asked for a motion to approve the agenda. The motion was made by Paul Brockwell Jr., seconded by Marcy Sims. All Board members voted unanimously to approve.

### **III. WELCOME TO VISITORS AND STAFF**

Ms. Scott introduced two new Library employees: Taylor Melton, Executive Assistant to the Librarian and the Board, and Dan Hinderliter, Deputy of Finance and Administrative Services. She then welcomed members of the Library of Virginia Diversity, Equity, and Inclusion (DE&I) Committee and Conley Edwards, President of the Friends of the Virginia State Archives.

### **IV. PUBLIC COMMENT**

There were no members of the public present who wished to make public comment.

### **V. APPROVAL OF MINUTES**

Ms. Scott asked if Board members had any changes they wished to suggest to the minutes for the January 10 meeting as distributed in the Board packet. Suzette Denslow asked that they be corrected to show her attendance at the Archival, Collections, and Records Management Services Committee meeting. Laura L. L. Blevins asked that they be corrected to no longer show her attendance, as she was not present for the January 10 meeting. Ms. Scott thanked Ms. Denslow and Ms. Blevins and asked for a motion to approve the minutes with those corrections. The motion was made by Ms. Denslow; seconded by Mr. Brockwell. All members voted to approve, except Ms. Blevins who abstained as she was not present at the meeting.

### **VI. INFORMATION ITEMS**

#### **A. Reports from Other Organizations**

Conley Edwards, President of the Friends of Virginia State Archives, reported that on April 1 the Friends resumed their annual spring program, Straight to the Source. Now in its 28<sup>th</sup> year, this program features members of the LVA professional staff discussing their findings in the course of researching archival collections. The program is a wonderful opportunity for participants to learn directly from staff and for staff to have an exchange with those who use records in the collection. This year, LVA staff members Kevin Shupe, John Deal, Cara Griggs, Ginny Dunn, and Dale Neighbors all presented on various topics. Mr. Edwards noted that the presentations were well received and that the Friends thank the presenters for sharing their knowledge during the program.

The Friends' next program will be its fall Slatten Lecture scheduled for September 24 with speaker Rebecca Whitman Koford, certified genealogist and certified genealogical lecturer. Ms. Koford is currently the Executive Director of the Board for Certification of Genealogists as well as the Director of the Genealogical Institute on Federal Records which is held annually at the National Archives.

Mr. Edwards stated that the Friends have their regular board meeting next week and will hear from Elaine McFadden and Audrey McElhinney on how the Friends might help to support the conservation and digitization of the Virginia Convention of 1776 records in the Library's collection.

## B. Committee/Division Reports

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

Committee Chair Barbara Vines Little reported that the diseased microfilm project is currently waiting on budget approval from the General Assembly, and noted that the board packet includes a handout detailing what the Library has done with the project to date using the currently available funding.

Ms. Little then invited Director of Information Technology Paul Casalaspi to provide an update on the expansion to the State Records Center. Mr. Casalaspi stated that we had run out of space in the Records Center's archives pod and that the storage pod was reaching that point, so additional space was needed. He presented an image displaying the planned expansion. During the previous budget cycle the Library received \$22 million in funding through capital outlay and has received another \$5 million this cycle to cover cost increases. Mr. Casalaspi noted that the Department of General Services (DGS) is acting as the project manager and has handled this aspect of the expansion. The expansion will be adding 22,000 square feet to the Records Center.

Mr. Casalaspi stated that the project is moving along very well. He noted that we have an architect working on the project, as well as various companies assisting with electrical, mechanical, and security work. L. Preston Bryant Jr. asked when construction will be starting. Mr. Casalaspi responded that the design plans would be submitted to DGS's Division of Engineering and Buildings (DEB) for approval on Monday, April 18 and, following that, construction can begin.

Mr. Casalaspi then called attention to the design plan and began highlighting various components including the archives pod, the microfilm vault, the records storage area, and the planned addition. The project team will also be renovating existing office spaces, converting a shelving area into space for service staff, and adding a new, large conference room. Virginia Commonwealth University (VCU) will have staff in the building as a partner on the project and as a tenant. Mr. Hinderliter will be working out a lease agreement with them to cover required space, storage, and staffing. The project team will also be adding all new furniture and tile flooring, and will be making all bathrooms ADA-compliant. Mr. Casalaspi pointed out one section of the Records Center that is not currently being used but is not being renovated as part of the expansion project due to square footage limitations in the contract; however, DGS will be adding a line item in the contract requiring whoever wins the bid to give the Library a separate quote for renovating the flooring and walls in just that area, so that the project team can still work on that area if the necessary funding becomes available.

