



THE LIBRARY BOARD

The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000

(804) 692-3535

MEETING AGENDA

Monday
September 19, 2022

MONDAY, SEPTEMBER 19, 2022

AGENDA

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| 10:30 a.m. | The Library Board Meeting | <i>Meeting Room 2M.020</i> |
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|------|--|-------------------------------------|
| I. | Call to Order | C. Paul Brockwell Jr., <i>Chair</i> |
| II. | Approval of Agenda | <i>The Board</i> |
| III. | Welcome to Visitors and Staff | C. Paul Brockwell Jr., <i>Chair</i> |
| IV. | Public Comment | |
| V. | Approval of the Library Board Minutes of June 27, 2022 | <i>The Board</i> |
| VI. | Information Items | |

A. Reports from Other Organizations

B. Committee/Division Reports

- Archival, Collections, and Records Management Services Committee *Robert L. Canida II*
- Education, Outreach, and Research Services Committee *Robert L. Canida II*
- Legislative and Finance Committee *L. Preston Bryant Jr.*
 - **Action Item:** *Approval of 2022-23 LSTA Budget*
- Public Library Development Committee *Marcy Sims*
- Bylaws Committee *C. Paul Brockwell Jr.*
 - **Action Items:** *Approval of Policy on All Virtual Board Meetings*
Approval of Updated Library Board Bylaws
- Library of Virginia Foundation *Scott Dodson*

C. Report of the Librarian of Virginia Sandra G. Treadway

D. Report of the Chair C. Paul Brockwell Jr.

Action Item: *Approval of Patron of Letters Degree Policy*

Action Item: *Approval of Nominating Committee Members*

Action Item: *Approval of Board Representation on Foundation Board*

Action Item: *Approval of Resolutions of Board Service*

VII. Old or New Business

VIII. Adjournment

**** Lunch will be served following the meeting in Conference Room A ****

Next Meeting: November 10, 2022 – Joint Retreat with Foundation Board, 12:30-4 p.m.

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **ARCHIVAL, COLLECTIONS, AND RECORDS
MANAGEMENT SERVICES**

Date: **Monday, September 19, 2022 – 8:30 a.m. – 9:25 a.m.**

Place: **The Library of Virginia – *Conference Room B***

Committee Members: Robert L. Canida II, *Chair*
Peter E. Broadbent Jr., *Vice Chair*
Robert D. Aguirre
C. Paul Brockwell, Jr.
Carol G. Finerty
Barbara Vines Little
Blythe Ann Scott
Leonard C. Tengco

John Metz, Kathy Jordan – *Staff Liaisons*

AGENDA

1. Diseased Microfilm Update – John Metz
2. The FY23 CCRP Grant Cycle – Greg Crawford
3. The Richmond Protest Collection - Kathy Jordan
4. State Records Center Update – John Metz

Committee Action Items:

None

Board Information Items:

Report of the Committee Chair

Board Action Items:

None

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

Date: Monday, September 19, 2022 -- 8:30 a.m. – 9:25 a.m.

Place: The Library of Virginia – *Conference Room C*

Committee Members: Marcy Sims, *Chair*
Lana Real, *Vice Chair*
Laura L. L. Blevins
L. Preston Bryant Jr.
Maya Castillo
Suzette Denslow
Shelley Viola Murphy

Nan Carmack – *Staff Liaison*

AGENDA

1. Find It Virginia Update and Demonstration of Transparent Languages – Nan Carmack
2. Professional Development Plans for the Next 6 Months for Public Library Staff – Nan Carmack
3. Update on Director Vacancies – Nan Carmack

Committee Action Items:

None.

Board Information Items:

Report of the Committee Chair

Board Action Items:

None

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **EDUCATION, OUTREACH, AND RESEARCH SERVICES
COMMITTEE**

Date: **Monday, September 19, 2022 – 9:30 a.m. – 10:20 a.m.**

Place: **The Library of Virginia – *Conference Room B***

Committee Members: Robert D. Aguirre, *Chair*
Robert L. Canida II, *Vice Chair*
Peter E. Broadbent Jr.
Carol G. Finerty
Barbara Vines Little
Shelley Viola Murphy
Lana Real
Marcy Sims

Gregg Kimball, Angela Flagg – *Staff Liaisons*

AGENDA

1. Review of the Brown Teacher Fellowships and Institutes – Catherine Fitzgerald Wyatt
2. Debrief of the 2022 “Transforming the Future of Libraries and Archives” Internship Program – Catherine Fitzgerald Wyatt
3. 200th Anniversary Logo and New Marketing/Branding Materials – Angela Flagg

Committee Action Items:

None

Board Information Items:

Report of the Committee Chair

Board Action Items:

None

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **LEGISLATIVE AND FINANCE COMMITTEE**

Date: Monday, September 19, 2022 – 9:30 a.m. – 10:20 a.m.

Place: The Library of Virginia – *Conference Room C*

Committee Members: L. Preston Bryant Jr., *Chair*
Suzette Denslow, *Vice Chair*
Laura L. L. Blevins
C. Paul Brockwell Jr.
Maya Castillo
Blythe Ann Scott
Leonard C. Tengco

Daniel Hinderliter – *Staff Liaison*

AGENDA

1. Review of Statement of Financial Condition as of July 31, 2022 – Dan Hinderliter
2. LVA Budget Decision Packages – Dan Hinderliter
3. LSTA Budget for 10/1/2022-9/30/2023 – Dan Hinderliter
4. Honorary Patron of Letters Policy – L. Preston Bryant Jr.

Committee Action Items:

None

Board Information Items:

Report of the Committee Chair

Board Action Items:

Approval of 2022-2023 LSTA Budget

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
June 27, 2022

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee met at 8:30 a.m. on Monday, June 27, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; Robert L. Canida II; Suzette Denslow; and Blythe Ann Scott. Also attending were John D. Metz, Deputy for Collections and Programs; Kathy Jordan, Digital Initiatives and Web Presence Director; Mary Clark, Acquisitions and Access Management Director; Paul Casalaspi, Director of Information Technology; Lydia Neuroth, Virginia Untold Project Manager; and Greg Crawford, Local Records Program Manager. Committee members R. Chambliss Light Jr., *vice chair*; Robert Aguirre; and Leonard C. Tengco were absent.

Dr. Metz reported on the progress of the diseased microfilm replacement project. To date, Imaging Services has sent 5,473 reels to the Backstage Library Works preservation center in Bethlehem, Pennsylvania. Backstage has returned 5,294 duplicated reels, and 4,284 returned reels have been inspected. The number of reels inspected is different from the number of duplicates received because multiple copies are made of some so that we have two copies of each in our collection allowing us to retain one as an archival copy and a second for duplication purposes. An additional 805 reels were sent to Backstage in February, 784 reels in April, and 405 reels in June. Identifying diseased reels that need to be replaced continues to take the majority of time. The number of returns has fallen off dramatically since the decision was made to readjust the threshold of what constitutes a serviceable copy. Emphasis will be placed on filling a vacant Quality Assurance Specialist and hiring the four new Quality Assurance Specialist positions funded by the FY2023 budget.

Ms. Jordan provided an update on the status of the Governors' records processing. Referencing the Executive Summary in the Board Packet, she expressed her appreciation for State Records staff who have diligently worked on the paper and email records for our most recent governors. She expects all the paper and email records through Governor McAuliffe to be available to the public by the summer of 2023.

Ms. Neuroth provided an update from the Virginia Untold project starting with a brief overview of her role as project manager under the two-year National Historical Publications and Records Commission (NHPRC) grant. She highlighted the Library's efforts to digitize and preserve its "Free Negro Registers." Twelve of these registers were recently shared with the public in a special exhibit commemorating Juneteenth.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met at 8:30 a.m. on Monday, June 27, 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, Lana Real, and Marcy Sims. Also in attendance were Nan Carmack, Director of Library Development and Networking; Kim Armentrout, State Grants and Data Coordinator; Reagen Thalacker, Public Library Consultant; and Deborah A. Love, Senior Assistant Attorney General. Committee members L. Preston Bryant Jr. and Maya Castillo were absent.

Mr. Miller called the committee to order at 8:35 a.m. in the Orientation Room at the Library of Virginia. Dr. Carmack introduced Ms. Thalacker who, began work at the Library in 2021 but had not yet attended a meeting of the Library Board due to COVID constraints. Ms. Thalacker shared a bit about her background and current work and was welcomed by the committee.

Ms. Armentrout then presented the state aid waiver requests received from public libraries, noting a few changes from the list that had been distributed earlier in the Board packet. Colonial Heights was moved from the non-technical to the technical waiver list due to a last-minute addition to their data. Pulaski was removed from the waiver list entirely, having submitted their missing audit last Friday. After these adjustments, discussions about the technical waivers produced a unanimous recommendation to approve all remaining technical waiver requests. Ms. Armentrout then presented each of the non-technical waivers. The committee unanimously recommended approval for all except Petersburg, Halifax-South Boston, Massanutten Regional Library, Norfolk, and Richmond. The committee based the following recommendations for these libraries on each library's individual circumstance.

Petersburg has not yet submitted their 2021 audit, the committee recommended that Petersburg be allocated its full state aid amount but that the Library of Virginia not disperse the funds until the audit has been submitted.

Halifax-South Boston has fallen below 50 percent of the median expenditure. The committee recommended that the library be placed on a five-year plan to reach that benchmark but that it receive its full state aid amount during that time.

Massanutten Regional Library continues a decade long pattern of being below the 50% of the median expenditure. Since they have not been successful with their five-year plan, the committee recommended they receive a reduction in state aid in the same amount they have fallen short of the median expenditure.

Norfolk and Richmond have both seen budget reductions to the library that are not equitable with cuts to other city departments. Both library systems have communicated that these cuts have been restored for FY23. The committee recommends that they receive full funding upon providing FY23 budget documentation demonstrating this restoration.

Lastly, the committee reviewed and recommended the approval of the state aid allocations as presented, with the \$2.5 million increased appropriation from the General Assembly for FY23 and minor adjustments based on the reduction for the Massanutten Regional Library.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met at 9:30 a.m., Monday June 27, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Paul Brockwell, *chair*; Laura L. L. Blevins; Suzette Denslow; and Blythe Ann Scott. Also in attendance were Sandra G. Treadway, Librarian of Virginia; John D. Metz, Deputy for Collections and Programs; Dan Hinderliter, Deputy for Finance and Administrative Services; and Kathy Jordan, Digital Initiatives and Web Presence Director. Committee members Robert Aguirre, L. Preston Bryant Jr., and Maya Castillo were absent.

Mr. Brockwell asked Mr. Hinderliter to update the committee on the Statement of Financial Condition. Mr. Hinderliter reported that Library general funds were 95 percent expended through May 31, which was appropriate to the agency spending plan. Federal funds were being expended at a slower apparent rate due to the timing of the federal fiscal year which ends September 30, 2022. Across all funds 89 percent of appropriations have been expended to date.

An update was provided on the General Assembly and Governor-approved budget for FY23. The most significant budget changes affecting the Library included new funding to identify and replace deteriorating microfilm at \$946,348, funding to cover three positions to support the One Virginia Inclusive Excellence plan at \$234,213, resources to support the continuation of the Virginia Newspaper Project at \$194,915, funding for the Eastern Shore Regional Library and Heritage Center at \$350,000, and a five percent salary increase for employees. The Library's total approved budget across all funds is \$44,008,305.

An update on the Auditor of Public Accounts audit was provided. No written findings have been identified at this time.

Ms. Jordan informed the committee that the Library will likely request legislative action to update a portion of the Virginia Public Records Act (Code of Virginia Title 42.1, Chapter 7). The update would apply to Section 42.1-78, Confidentiality Safeguarded, which would include language to protect individuals whose privacy may be compromised due to a legal "loophole" in the current language.

EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE

The Education, Outreach, and Research Services Committee of the Library Board met at 9:30 a.m. on Monday, June 27, 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; and Lana Real. Also attending were Gregg D. Kimball, Director of Public Services and Outreach; Catherine Fitzgerald Wyatt, Education and Outreach Manager; Barbara C. Batson, Exhibitions Coordinator; Ashley Craig,

Community Outreach Specialist; and Paul Casalaspi, Director of Information Technology. Committee member Leonard C. Tengco was absent.

Ms. Craig reported on two meetings held at the Library on May 18 and 19, 2022, with seven of the eleven federally and state recognized Virginia Indian tribes. She explained the short-term goal of the meetings was to discuss plans for an exhibition that interprets selected materials in the Library's collection through the eyes of tribal members. The meetings are also intended as a first step in building long-term relationships between the Library and each of the tribes. Ms. Craig thanked Ms. Real for her help greeting tribal members. Staff from many of the Library's departments showcased materials relating to Virginia's native people in the Library's collection. Small group discussions focusing on manuscripts, photographs, and other documents from the Library's collection followed the presentations, with participants offering insights into the materials from a personal and tribal perspective. Tribal members also shared their own extensive research at the Library and identified collections so far untapped, especially local records.

Ms. Little asked how many tribes are state recognized but not federally recognized. Ms. Craig answered this question by showing the committee the Library's recently revised guide, *Resources on Virginia Indians at the Library of Virginia*, which has a full listing of all state and federally recognized tribes.

Dr. Canida asked if "Indian" is acceptable as a term for indigenous people in Virginia. Ms. Real contributed her thoughts from her own perspective, suggesting that there may not be one "right" answer and so it largely depends on what each tribe prefers. The committee discussed the Library's work on a guide to inclusive language. At the committee's request, staff offered to share this guide as well as a spreadsheet listing Native American materials in the collection with the committee via email.

Ms. Wyatt gave an overview of recent developments in the Library's long-standing collaboration with Virginia Humanities' fellows program. She highlighted how the fellow's immersive experience—digging through the collections and closely consulting with our archivists and historians—can enrich a scholar's work. She used the example of Meredith Henne Baker, whose work on Virginia's garden clubs went in new and unexpected directions. Her discovery of extensive materials on Black women's clubs gave her a more expansive view of their work and led to her participation in the 90th anniversary celebrations of African American garden clubs in Virginia and connecting with Lynchburg's Anne Spencer House. Ms. Wyatt also emphasized the public dimension of the fellowships, such as fellow D'Anne Graham's talk on Virginia midwives, historically and in our modern times. Both fellows wrote pieces for the Library of Virginia's "Uncommonwealth" blog and each gave short interviews in *Broadside* reflecting on their experiences as residential fellows.

Ms. Wyatt reported that in June 2022, the Library of Virginia welcomed a summertime Virginia Humanities Fellow, Arlisha Norwood, an assistant professor at the University of Maryland, Eastern Shore. Dr. Norwood will be conducting research through August on the subject of single African American women in post-Civil War Virginia.

Dr. Kimball asked Board members if they noticed anything different as they entered the Library. All recognized that the metal detectors were absent and that new security personnel greeted them. Dr. Kimball explained that the Library had contracted with a new security firm, RMC Events and took the opportunity to reset some of its security set-up, policies and procedures. This work was led by the Library's new Deputy of Finance and Administration, Dan Hinderliter, and David Wilson, Facilities Director. The public service and education and outreach managers consulted with them on implementing these changes. Dr. Kimball emphasized that the main goal was to improve the visitor experience and used as an example the cell phone policy being changed to allow use in public areas as long as it doesn't interfere with other visitors' research.

THE LIBRARY BOARD MEETING

Library of Virginia

June 27, 2022

The Library Board met on Monday, June 27, 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 10:30 a.m. She noted there was a quorum of the Library Board physically present. The following members were in attendance:

Blythe Ann Scott, *chair*
Paul Brockwell Jr., *vice-chair*
Robert D. Aguirre (via Zoom)
Laura L. L. Blevins
Robert L. Canida II
Suzette Denslow
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Lana Real
Marcy Sims

L. Preston Bryant Jr., Maya Castillo, R. Chambliss Light Jr., and Leonard C. Tengco were absent.

II. APPROVAL OF AGENDA

Ms. Scott asked for a motion to approve the agenda. The motion was made by Paul Brockwell, seconded by Marcy Sims, and passed unanimously by the Board.

III. WELCOME TO VISITORS AND STAFF

Ms. Scott first welcomed Library staff and members of the public who were attending the meeting. Next she welcomed Deborah A. Love, Senior Assistant Attorney General; Pia Trigiani, President of the Library of Virginia Foundation; Conley Edwards, President of

Friends of the Virginia State Archives; and Angela Flagg, the Library's new Director of Marketing and Communications. Finally, she welcomed staff from the Norfolk Public Library who had traveled to Richmond to make a brief presentation at the meeting:

IV. PUBLIC COMMENT

There were no members of the public present who wished to make public comment. Before moving on, Ms. Scott asked Robert Aguirre to state his location and his reason for attending the meeting virtually. Mr. Aguirre replied that he was attending via Zoom because he was in Venice, Italy, for work.

V. APPROVAL OF MINUTES

Ms. Scott asked if Board members had any changes they wished to suggest to the minutes for the April 11 meeting as distributed in the Board packet. There being none, Ms. Scott asked for a motion to approve the minutes. The motion was made by Ms. Sims, seconded by Mr. Brockwell, and passed unanimously by the Board.