VCU staff will be processing their own materials in the building. They currently use a van to transport items between their locations, and will be using it to move items to and from the Records Center. VCU is still finalizing workflows with regard to how their collections material will be moved, but their presence will not meaningfully

impact Library work in the Records Center. VCU will also have an interface so their staff can connect to the VCU network from the Records Center, rather than sharing network space with Library staff. The Library will be bringing on a new staff member to work in that section of the building. Shelving in this area will be 35 feet high and able to handle regular collections, archival materials, and special items. VCU plans to store 1.5 million items in the building, and the Library will be bringing over 500,000 additional items.

The project team initially wanted to renovate the archives pod as well, which is currently at 95% storage capacity; however, the necessary funding was not approved. Still, there is 50,000 additional square feet for archives growth in the building, which was the team's estimation for 20 years of growth, so this is not a major concern. The new addition to the Records Center should be ready for use sometime between Summer 2024 and Summer 2025.

Leonard C. Tengco asked how staff will get up and down the tall shelves, and if doing so will be limited to staff. Mr. Casalaspi responded that we have wire-guided equipment that staff use to scale the shelves, and that only certified staff are permitted to use it. Dr. Murphy asked how long we expect to have until storage space runs out in the new expansion. Mr. Casalaspi said we expect to have 20 years with some extra room for growth beyond that. Marcy Sims noted that some local governments store documents at the Records Center and asked whether or not they are required to do so. Mr. Casalaspi replied that they are not strictly required to store archival records with us but many do because of space limitations, and those that do so must pay the Library a fee. With no further questions, Mr. Casalaspi concluded his report.

Mary Clark, Director of Acquisitions and Access Management, reported that her team has been looking at what materials can be moved to offsite storage, what can remain at the Library, and what we no longer need. In doing so they reviewed existing collection development policy, relying on two bulleted items regarding deselecting material from the collection: the first being incomplete runs of non-Virginia or foreign periodicals whose subject is of marginal value to the overall collection, and the second being damaged or brittle materials with no Virginia relevancy or provenance if the subject is of marginal value to the overall collection. After their first pass they found around 160 titles they determined were no longer needed to be kept under the aforementioned policy, though this amounted to a very small portion of the overall collection. They did find one title they decided to keep, which was a Broadcasting and Cablecasting Yearbook that covers Virginia.

Ms. Clark reported that her team presented their proposed list of deselected materials to the Library's Executive Management Team (EMT) for approval, and they had no objections. She stated they are performing their due diligence by notifying the Board about this process, since there are times where it is no longer appropriate to keep materials that are no longer of value to the overall collection, but that everyone involved takes the process very seriously. She also noted that Ms. Little had previously asked about the Library's policy on deselecting serials from foreign

sources, and said that the Library has a number of British materials in the collection that are of great value for research purposes, so those will not be removed. Ms. Clark then recalled that in their previous presentation Kathy Jordan pointed out that creating additional space in the stacks will allow for book growth and will provide space to store other materials that need to be re-shelved. Ms. Scott thanked Ms. Clark and her team for their work on this project.

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

Committee Chair Shelley Viola Murphy reported that Exhibitions Coordinator Barbara Batson is working on a new exhibit titled “Indigenous Perspectives” which will open in November 2023, and that Ms. Batson’s team is currently reaching out to state-recognized tribes to get their input. Dr. Murphy also noted that a partnership has been formed between PBS Blue Ridge and WHRO in e-media, and that more information on the partnership will be forthcoming.

In terms of programming, Catherine Fitzgerald Wyatt, Education and Outreach Manager, reported that the Library held a series of virtual programs in celebration of Black History Month. She stated that the Strong Men and Women in Virginia History annual program was postponed from February to June in order to hold the event in person at the Richmond Marriott. Ms. Wyatt noted the Library recently held its Strong Men and Women student essay contest and prepared the poster and traveling exhibition that feature this year’s honorees. She also highlighted the work her team had done for Women’s History Month, particularly the Virginia Women in History Digital Trails which was featured in a *Style Weekly* article and helped researchers develop a new historical marker in Northern Virginia.

Ms. Wyatt stated that the Library’s Brown Teacher Institute and Fellowships will be expanded over the next two summers into four teacher institutes with four fellows each summer, with each region having its own institute and fellow. The Library is partnering with local institutions to tell the histories of each region and will check in with the program’s teacher cohorts throughout the year in order to provide support and help build and maintain relationships.

The Library’s current exhibition, “Your Humble Petitioner,” saw a lot of programming in February and March including a well-received tour for a group of legislative spouses, one of whom found her ancestor’s name on one of the highlighted petitions. The exhibit was also toured by a group of 300 middle school students from Powhatan County.

Robert L. Canida II asked to put on the table the Library issuing a land acknowledgement statement as part of the Indigenous Perspectives exhibit. Ms. Scott said that they could certainly look into doing so and that she had been to events in the past where similar statements were read and they were very powerful. Dr. Treadway, said that an appropriate time to issue such a statement would likely be at the opening event for the indigenous exhibit next year. Ms. Scott agreed and thanked Dr. Canida for bringing up the issue.

- **Legislative and Finance Committee**

Committee Chair R. Chambliss Light Jr. reported that the Library has hired a new Director of Finance and Administration, Dan Hinderliter, and invited him to introduce himself to the Board. Mr. Hinderliter shared information about his previous positions with state government said it was a pleasure to meet the Board members and thanked them for their service to the Library.

Mr. Hinderliter pointed Board members to a graph in their packet comparing the current and prior fiscal years. He reported that by this time last fiscal year the Library had spent 69% of its general funds while this year it has spent 72%. He stated that this higher rate of spending was not a concern and, in fact, was a sign that the Library is doing well and getting back to normal after COVID-related disruptions. Looking at federal funds, the Library has spent 71% this fiscal year versus 67% last year, and with special funds the Library has spent 78% this year compared to 61% last year.

The greatest variability in spending came from the Circuit Court Records Preservation Program (CCRP), as the recordation rates increased from \$1.50 to \$3.50 since last year, due in part to the current state of the housing market. Mr. Hinderliter stated that those rates are starting to drop back down, and reiterated that last year was a fluke and that this year the Library is seeing its spending return to normal, pre-pandemic levels. Mark Miller interjected to note that the recordation fees are still high, likely due to rising interest rates, and he anticipates they will remain that way for about two years, after which he expects them to return to normal. Mr. Hinderliter agreed and noted that there is currently great variability in this sector of the economy.

Ms. Scott asked if there were any questions. There being none, Mr. Light asked Mr. Hinderliter to continue his presentation and address the remaining agenda items. Mr. Hinderliter first addressed the budget, reporting that the Governor's proposed budget is very kind to the Library. He stated that the Senate's proposal is similarly kind and that the House of Delegates has carved out a few more items than we would have liked; however, until the budget is actually approved and signed the Library is in unknown territory. He hopes to see increased funding for special projects and salary increases, but at this point there is no telling how the budget deliberations will play out. Mr. Light noted that some of the Board members had reached out to the budget conferees, and while they were not antagonistic to the Library, they were not optimistic that the talking points the Library submitted would be fulfilled. He noted we have to be realistic and that everyone would just have to wait and see what happens.

Addressing the Committee's final agenda item, Mr. Hinderliter reported that the Auditor of Public Accounts (APA) is auditing the Library per their standard three-year protocol. Their report should be issued this fall and members of the Board should each receive a copy. Mr. Hinderliter has not seen anything concerning, and stated that the process has been going smoothly. Mr. Light noted how pleased he was to have someone like Mr. Hinderliter come in from outside the Library since he can

catch any red flags that the Library may have overlooked in the past, though luckily there have not been any so far.

- **Public Library Development Committee**

Committee Chair Mark Miller reported that the Board will consider waivers from public libraries relating to state aid at its next meeting, and that the number of waivers will be significantly higher than usual. This is largely because many localities put holds on their spending for libraries and other public institutions when the pandemic hit, and thus library expenditures dropped. Mr. Miller noted that this was no cause for concern. Nan Carmack, Director of Library Development and Networking, said that she anticipates a similar situation next year as libraries continue catching up after these breaks in spending.