VI. COMMITTEE/DIVISION REPORTS

A. Reports from Other Organizations

Conley Edwards, President of the Friends of the Virginia State Archives, reported that the Friends Board continues to work with Elaine McFadden and Audrey McElhinney on how the Friends might help support the conservation and digitization of the Virginia Convention of 1776 records in the Library's collection. He stated that he will report on the level of support the Friends will provide at the next Board meeting.

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. Program announcements will be mailed in early July.

Mr. Edwards reported that the cover story for the Friends' latest newsletter centers on the Library's successful grant application to the National Endowment to the Humanities (NEH) for funding to digitize its 250,000 World War II Separation Notices of men and women who indicated they intended to seek employment in Virginia after discharge. He opined that the project team did an exemplary job with the application and built a very strong case for the value of the collection, which resulted in a \$315,000 award to fund the project. These records were known to archival staff, having come to the Library in 1950, but had been inaccessible until recently due to lack of organization of the records. Mr. Edwards stated that digitizing these records will bring increased visibility to the Library, and he closed by commending the project team for its commitment and persistence, especially archivist Roger Christman who worked on the collection for many years.

B. Committee/Division Reports

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

Committee Chair Barbara Vines Little reported that with regard to the diseased microfilm project, four new technicians will be hired in the near future due to new funding for this purpose in the recently approved state budget. The Governor's records processing is also moving forward due to additional staffing added last year, with all records through Governor McAuliffe projected to be completed within a year.

Ms. Little also reported on the Library's exhibition of "Free Negro Registers" which is currently on display in the lobby. This exhibition, which is part of the Virginia Untold project, features a sampling of the many registers in the Library's collection documenting the lives of free people of color in Virginia before 1865. The Library is crowd-sourcing the indexing of these registers.

Ms. Scott thanked Ms. Little for her report and then welcomed Sarah Spota, Deputy Secretary of Education, who had just arrived at the meeting. Deputy Secretary Spota thanked Ms. Scott for the welcome and said that she has enjoyed working with Dr. Sandra Treadway, Librarian of Virginia, and getting to know the Library better. She stated that the Governor and his administration are committed to supporting the Library however they can, and that she looks forward to what we can all do together over the next four years.

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

Committee Chair Shelley Viola Murphy stated that the committee first discussed the report on the stakeholder meetings held between the Library and Virginia's state recognized tribes. The two meetings that took place, one on May 18 and the other on May 19, were meant to get the Library and the tribes together to collaborate and prepare for the upcoming exhibit in the fall of 2023. Ms. Murphy noted that there are currently eleven state-recognized tribes in Virginia, and four that are not federally recognized. She also shared that the Library has a guide on Virginia's tribes in the resources section of its website.

Ms. Murphy invited Catherine Fitzgerald Wyatt to report on the Virginia Humanities Fellowships. Ms. Fitzgerald Wyatt stated that the Library is continuing its partnership with Virginia Humanities. The fellowships that began during COVID lockdown are almost finished, with only one of those fellows still in residence. The Library will be welcoming back two prior fellows at the start of the coming academic year. The Library will also be providing research consultation and support to Virginia Humanities in their new fellowship program working with junior faculty at Historically Black Colleges and Universities (HBCUs).

Ms. Murphy reported that the Library has updated its security protocols, the most visible of which was moving metal detectors from the lobby to the second floor.

- **Legislative and Finance Committee**

Committee Chair Paul Brockwell Jr. prefaced his report by noting that he was filling in for R. Chambliss Light Jr. who was not able to attend. He stated that Mr. Light is exiting the Board after serving two terms, having contributed significantly to the Library during his tenure. Mr. Brockwell wished him all the best in his retirement from the Board.

Mr. Brockwell reported that the final state budget as signed by the Governor is very generous to the Library, and asked Dan Hinderliter to provide additional comments on the subject. Mr. Hinderliter said that he was thankful to have good news to report, the first being that, financially, the Library is doing very well this fiscal year. Through the end of May 2022 the Library had expended 95% of its general funds and is actually on track to have some of these funds left over before the end of the fiscal year. Mr. Hinderliter noted this was a good problem to have and that, as in past years, the Library will be putting those funds toward prepaying its 2023 rent.

The Circuit Court Records Preservation Program (CCRP) funds continue to exceed expectations. The Library is doing well this year, although not quite as well as last year. Mr. Hinderliter noted that this was due, in part, to last year being a banner year in regard to home sales and refinancing rates to a degree that we may not see again. He explained that CCRP money comes in one year, and then the Library distributes that money in the form of grants the following year. This allows the Library to easily readjust when necessary.

The Library is also doing well with regard to federal spending, having expended 74% of those funds through the end of May 2022. While it may appear that the Library has a lot of this funding left over, Mr. Hinderliter noted that this was because the Library follows the federal fiscal year in this area, and that we are still on track with our usual federal spending plan.

Mr. Hinderliter reported that, in the final state budget for FY23, the Library will be receiving an additional \$2.1 million in operating funds, as well as an additional \$2.5 million in general funds that will be distributed to libraries throughout Virginia. Among the programs the budget will help to fund are Virginia Untold and the Virginia Newspaper Project, which will now be fully funded with general funds. Allocated through the Library's state aid budget, the Eastern Shore Regional Library and Heritage Center will receive a one-time allocation of \$350,000 to support its new facility. The final piece of good news, according to Mr. Hinderliter, is that the Library is undergoing an audit from the Auditor of Public Accounts (APA). While this may not seem like good news on its face, Mr. Hinderliter assured the Board that audits like this help confirm that the Library is conducting its business properly. He reported that there are no audit findings yet, and the process is going smoothly so far.

Mr. Brockwell asked if there were any questions. Mark Miller commented that while CCRP funds were up tremendously this year, they will not be next year except in very limited circumstances, as few people will be refinancing their mortgages. Rates are

expected to start coming back down in 2024 along with another refinancing boom, so Mr. Miller predicts the CCRP funds will be volatile over the next few years.

Mr. Brockwell invited Kathy Jordan to speak, and she reported that the Library has some concerns about records received from the Governor's Office that contain considerable privacy protected information but which are currently considered to be in the public domain. While the Library supports the principles of transparency inherent in the Virginia Public Records Act, we have concerns about opening records that contain private medical or educational information. Ms. Jordan stated the Library will be looking into a legislative fix to address these privacy concerns.

- **Public Library Development Committee**

Committee Chair Mark Miller stated that he would begin by giving an overview of the recommendations relating to state aid waiver requests that came out of the committee, and then the Board would be voting on those recommendations. He began by referring Board members to the list of technical waivers contained in their packets and said that the committee had no problem with these. He noted that the committee had decided that a budget reduction waiver request received from Colonial Heights fell within the parameters of a technical waiver and so had added Colonial Heights to the list. He stated that the committee unanimously supported approving this list of technical waivers.

Mr. Miller then addressed the non-technical waivers, beginning with Alleghany Highlands and Rockbridge Regional libraries, whose requests related to the requirement that libraries have operating hours between 5:00 p.m. and 8:00 p.m. Alleghany in particular is a large, low-population region, and they reported frequently having fewer patrons between those hours than the minimum number of staff required to stay open. Rockbridge reported similar issues, saying that they rarely see any patrons after 7:00 p.m. Mr. Miller stressed that these libraries are not saying that they cannot open after 5:00 p.m. if needed, but rather that they would prefer not to be penalized in terms of state aid if they do not remain open late when it does not make sense to do. Mr. Miller stated the committee supported their waiver requests.

Mr. Miller reported that Danville's director is on track to receive his Master of Library and Information Science (MLIS) degree next year, so the committee recommends their waiver request be approved.

Mr. Miller stated that Petersburg has routinely failed to provide audits as required in order to receive state aid, though this is the fault of the municipality rather than the library. The committee's recommendation is to withhold Petersburg's state aid pending receipt of their audit, and at that time the Library can release their aid.

The committee approved a non-technical waiver for failure to meet 50% of the median from Halifax-South Boston, which was off by \$21,000. Massanutten Regional Library submitted a similar non-technical waiver, though their situation has been ongoing. Mr. Miller reported that Ms. Love attended the committee meeting earlier in

the morning and confirmed that the committee can recommend a cut in state aid commensurate with the amount of budget shortfall the municipality has failed to provide. That short fall for Massanutten is \$57,831. Mr. Miller said that the committee recommended reducing Massanutten's state aid by this amount from its current total of \$522,000 in order to encourage their municipality to address the issue.

Mr. Miller reported that the committee had no problems with the two-thirds requirement non-technical waivers submitted by Highland and Northumberland. He explained that the two-thirds requirement is in place because the Board strives to have libraries to receive at least two-thirds of their funding from their locality. For Northumberland, funding from their municipality has not changed, they just have done an excellent job raising additional funds themselves and would prefer not to be penalized as a result. Mr. Miller noted that both of these localities still receive around 60% of their funding through their municipality.