Dr. Carmack reported on the Library's Library Services and Technology Act (LSTA) evaluation, stating that the Library is required to develop a five-year plan on how it will spend federal tax dollars. She said that from August to March her team has been working with an outside evaluator from Quality Metrics who visited the Library, interviewed staff, and sent out surveys to obtain data for the evaluation. The evaluator also had the Library and its staff evaluate itself, and the results of both internal and external evaluations were positive for the Library. Dr. Carmack said that she would send a link to the evaluation to the Board members, and Dr. Treadway noted that the document would be uploaded on the Library's website. Dr. Carmack reported that the evaluation includes three goals for the Library, two of which are aspirational, like ensuring all Virginia children are ready for school. One goal that was deemed achieved in the evaluation report was making information available for all people's particular needs with regard to lifelong learning. The report included two recommendations for the Library. The first was to do a better job evaluating projects based on their outcomes rather than their output, so that the project's success is determined by its impact. The second recommendation is to develop a more collaborative relationship with the school-related divisions of the Virginia Department of Education (DOE), which Dr. Carmack indicated the Library has struggled with in the past. She mentioned that the Library is currently working with DOE's Career and Technology Education Director on how libraries and public schools can better support English language learners (ELLs). She concluded by noting that there is much more information in the evaluation report if any Board members would like to know more.

- **Library of Virginia Foundation**

Before introducing Scott Dodson, Executive Director of the Library of Virginia Foundation, Ms. Scott noted that Pia Trigiani, President of the Foundation, sent her regards as she was unable to attend the Board meeting. Mr. Dodson noted that it was nice to see the Board members in person, and that he had a lot of good news to share. He first thanked his team—Elaine McFadden, Dawn Greggs, Katharine LaBoy, and Courtney Bryce—for their great work over the past year, and recognized Ms. McFadden for her recent promotion as the Foundation's Director of Development.

Mr. Dodson reported that things are looking good for the Foundation heading into the final quarter of the fiscal year. This year's fundraising is \$1.6 million ahead of last year, with a total of \$2.3 million raised so far. Unrestricted giving is \$450,000 ahead of last year with a total of \$600,000, restricted support is \$1.1 million ahead with a total of \$1.25 million, and revenue from the Virginia Shop is \$63,000 ahead with a total of \$100,000. Mr. Dodson noted that due to construction the Shop's location at the Capitol will have to shut down for some time, but he plans to monitor the situation and will keep the Board apprised. He then announced two significant gifts the Foundation has received since the last Board meeting: the first is an unrestricted \$425,000 bequest from Mary Dillon George which will be used for a variety of things, and the second is a \$350,000 grant from a national source that will help the Library digitize World War II separation notices. The funder of the second gift will be announced April 13. Mr. Dodson thanked Ms. McFadden, Digital Initiatives and Web Presence Director Kathy Jordan, and Senior State Records Archivist Roger Christman for their work to help secure these gifts. He noted that the funders for such gifts are typically concerned with the outcomes their gifts will produce rather than output associated with them, echoing a point made by Nan Carmack in her earlier report to the Board. Mr. Dodson stated that the more successful the Foundation can be, the more prepared the Library will be to weather budget uncertainties.

Mr. Dodson reported the Foundation is working on a few special projects: the Virginia Convention of 1776 records, a summer internship program targeting students from diverse backgrounds, teacher institutes, and several events for the Library's 200<sup>th</sup> anniversary. The Foundation is also hosting several cultivation events: one on May 5 hosted by Foundation Board Vice President Julia Marsden at her home in Burke, one at the Library on May 10, and one in Norfolk whose date has not yet been determined. The Foundation will be hiring a Senior Advancement Officer who will be posted in Northern Virginia and will help make more connections up there. Mr. Dodson noted that the Foundation's cultivation events help solidify support for the Library, since donors get to see for themselves what the Library does to preserve all of the materials in its collections, which typically gives them a firmer reason to maintain their support.

Mr. Dodson reported that the Foundation has scheduled the next three events in the Weinstein Author Series. The first is on April 14 with Kristen Green discussing her book *The Devil's Half Acre: The Untold Story of How One Woman Liberated the South's Most Notorious Slave Jail*. This lecture will be held in person at the Library and already has 242 registrants signed up to attend. The second is on July 28 with Rita Dove for her poetry collection *Playlist for the Apocalypse*, and the third, which has not yet been announced, will be in September with historian Scott Reynolds Nelson for his book *Oceans in the Rain: How America Remade the World*. The Foundation plans to close out the year with a final Weinstein event in November. Mr. Dodson then highlighted Ms. Bryce's great work cultivating the Book Break series, in which authors discuss their books in a more casual, informal setting. The Foundation will have hosted 12 Book Breaks by the end of the year, and the next one on May 6 will feature Kristina Hamlett discussing her book *She Lives Here*. Mr. Dodson

reported that the Library's "Matters of Scale: Charles F. Gillette in Petersburg" exhibit will have its opening reception on April 26. He noted that Dale Neighbors, Visual Studies and Collections Coordinator, has done an excellent job putting the exhibit together, and that the Petersburg Public Library is excited to be hosting it.

Mr. Dodson concluded by thanking the Board members who had contributed to the Foundation for their support, and noted that there is still time left this fiscal year for any Board members who have yet to donate to do so. He said that one of the first questions the Foundation gets asked by potential donors is "what percentage of your Board contributes to your work?" and that if the answer is anything but 100% it negatively impacts their fundraising ability. He said that the importance lies not in the size of the donations but rather in full Board participation, and reiterated his thanks to the Board for the support. Mr. Brockwell asked what the current giving rate was for the Board. Mr. Dodson responded that he did not know offhand but that he would check the numbers. Mr. Miller referenced how specific the recent \$350,000 gift is and asked whether the Foundation targets entities known to support and provide funding for specific measures or, instead, individuals or organizations that give for more general purposes but whose gifts can then be set aside for particular projects like this. Mr. Dodson responded that they target both kinds of donors, with the \$350,000 gift coming from a national funder with a specific cap on their giving, which explains the particular dollar amount. He stated that much of how they approach their fundraising efforts depends on situational factors, as well as the particular dynamics of their relationships with donors. As Mr. Dodson concluded his presentation, Ms. Scott interjected to remind Board members to bring their checkbooks with them when they next meet on June 27.

- **Nominating Committee**

Committee Chair Marcy Sims first thanked her fellow committee members Paul Brockwell Jr., R. Chambliss Light Jr., L. Preston Bryant Jr., and Robert Aguirre, and then reminded the Board that their task, per the Board's bylaws, is to present a slate of officers at each April meeting to be voted on at the following meeting in June. She then announced the committee's nominations: Paul Brockwell Jr. for Chair; Robert Aguirre for Vice-Chair; and L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow for the Executive Committee. Ms. Sims reiterated that the Board will vote on these members during their upcoming June meeting, and noted that nominations from the floor will also be considered if there are any.

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

Librarian of Virginia Sandra G. Treadway stated that per Ms. Scott's request she would be discussing the Library's progress on the following issues: space planning and preparations for the Library's 200<sup>th</sup> Anniversary in 2023. She reported that the work is proceeding apace and that she expects to give a more detailed breakdown at the Board's meeting in June. She noted that the Library is about to conduct a second round of hiring interviews for a new Director of Marketing and Communications, and that filling this position will have a significant impact on planning and development for the anniversary. Matt Williams from Brand Federation, which helped the Library

conduct its branding study, participated on the interview panel to help select the best possible candidate. Once hired, the new Director will help coordinate the rollout of information and social media planning among other things in support of the anniversary.

Dr. Treadway reported that the Library is currently working on key anchor events, and would like to host a big event of some kind at the General Assembly on January 24, 2023, which is the actual date of the anniversary. She plans to speak with the Clerks of the House and Senate about this after the General Assembly session concludes. The title of the anniversary exhibit will be “200 Years, 200 Stories.” Dr. Treadway hopes to hold a Board meeting on Monday, January 23 and then host a preview reception for the exhibit with Board members and General Assembly members later that afternoon. The anchor event for the fall will be a special edition of the annual Literary Awards. The World War II separation notice digitization project will also be highlighted throughout the year. The Library will also be using a specially constructed vehicle to travel across the state during 2023, bringing Library programs to local communities through partnerships with public libraries and engaging citizens in the Library’s work. We will invite Board members to participate whenever LVA On the Road is in their area. There has been a great response from local libraries looking to get involved.