Mr. Miller reported that the committee had no issues with the waiver requests submitted by localities who had enacted budget reductions across the board, specifically Central Rappahannock, Culpeper, Henrico, and Rockbridge Regional. Norfolk and Richmond also submitted budget reduction waiver requests, and Mr. Miller stated that staff from Norfolk were in attendance to present information on their situation to the Board.

Mr. Miller then asked for a motion to approve the recommendations of the committee on all of the waivers discussed thus far, except for Norfolk and Richmond. Suzette Denslow asked how often the Board proposed withholding funding as a result of missing audits, referencing the situation in Petersburg in particular. Mr. Miller responded that the Board has not done so in the five years he has been a member. Ms. Denslow asked why the Board was doing so now. Kim Armentrout stated that Petersburg has had issues submitting their audits for the past several years and that the Board has, in fact, withheld their state aid as a result in at least two instances. Mr. Brockwell asked to clarify how many budget reduction non-technical waivers the committee had modified into technical waivers, and Mr. Miller responded they had modified just one.

Ms. Denslow, returning to her question, stated that she was not in favor of withholding state aid since the problem was caused by the city, not the library, and that doing so would hurt local residents, particularly in Petersburg. Mr. Miller said that the Board would vote on Petersburg's waiver separately, and explained that the committee did not want to withhold all of the state funding, which amounted to \$522,000, but that at some point they were going to have to use the mechanisms available to enforce the audit requirement. Ms. Carmack added that the issue with Petersburg differed from that of Massanutten as the city of Petersburg has repeatedly failed to provide the required audits. She said that she has had conversations with city officials who are well aware of this problem, and that the Library and Board have kept letting them slide but that we are now at a point where it is necessary to take action to get them to abide by the requirement. Ms. Carmack noted that we would not

be penalizing them by revoking their aid; rather, we are simply withholding the aid until they can support a clean audit, at which point that aid will be released to them in the original amount. Ms. Denslow replied that she is very aware of Petersburg's situation and that they have this problem with many other government services beyond the library. She stated she feels very strongly that the state should not back away from helping fund this service for the residents of Petersburg. Ms. Carmack said that she knows the director of the Petersburg library well and his take on the situation is that he tries to educate city officials on the audit requirement and their library does receive a lot of private donations that help cover funding gaps. As a result he has never been uncomfortable with the Board withholding state aid. She said when aid has been withheld in the past there was not a negative impact on library services. Mr. Miller stated that in this case the aid proposed to be withheld amounted to \$193,000.

Mr. Brockwell asked Ms. Scott if he was correct that the current question before the Board was whether to approve the technical waivers as recommended by the committee, to which she said yes. Mr. Miller then made a motion to approve the committee's recommendations on both technical and non-technical waivers, stating that he was trying to explain all the details first and then make a motion and allow for discussion before the vote. Ms. Love interjected and suggested the Board take up the committee's recommendations as presented in the Board packet with the following exceptions: modify Colonial Heights to be a technical waiver; set aside Petersburg, Massanutten, Norfolk, and Richmond for separate consideration; and take Pulaski out since their audit was received last Friday. Mr. Miller asked that the Board approve the committee's recommendations as stated by Ms. Love. Ms. Scott noted that there was no need for a second since the motion came from the committee. The Board passed the motion unanimously.

Mr. Miller then moved that the Board approve the committee's recommendation to withhold aid from Petersburg until they submit their audit. He clarified for Mr. Brockwell that the recommendation is to conditionally authorize state aid to be released upon satisfaction of the audit requirement. Ms. Scott stated that a second was not needed and then called for a vote. The motion passed with all Board members present voting aye, except Ms. Denslow who voted nay. Next, Mr. Miller asked the Board to approve the committee's recommendation to reduce Massanutten Regional Library's state aid by \$7,831. Ms. Scott, noting no need for a second, called for a vote and the motion passed unanimously.

Mr. Miller started to discuss the situation with Norfolk, but Mr. Brockwell suggested that it might be easier to deal with Richmond first. Ms. Scott agreed, and so Mr. Miller reported that the committee had the same recommendation for Richmond as it did for Petersburg. He said the challenge with this case is the Board's inability to understand how the City of Richmond sets their budget and allocates funding in light of large amounts of federal aid received in recent years due to the pandemic. He asked Ms. Armentrout to provide further details. She said that for grant waiver applications the Library sends out templates for the requesting libraries to complete and return. The templates include a chart of budget reductions across city or county

departments which helps show the Library whether cuts were equitable or not. Richmond did not provide that chart with their waiver request. Instead, they provided a written explanation of their budget cuts that showed an 8 percent reduction in their budget along with significant increases in the budgets of other city departments; however, those increases included federal COVID funds which skews our understanding of where those budget cuts actually were. The committee, therefore, does not have a clear picture of the city's budget scenario for FY21. The committee discussed having the city submit budget scenarios for FY22 and FY23 that show budget percentages across the board. This would help determine if there is any improvement from the decrease they saw in FY21. The committee said that if they see an improvement then perhaps they could recommend conditional approval of their waiver, pending the results of those document reviews. Ms. Armentrout said that if the documents come back and are found to be satisfactory then we could move forward with the waiver request since it would just be an administrative function at that point. Ms. Denslow asked what would happen if they are not found to be satisfactory. Ms. Armentrout replied that the state aid would be withheld. Ms. Denslow asked if that is what the Board would be voting on. Mr. Miller said that yes, the Board would be voting to withhold the aid, but Ms. Armentrout interjected to say that the vote would actually be to cut the aid. Mr. Brockwell asked to confirm that the situation is that currently we are not operating with enough data to make a long-term decision. Ms. Armentrout said that was correct and that while the libraries have themselves indicated an improvement in subsequent fiscal years, the committee does not feel comfortable making a decision until they see something other than these reassurances. Mr. Brockwell asked what the staff recommendation is for this request. Ms. Armentrout said they recommend conditionally approving the request based on what we have heard from the library thus far, but requesting further documentation to confirm what they have reported. Ms. Denslow commented that this would be a conditional denial, rather than approval, since the aid would be cut if the committee is not satisfied with the documents the library provides. She stated she opposes this action. Mr. Miller reiterated that the committee's recommendation is to withhold state aid from the City of Richmond until they have satisfied the reporting requirements as outlined in Code. Ms. Scott then called for a vote on the motion. The motion passed with all members present voting aye, except Ms. Denslow who voted nay.

Mr. Miller reported that the waiver submitted by Norfolk had similar issues to Richmond, but that recently they had provided much more information on their fiscal situation and that representatives from the city were present at the Board meeting to present this information in person. He introduced Paris Colburn, Norfolk Public Library Administrator, and Sean Bilby, Library Collection and Support Services Administrator. Ms. Colburn thanked the Board for allowing them time to speak and said that the Norfolk Public Library was excited to be putting COVID behind them. She reported that during the pandemic the Norfolk Public Library experienced a large budget reduction. Many staff were furloughed, with the library's staffing level dropping from 246 to 62. A number of branch libraries closed with only three anchor branches remaining open. The library transitioned to virtual programming at that time. Ms. Colburn reported that another city department, Parks and Recreation, faced

even more severe budget reductions than the library, with the city's rationale that they were both public-facing departments at a time when most residents were staying home. Ms. Colburn reported that prior to the pandemic the Slover Library had separated from the Norfolk Public Library system to become its own department. During the pandemic, 10 Norfolk library staff were loaned to Slover to help with their needs. These 10 staff members were reflected in Slover's budget but are now back at the Norfolk Public Library.

Ms. Colburn reported that when COVID began, Norfolk was in the middle of constructing its third anchor branch, the Richard A. Tucker Library, which was a \$7 million project that is still ongoing. They will soon be embarking on a joint project with Parks and Recreation to build the city's first ever joint library and recreation facility, which is expected to be completed in 2025. Ms. Colburn stated that in 2022 the library was happy to receive more than \$1 million in additional funding and staff support, but that, like many places, they have had trouble filling positions. She said that the city will be implementing a minimum wage increase of \$18/hour for permanent staff and \$15/hour for temporary staff, which she believes will help with this issue. Ms. Colburn reported that in FY23 the library has received more than \$1.7 million in new funding and that they are now close to having 100 people on staff. Of the 246 positions she mentioned earlier, around 150 were part-time. She said that they now have more full-time staff than they did before the pandemic and the accompanying budget reductions. She noted, however, that since the start of the pandemic they have opened up an additional anchor branch, and plan to open another later on. She also said that their library's foundation has secured a \$200,000 donation which they will receive at the end of the fiscal year.