Dr. Treadway stated that Ms. Scott had put together a joint working group on space planning for the Library and announced that its next meeting would be held later this spring. She reported that the group was supportive of the recommendations submitted at their last meeting. They also asked if there was anything that could be done on the roof, or on the overhang above the Library’s entrance. Dr. Treadway said that they would need to have Joe Damico, Director of the Department of General Services (DGS), weigh in, and he has agreed to provide feedback and review once the General Assembly session concludes.

Dr. Treadway reported that the Foundation had raised enough funds to offer a special program this year: a summer internship program targeting students from diverse backgrounds who are underrepresented in the library field. The program, which was piloted last summer, will give six paid interns the opportunity to see how the Library works from the inside while working on special projects. The goal is to show them how interesting and exciting library work can be so that they are more likely to pursue this as a career once they graduate. Human Resources got a significant response from the job posting, and they are now narrowing down the finalists. Dr. Treadway said she is confident that the group of interns will get hooked on library work by the end of the summer.

Dr. Treadway reported that the Foundation is looking to host more cultivation events and, noting that what really excites people is seeing actual historic items rather than their reproductions, asked if they could bring two or three items from the collection to their events in the field. She said that she struggled with the decision, since that is not something the Library does often, but we do transport items to our conservation

vendors in Pennsylvania and North Carolina and that Library staff would be on hand to help transport the materials. With that in mind, she approved the Foundation's request, but stressed that no rare, priceless, irreplaceable, or damaged items would be going on the road. She stated that the Foundation would reach out to Board members whenever one of these events is in their area. Paul Brockwell Jr., speaking as one of two Library Board members who also sits on the Foundation Board, made a motion that the Board issue the following resolution:

The Library Board is grateful for the Foundation's efforts to increase awareness and support for the Library of Virginia by hosting cultivation events across the state. The Board appreciates the importance of sharing selected items from the Library's collections at these events, and affirms that the Librarian of Virginia and her staff are authorized to use their professional judgement in determining which items may safely be transported and exhibited for this purpose.

L. Preston Bryant Jr. stated that he thinks the resolution is good, but asked what necessitates the Board issuing it. Dr. Treadway responded that there may be some disagreement among staff on whether or not the Library should transport original items for cultivation events and so it would be a good idea to officially note that the Board, which has ultimate authority over the collections, supports this effort. Suzette Denslow pointed out that the Library's original copy of the U.S. Bill of Rights was toured around the country for its 200<sup>th</sup> anniversary, so what the Library is doing should not be a problem. Barbara Vines Little asked if it would be a good idea to digitize all items that will be traveling beforehand, just in case, and Dr. Treadway replied that doing so would not be a problem. Audrey Burges, Counsel from the Office of the Attorney General, reminded the Board that Mr. Brockwell's motion was still out without a second. R. Chambliss Light Jr. offered a second, and the Board passed the motion unanimously by voice vote. Mr. Brockwell asked whether the resolution would be printed word-for-word in the meeting minutes, and Ms. Scott confirmed that it would.

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

Ms. Scott thanked R. Chambliss Light Jr. for his service to the Library Board, as his term is expiring this year and he had previously indicated that he would not be able to attend the Board's June meeting. Mr. Light reiterated that this would be his final Board meeting since he is not eligible for reappointment due to this being his second term. He praised the Board, the Library and its staff, and said that he would personally miss the other Board members but would not be a stranger.

Ms. Scott announced that the Board will hold its annual meeting and luncheon on June 27, which she is very excited about since the luncheon has not been held in-person since 2019. She also reminded the Board that the Patron of Letters Working Group will have a working lunch after the current meeting concludes. Mr. Brockwell noted that this is the first Board meeting he has attended where all 15 members are present in-person and asked if the Board could take a photo to commemorate the

occasion. The Board agreed to take a photo on the stairs in the lobby after the meeting.

**VII. OLD OR NEW BUSINESS**

There was no old or new business.

**VIII. ADJOURNMENT**

There being no further business, Ms. Scott adjourned the meeting at 12:03 p.m.