Mr. Miller asked whether the new anchor branch was open yet, and Ms. Colburn replied that it opened in September 2021. Mr. Miller asked what the FY23 budget would be, considering the committee's recommendation to provide \$240,000 in state aid. Ms. Colburn responded that the FY23 total is \$12,422,609. She noted that though Slover is now a separate department, they still have a close working partnership. In fact, all of their fines and fees still come to the Norfolk Public Library, and they still provide them support with regard to their collections. Ms. Colburn believes they will know more about how Slover plans to develop and how Norfolk Public Library will provide further assistance once they present a plan to city council later in the year.

Ms. Sims commented that the stipulation in the state aid allocation is based on decreases in local expenditures, and so the issue at hand is how the budget cuts compare to other departments. She said Ms. Colburn and Mr. Bilby did an excellent job with their presentation, but reiterated the committee's main concern is how the cuts stack up against other departments. She cited, as an example, an 8.62% cut to Arts and Culture and a 4.27% cut to Transit while the Library and Parks and Recreation had their budgets cut by 26.44% and 29% respectively. That, she said, does not look very equitable, and Ms. Colburn agreed. Ms. Sims noted that she served as director for the Virginia Beach Public Library for thirty-seven years and that she always viewed this part of the state aid formula to be an insurance policy against

targeted budget cuts. She stated the committee's question is whether the Norfolk cuts fit that description, and Ms. Colburn responded that they do. She said that her locality told her that the cuts to the library were due to the fact that they are a public-facing entity and at that time patrons were not visiting the Library in person due to COVID lockdowns. They also told her that the cuts would help reduce the city's financial stress. Mr. Miller asked if they had the FY20 budget and Ms. Colburn responded that she did not have it with her but that she could send the Board a copy later.

Laura L. L. Blevins asked whether Norfolk Public Library will still be behind other city departments after they receive more funding in FY22 and FY23. Ms. Colburn replied that the FY22 and FY23 budgets actually provide substantial additional funding to the library and parks departments which will help minimize the funding gaps. She said that this is a result of the library opening back up in 2022 and hiring back some of the staff it had to furlough earlier. Norfolk's anchor branches are now open 40 hours each week and their neighborhood branches are open four days a week. In the coming fiscal year, the neighborhood branches will be open five days a week and the anchor branches six days a week.

Mr. Miller stated that the committee did not make a recommendation on Norfolk's request as they wanted to hear the presentation at the full Board meeting. Based on the state aid formula and the FY23 budget of \$12,422,000, Norfolk would be receiving \$240,000 in aid, which is a little less than 2% of their total budget. He said it appeared as though the FY22 budget served as a restoration budget in light of the cuts from FY20. Mr. Miller, speaking for himself and not on behalf of the committee, moved that the Board grant Norfolk's non-technical waiver for state aid. Mr. Brockwell seconded the motion and the Board passed it unanimously.

With all state aid waiver requests now taken care of, Ms. Scott noted it was time to move to the committee's final action item. Mr. Miller stated that the committee recommended approving the FY22 State Aid Allotments included in the Board packet. Ms. Scott, noting no need for a second, called the motion to a vote, which passed unanimously.

- **Bylaws Committee**
Committee Chair Paul Brockwell Jr. reported that while the Committee had no action items to put before the Board, they will be submitting a package of amendments for the September meeting that respond to recent legislative changes to open meeting laws, particularly in regard to electronic meetings. Mr. Brockwell said they are taking this as an opportunity to review and update all of the committee descriptions as well.
- **Library of Virginia Foundation**
Pia Trigiani, President of the Library of Virginia Foundation Board, welcomed Deputy Secretary Spota and stated she was glad she was in attendance because it is important for her to see the work that the Library does. Ms. Trigiani noted that the Foundation differs from the Library in that its board members are not appointed by the Governor, and that their goal is to support the Library, its programs and

collections, through fundraising. Ms. Scott asked to make a point of order and stated that the Foundation now has 100% support from the Library Board in terms of personal donations. Ms. Trigiani said that the Foundation Board has made a purposeful effort to attend these meetings because it is important for both boards and organizations to work hand-in-hand. She noted that Mr. Brockwell and Leonard C. Tengco also serve on the Foundation Board, and Ms. Scott is a past member.

Ms. Trigiani reported that the Foundation has raised more than \$400,000 to support the Library's 200th anniversary celebration in 2023. She said that this will be a big event and an important opportunity for the Library to showcase its important work. She thanked Dr. Treadway and her team for their help with planning, and reported that the Foundation will soon be purchasing a vehicle for the Library to use to travel around the state during 2023. She said the Foundation Board has designated a committee to work with the Library's staff on the planning and execution of programming for the anniversary year, with an extra special Literary Awards event being planned to mark the anniversary year. Ms. Trigiani stated she hopes each Board member will sponsor a table and invite important stakeholders to attend.

Ms. Trigiani noted that one of the functions of the Foundation is to engage more Virginians in the work of the Library and stated that toward that end the Foundation's Governance Committee, led by Jack Catlett, had attracted a strong group of new Foundation Board members: Wendy Auerbach of Norfolk, Charlotte Porterfield of Roanoke, Jeffrey Dreyfus of Charlottesville, Shareef Tahboub of Charlottesville, and Matt Williams of Richmond. She added that with these additions the Foundation Board now has representation from all regions of Virginia, and emphasized the importance of the Library reaching all corners of the Commonwealth.

Ms. Trigiani reported that FY22 has been one of the most successful years for the Foundation since she joined the Board. She noted that Executive Director Scott Dodson, Director of Development Elaine McFadden, and the rest of the team have done a wonderful job. She highlighted author David Baldacci's gift of \$1,000,000 in addition to a bequest and active money through grants. Ms. Trigiani said that grant funding in particular can only happen when Library and Foundation staff work together to come up with the idea, put together the application, and go after the money. The more funding the Foundation secures, the more treasures we can collect and preserve.

In addition to grant applications the Foundation has focused on outreach. Ms. Trigiani reported that Ms. Scott and Foundation Board Vice-President Julia Marsden recently hosted cultivation events in their homes, and that Dr. Treadway and Mr. Dodson have attended these events to speak about the Library and exhibit materials from the collection. These events, she said, help open peoples' eyes with regard to what the Library has in its collections and the work it does each day. Ms. Trigiani took a moment to applaud Mr. Dodson for the staff he is building. She said this effort has been very deliberate and intentional on his part, and noted the Foundation had recently hired a new staff member to focus on fundraising in Northern Virginia. She

closed by thanking the Board members for their contributions and gifts, and for their volunteerism in serving on the Board.

Mr. Dodson reported that FY22 has been a successful year for the Foundation, with revenue currently projected to be just over \$2.7 million. This includes \$1.6 million in restricted program giving and another \$730,000 in unrestricted giving. He stated that even with the ongoing pandemic the Foundation has been thrilled to see the interest and support from those who truly believe in the Library and the work it does. He thanked the Board for their support and remarked on how incredible it is to now have both boards at 100% participation in terms of giving. Some of the gifts that have come in since the last Board meeting include \$10,000 from the National Society Daughters of the American Revolution to support the 1776 records conservation project, \$25,000 from the Richard S. Reynolds Foundation for the 200th anniversary activities, and a \$25,000 sponsorship from Amazon for next year's Literary Awards. He also mentioned the Foundation had received a \$350,000 grant from the National Endowment for the Humanities (NEH) and commended Ms. McFadden for taking the lead on that effort along with Ms. Jordan and Roger Christman.

Mr. Dodson gave a brief recap of the Foundation's recent cultivation events in Northern Virginia and Norfolk and expressed thanks to the hosts for their support. He also thanked the Library Board for granting Library staff the authority to assist and to allow certain materials from the collections to be transported and exhibited at those events. He reported that the next collections cultivation event will be held at the Library on July 21 and will focus on maps.

Mr. Dodson restated Ms. Trigiani's announcement that the Foundation has hired Erin Whiteman as its Senior Advancement Officer and that she will be focusing her efforts on Northern Virginia. He said that soon Ms. Whiteman may be reaching out to Board members, particularly those who live in Northern Virginia, to meet and discuss strategies for how the Foundation can continue its work in that region.

VIII. REPORT OF THE LIBRARIAN OF VIRGINIA

Dr. Treadway reported that the Library is gearing up for its 200th anniversary next year, and that she plans to provide a schedule of events along with additional details at the next Board meeting in September. A big factor in the planning, she said, has been the addition of Angela L. Flagg, the Library's new Director of Marketing and Communications, who will be working with Dr. Treadway on strategy, branding, and messaging for the anniversary year. She emphasized the importance of the anniversary, noting it was a once-in-a-lifetime event and that the Library is one of the oldest agencies in our state government. Dr. Treadway stated that the legislation to establish the Library was passed on January 24, 1823, and on that date next year the Library will kick the year off with a major exhibit centered on amazing items in our collection and the stories behind them. The Library is grateful to the Foundation for helping hire outside professional exhibition designers and incorporate technology into the exhibit.

Dr. Treadway stated the Library is currently planning to hold a reception the evening of January 23, 2022 to open the exhibit. If the Board approves the proposed meeting dates for the coming year, then this reception will be held the same evening as the January Board meeting. Dr. Treadway is working with the Secretary of Education's office to see if they can arrange for the Governor to attend, and the legislature will be in session at that time so the Library hopes to have some legislators attend as well. She will also be speaking with legislators to have the General Assembly issue a joint resolution honoring the anniversary, and hopes to have it read aloud during session with both Board chairs being recognized from the floor.

Dr. Treadway added to what Ms. Trigiani had mentioned about the new travelling vehicle, tentatively named "LVA on the Road," which will be visiting all regions of Virginia in 2023 to host events in cooperation and partnership with public libraries across the Commonwealth. These events will showcase the Library's collections, its staff and services, and will help build connections with communities all over Virginia. The vehicle will also be going to existing events to have a presence in places where the Library has not before. Such events include heritage days, festivals, fairs, and similar activities across the Commonwealth. Dr. Treadway said she is particularly excited about this because while the Library does a lot already to connect with patrons digitally, these events will give us an opportunity to connect in-person with people who may not ever come to the Library to do research or who may live too far away to ever visit. This summer the Library will be working to plan these events, and more information on them will be forthcoming.

Dr. Treadway thanked the Board members who have served on the committee to discuss the patron of letters program. She noted the Library has the ability to grant honorary patron of letters degrees in several fields, and while it has done this once before, the Board has not been very active in that space. Dr. Treadway said the Library hopes to relaunch that effort in a major way in conjunction with the 2023 Literary Awards. The committee has been working on a policy to share with the Board at the September meeting. The plan is to have a nomination process for these degrees in place this fall.

Dr. Treadway reported that the Library has continued its work on space planning with the goal of transforming, repurposing, and realigning public spaces to better fit the needs of our patrons. The Library is especially focused on the second floor as the public spaces there are currently underutilized. Dr. Treadway said the Library is currently weighing two options: either having the Foundation assist in hiring an architect to review our ideas and tell us the best ways to implement them, or having the Department of General Services (DGS) handle that for us. The Library will be seeking numbers on the anticipated cost of this work to help decide between the two options. At some point this will become a capital outlay project but it will be funded through a combination of public and private sources. Dr. Treadway added that she wanted to close with this information since the speaker for the day's luncheon is in charge of implementing the City of Richmond's master plan for the area in downtown in which the Library resides. Understanding what will be changing outside the Library will add important context to the space planning efforts inside the Library.

IX. REPORT OF THE CHAIR

Ms. Scott remarked that serving as Library Board chair has been an honor and a privilege, and thanked the rest of the board members and Dr. Treadway for their support throughout her term.

Next, she stated that the Board needed to take action on the State Librarian's contract. She said that Dr. Treadway has been a phenomenal leader of the Library and, as a result, the Board's Executive Committee recommended that her contract be extended an additional two years past its expiration date of June 30, 2022. With Dr. Treadway in agreement Ms. Scott noted that the committee's recommendation did not need a second, but it did need a vote. The Board then voted unanimously to approve the contract extension.

Ms. Scott stated that the Board needed to approve the proposed meeting dates for 2022-2023 which were included in the packet members received before the meeting. She reminded the Board to hold the night of January 23, 2023 for the reception honoring the Library's 200th anniversary. Mr. Brockwell made a motion to approve the proposed dates, Ms. Murphy seconded the motion, and it was passed by the Board unanimously.

Lastly, Ms. Scott recognized outgoing member R. Chambliss Light Jr.'s many years of service to the Board, and asked for a vote on the following resolution:

WHEREAS R. Chambliss Light Jr. was appointed to the Library Board in 2012 by Governor Robert R. McDonnell and reappointed to a second consecutive term on the Board in 2017 by Governor Terence R. McAuliffe; and

WHEREAS he had previously served a term on the Library Board from 1998 to 2003, appointed by Governor James S. Gilmore; and

WHEREAS he served with distinction as a member and chair of the Board's Legislative and Finance Committee and as chair of the full Library Board from January 11, 2016 through June 30, 2017; and

WHEREAS as chair he led the Library Board in developing a successful legislative strategy for the 2017 General Assembly session and worked closely with Board members to advance budget amendments that funded a restoration of the Library's public service hours following a reduction in state funds; and

WHEREAS both as a Library Board member and as Board chair he has been an enthusiastic, knowledgeable, and effective supporter of the Library of Virginia and its collections;

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to R. Chambliss Light Jr. as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Mr. Brockwell made a motion to approve the resolution, Mr. Miller seconded, and the Board passed the motion unanimously. Dr. Treadway stated that the Library will have its graphic design team print an official copy of the resolution and deliver it to Mr. Light.

X. NOMINATING COMMITTEE

Ms. Sims presented the committee's slate of officers for FY 2023, as originally shared with the Board at its April 11 meeting: Paul Brockwell Jr. for Chair; Robert D. Aguirre for Vice-Chair; Blythe Ann Scott for Past Chair; and L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow for the Executive Committee. Ms. Scott thanked the committee and asked if there were any additional nominations from the floor. There being none she asked for a vote to approve the slate of officers, which passed unanimously.

Ms. Scott congratulated the new officers and passed the gavel to Mr. Brockwell, the new Library Board chair. Mr. Brockwell thanked Ms. Scott and remarked that it had been a joy to work alongside her as vice-chair and that he hopes he will do her justice.

XI. OLD OR NEW BUSINESS

There was no old or new business.

XII. ADJOURNMENT

There being no further business, Mr. Brockwell adjourned the meeting at 12:05 p.m.

Library of Virginia

STATEMENT OF FINANCIAL CONDITION As of June 30, 2022

| SOURCE | BUDGET | PAYROLL | OPERATIONS | SUBRECIPIENTS | TOTAL EXPENDITURES | AVAILABLE BALANCE | PERCENT SPENT |
|---------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|------------------|
| General Fund | \$ 32,919,515 | \$ 8,676,380 | \$ 6,007,811 | \$ 18,233,584 | \$ 32,917,775 | \$ 1,740 | 100% |
| Federal Funds | \$ 4,652,749 | \$ 1,322,236 | \$ 3,031,475 | \$ - | \$ 4,353,711 | \$ 299,038 | 94% |
| Special Funds | \$ 1,329,231 | \$ 480,196 | \$ 610,645 | \$ - | \$ 1,090,841 | \$ 238,390 | 82% |
| CCRP Funds | \$ 3,342,561 | \$ 812,264 | \$ 441,048 | \$ 1,682,782 | \$ 2,936,094 | \$ 406,467 | 88% |
| Total | \$ 42,244,056 | \$ 11,291,075 | \$ 10,090,980 | \$ 19,916,366 | \$ 41,298,421 | \$ 945,635 | 98% |

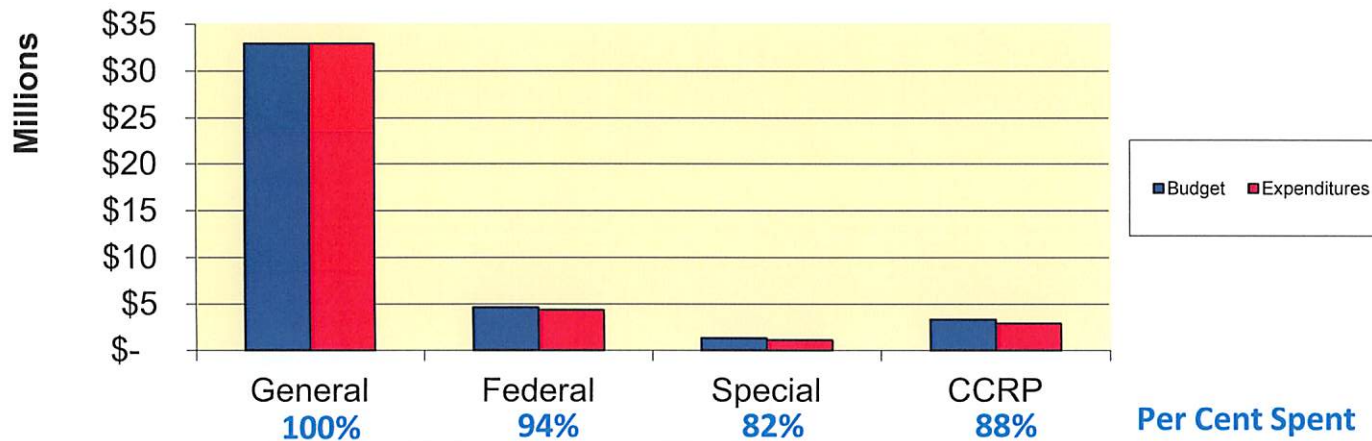
STATEMENT OF FINANCIAL CONDITION As of June 30, 2021

| SOURCE | BUDGET | PAYROLL | OPERATIONS | SUBRECIPIENTS | TOTAL EXPENDITURES | AVAILABLE BALANCE | PERCENT SPENT |
|---------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|------------------|
| General Fund | \$ 32,480,501 | \$ 7,992,630 | \$ 6,254,271 | \$ 18,233,584 | \$ 32,480,485 | \$ 16 | 100% |
| Federal Funds | \$ 4,652,749 | \$ 1,134,772 | \$ 3,166,517 | \$ - | \$ 4,301,289 | \$ 351,460 | 92% |
| Special Funds | \$ 1,329,231 | \$ 482,111 | \$ 706,694 | \$ - | \$ 1,188,806 | \$ 140,425 | 89% |
| CCRP Funds | \$ 3,342,561 | \$ 738,767 | \$ 382,136 | \$ 1,330,949 | \$ 2,451,852 | \$ 890,709 | 73% |
| Total | \$ 41,805,042 | \$ 10,348,280 | \$ 10,509,618 | \$ 19,564,533 | \$ 40,422,431 | \$ 1,382,611 | 97% |

STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 6.30.22 to 6.30.21

| SOURCE | BUDGET | PAYROLL | OPERATIONS | SUBRECIPIENTS | TOTAL EXPENDITURES | AVAILABLE BALANCE | PERCENT SPENT |
|---------------|-------------------|-------------------|---------------------|-------------------|-----------------------|----------------------|------------------|
| General Fund | \$ 439,014 | \$ 683,750 | \$ (246,460) | \$ - | \$ 437,290 | \$ 1,724 | 0% |
| Federal Funds | \$ - | \$ 187,464 | \$ (135,042) | \$ - | \$ 52,423 | \$ (52,423) | -1% |
| Special Funds | \$ - | \$ (1,916) | \$ (96,049) | \$ - | \$ (97,965) | \$ 97,965 | 7% |
| CCRP Funds | \$ - | \$ 73,496 | \$ 58,913 | \$ 351,833 | \$ 484,242 | \$ (484,242) | -14% |
| Total | \$ 439,014 | \$ 942,795 | \$ (418,638) | \$ 351,833 | \$ 875,990 | \$ (436,976) | -1% |

The Library of Virginia Budget to Expenditures Comparison as of June 30, 2022



STATEMENT OF FINANCIAL CONDITION

As of June 30, 2022

| SOURCE | BUDGET | PAYROLL | OPERATIONS | SUBRECIPIENTS | TOTAL EXPENDITURES | AVAILABLE BALANCE | PERCENT SPENT |
|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|---------------|
| General Fund | \$ 32,919,515 | \$ 8,676,380 | \$ 6,007,811 | \$ 18,233,584 | \$ 32,917,775 | \$ 1,740 | 100% |
| Federal Funds | \$ 4,652,749 | \$ 1,322,236 | \$ 3,031,475 | \$ - | \$ 4,353,711 | \$ 299,038 | 94% |
| Special Funds | \$ 1,329,231 | \$ 480,196 | \$ 610,645 | \$ - | \$ 1,090,841 | \$ 238,390 | 82% |
| CCRP Funds | \$ 3,342,561 | \$ 812,264 | \$ 441,048 | \$ 1,682,782 | \$ 2,936,094 | \$ 406,467 | 88% |
| Total | \$ 42,244,056 | \$ 11,291,076 | \$ 10,090,979 | \$ 19,916,366 | \$ 41,298,421 | \$ 945,635 | 98% |

As of June 30, 2022, the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.

Dan Hinderliter
Deputy of Finance and Administrative Services

| Period 10.1.2022 - 9.30.2023 | | <u>Salary Budget</u> | <u>Operating Budget</u> | <u>Total Budget</u> |
|---|--|--------------------------|-----------------------------|-------------------------|
| <u>Project Title</u> | <u>Task</u> | | | |
| 21st Century Work Skills | 21WS | 84,592 | 108,000 | 192,592 |
| Adult Services Consulting | ASC | 24,242 | 24,500 | 48,742 |
| Cultural Heritage Access and Engagement | CHAE | 223,774 | 30,000 | 253,774 |
| Document Bank | DBANK | 13,978 | 2,500 | 16,478 |
| E-Rate | ERATE | 2,644 | 2,000 | 4,644 |
| Electronic Records and Open Data | EROD | 132,810 | 162,000 | 294,810 |
| Find It Virginia | FIVA | 35,016 | 1,509,883 | 1,544,898 |
| Interlibrary Loans | ILL | 60,582 | 30,000 | 90,582 |
| Technology Infrastructure | ITS | 142,314 | 487,947 | 630,261 |
| Lifelong Learning | LLP | 123,873 | 500 | 124,373 |
| Leadership and Stakeholder Development | LSD | 80,720 | 99,322 | 180,042 |
| Public Library Data | PLD | 59,366 | 45,725 | 105,091 |
| Public Library Infrastruture | PLI | 29,905 | 149,500 | 179,405 |
| Youth Services Coordinator | YSC | 81,040 | 134,833 | 215,873 |
| | TOTAL Proposals Project totals | 1,094,854 | 2,786,710 | 3,881,564 |
| Administrative Costs | ADM | \$ 150,000 | \$ 35,000 | \$ 185,000 |
| | GRAND TOTAL Grand Totals` | \$ 1,244,854 | \$ 2,821,710 | \$ 4,066,564 |
| Available Grant Funding | | | | \$ 0 |
| Total Award | | | | \$ 4,066,564 |

LIBRARY OF VIRGINIA RESOLUTION

POLICY ON ALL-VIRTUAL LIBRARY BOARD MEETINGS

(Adopted September 19, 2022)

WHEREAS it is the policy of the Library Board that the Board may on occasion elect to hold an all-virtual meeting as permitted by Virginia Code § 2.2-3708.3.

THEREFORE, BE IT RESOLVED that when the Board approves its yearly schedule of meetings, it will indicate on the schedule which, if any, future meetings are planned to be all virtual. At any point during the year after the schedule has been set, the Library Board chair may request that a meeting be changed from in-person to virtual, as long as public notice of this change is made at least three working days in advance of the meeting. Unless the commonwealth is under a declared state of emergency, the Board may hold no more than two all-virtual meetings in a calendar year and those may not be consecutive.

BE IT ALSO RESOLVED that the Library Board will comply with all Code requirements for all-virtual meetings of a public body. Every all-virtual meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. The packet of meeting materials will be posted on the Library's website in advance of each meeting. The Library's website will also provide information about submitting written public comments in advance of an all-virtual meeting. Any comments received will be shared with all Library Board members in advance of the meeting and posted online with the meeting materials. Minutes of all-virtual meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held.

BE IT ALSO RESOLVED that this policy shall apply to any committee, subcommittee, or working group established by the Library Board. Committees may hold all-virtual meetings with the consent of the Library Board chair as long as the meetings comply with all Code requirements. Public notice of an all-virtual committee meeting will be posted at least three working days in advance of the meeting. Every all-virtual committee meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. Committee meeting materials will be posted on the Library's website in advance of each meeting. The Library's website will also provide information about submitting written public comments in advance of an all-virtual committee meeting. Any comments received will be shared with all committee members in advance of the meeting and posted online. Minutes of all-virtual committee meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held. A committee may hold no more than two virtual meetings in a calendar year and those may not be consecutive.

/S/ Sandra G. Treadway
Secretary to the Library Board

September 19, 2022

By-Laws of the Library Board

THE LIBRARY OF VIRGINIA Revised ~~June-September 19, 2022~~
~~2021~~

BY-LAWS OF THE LIBRARY BOARD

ARTICLE I

The **Library Board** hereafter referred to as the "Board" is constituted by Title 42.1 of the *Code of Virginia (1950)*, as amended, and governed specifically by that Title, and generally by the laws of Virginia.

ARTICLE II

The Board shall appoint the Librarian of Virginia to serve at its pleasure. ~~The Librarian of Virginia shall perform the duties provided for by Article 2 of Chapter 1 of Title 42.1 of the *Code of Virginia*, and otherwise as requested by the Board.~~ ~~The Board may enter into an employment agreement with the Librarian of Virginia.~~ ~~The Board shall annually evaluate the performance of the Librarian of Virginia in accordance with policies and procedures established by the Board, and may authorize a discretionary bonus to be paid to the Librarian of Virginia based on such performance appraisal.~~

ARTICLE III **OFFICERS**

1. The Board shall elect annually from its own number the following officers:
 - a. Chair
 - b. Vice Chair
2. The Chair shall:
 - a. perform those duties incumbent upon him/her under the provisions of the Acts of the General Assembly relating to the Board and The Library of Virginia (the "Library") and under these ~~By-Laws~~;
 - b. preside at all meetings of the Board and **Executive Committee**, call attention to such matters as require official action, and be an ex-officio member of all Board Committees and be an ex-officio member of The Library of Virginia Foundation Board;

Part 3 – By-Laws of the Library Board

- c. cause the accounts of the Library to be audited by a certified public accountant or by the State Auditor of Public Accounts annually or more often at his or her discretion;
 - d. with the consent of the Board appoint all **Standing** and **Special Committees** and designate the Chair of each, with the exception of the **Executive Committee**; and
 - e. serve as the Board's representative to convey the views and policies of the Board to the Librarian of Virginia and to help bring to the Board the views and agenda of the Librarian of Virginia as to the needs of the Library, the opportunities for improved service to the Commonwealth, and other matters of interest to the Board; further, to see that the meetings and agendas of the Board and its Committees are responsive to the mission of the Board and to the needs of the Library as perceived by the Librarian of Virginia.
3. In the absence or inability of the Chair to act, the Vice Chair shall preside at the meetings of the Board and **Executive Committee** and discharge the other duties and functions of the Chair. -The office of Vice Chair shall be an auxiliary office for the purpose of permitting the Chair to delegate to the Vice Chair specific responsibility to relieve the Chair of various duties and functions with which, in the Chair's discretion, it is appropriate for the Vice Chair to assist.
4. The Librarian of Virginia shall be Secretary of the Board and shall perform all official duties belonging to that position. -The Secretary shall keep, or cause to be kept, in a separate book, neat and accurate records of the proceedings of all matters of the Board and of all of its Committees. -The Secretary shall give due notice of all meetings.
5. The funds and securities of the Library shall be kept in the custody of such officer of the Commonwealth of Virginia as may be required by the regulations of the Commonwealth, provided that they are consistent with the laws of Virginia. -Special funds created or donated for special purposes may be kept and administered as may be determined by the Board or **Executive Committee** consistent with the purpose and conditions which attach to them.

ARTICLE IV **COMMITTEES**

(See Addendum A for Duties)

1. With the advice and consent of the Board, the Chair shall appoint annually the following **Standing Committees**, which shall be advisory to the Board, and designate the Chair of each:
 - a. **Archival, Collections, and Records Management Services Committee**
 - b. **By-Laws Committee**
 - c. **Communications, Education, Outreach, and Research Services Committee**
 - d. **Legislative and Finance Committee**
 - e. **Public Library Development Committee**

Part 3 – By-Laws of the Library Board

2. The **Executive Committee** of the Board shall appoint a **Nominating Committee** annually with the approval of the Board and designate its Chair.
3. The Chair of each Committee shall be a Board member. ~~—~~All members of the **Executive Committee, Legislative and Finance Committee** and the **Nominating Committee** shall be Board members. ~~—~~But in the case of all other Committees, membership may include non-Board members. ~~—~~No Committee shall consist of fewer than four persons.
4. The **Executive Committee** shall consist of no fewer than five members, including the Board Chair (who shall be Chair of the Committee), the Vice Chair and such other Board members as the **Nominating Committee** may recommend and the Board elect. ~~—~~The immediate past Chair shall be a member of the **Executive Committee**, provided that person is still on the Board.
5. Between meetings of the Board, the **Executive Committee** may exercise all the powers vested in and perform all the duties imposed upon the Board. ~~—~~Nevertheless, the **Executive Committee** shall not act in contravention to any express directive given it by the Board. ~~—~~At or before each meeting of the Board, the Board members shall be furnished regular reports of the actions of the **Executive Committee** since the previous meeting of the Board so that they may remain informed as to the affairs of the Library.

ARTICLE V MEETINGS, ELECTIONS, AND QUORUMS

1. There shall be no fewer than four, nor more than twelve, regular meetings of the Board held each operating year, with the number, date, place and time to be fixed by the Board.
2. The Board shall hold its annual meeting in June. ~~The~~ **Executive Committee** shall meet at the direction of the Chair or of three members of the Committee.
3. Special meetings of the Board may be called at any time by or at the direction of the Chair or upon the written request of five members of the Board.
4. The election of Board officers and Board members to subsidiary or ancillary bodies shall take place at the annual meeting with terms of office commencing at the conclusion of the meeting. Officers and Board members to subsidiary or ancillary bodies elected at special elections shall serve until the next annual election or until their respective successors are elected and take office.

Part 3 – By-Laws of the Library Board

5. ARTICLE III, Section 3.2.(i) of the *By-Laws of The Library of Virginia Foundation* provides that the two Library of Virginia Board Directors of the Foundation Board shall be members of The Library of Virginia Board who have been nominated by The Library of Virginia Board and elected by the Board of Directors of The Library of Virginia Foundation. -Nominations

to fill any vacancies among The Library of Virginia Board Directors to The Library of Virginia Foundation Board shall be made as they occur by majority vote of The Library of Virginia Board.

6. A majority of the members of the Board shall constitute a quorum of all Board meetings. -A majority of the members of any Committee shall constitute a quorum thereof.
7. The conduct of Board meetings shall conform to the applicable requirements of the Virginia Freedom of Information Act and be governed by the most recent edition of *Robert's Rules of Order*.

ARTICLE VI POLICIES

1. The Board may, from time to time, designate certain policies of the Board as official policies, with any policies so designated by the Board to be set forth on Addendum B attached hereto.
2. Before any policy may be designated, amended, or revoked as an official policy of the Board,
- a. the intent to so designate, amend, or revoke such policy must be announced at or before the Board meeting which last occurs prior to the Board meeting at which such action is proposed to be taken;
 - b. notice of any designation, amendment or revocation must be mailed to the Board at least ten (10) days prior to the Board meeting at which the action is proposed to be taken; and
 - c. the quorum requirement necessary to amend these By-Laws shall be necessary for the adoption of any designation, amendment or revocation of such policies.
3. If any Board policy has been embodied in a regulation, then the procedures set forth in the Administrative Process Act and the Virginia Register Act shall exclusively apply, and this Article VI shall be inapplicable to any such policy.

ARTICLE VII
AMENDMENTS

These By-Laws may be amended by a vote of at least two-thirds of the members of the Board then in office provided the proposed amendment or the substance thereof shall be mailed with the notice to all members of the Board at least ten (10) days prior to the meeting at which the action is taken.

C. Paul Brockwell Jr., Chair
The Library of Virginia Board

Sandra Gioia Treadway, Secretary
The Library of Virginia Board

Adopted by the Library Board on ~~April 8, 2014~~September 19, 2022, at a meeting at the Library of Virginia in Richmond, Virginia.

THE LIBRARY OF VIRGINIA
BY-LAWS OF THE LIBRARY BOARD

~~June-September 19, 2022~~18, 2008

ADDENDUM A
THE LIBRARY BOARD COMMITTEES AND DUTIES

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

The **Archival, Collections, and Records Management Services Committee** shall:

- (a) work with the Executive Management Team to assess the needs of the Library of Virginia's collection development, conservation-preservation, online collection, collection processing, description, and maintenance programs;
- (b) review the Collection Development Policy and other policies regularly to determine what revisions, if any, are needed to meet the mission of the Library of Virginia;
- (c) assist in determining adequate levels of support funding and report same to the Board for budgetary consideration and financial pursuit;
- (d) advance public understanding of the role and importance of the archival, printed, and special collections;
- (e) monitor needs for conservation and preservation of archival materials, printed materials, artwork, newspapers, and other collections owned by or entrusted to the care of the Library of Virginia;
- (f) review, evaluate, and report to the Board at regular intervals the status of those Library programs funded wholly or partially by Special Funds, such as, the Circuit Court Records Project, and the Virginia Newspaper Project;
- (g) periodically, review compliance issues related to the Virginia Public Records Act and make recommendations for improvements in records management policies and procedures;
- (h) monitor changes in technology that may have an impact on the management of public records and agency collections; and
- (i) monitor conditions under which archival materials and records are housed.

Part 3 – By-Laws of the Library Board

BY-LAWS COMMITTEE

The By-Laws Committee shall

- (a) review and recommend changes to the By-Laws of the Library of Virginia Board.

COMMUNICATIONS, EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE

The Communications, Education, Outreach, and Research Services Committee shall

- (a) work with the Executive Management Team to assess the needs of the Library of Virginia's public services activities, including reference, research, interlibrary loan, and circulation, and advise on major policy changes in these areas;
- (b) work with the Executive Management Team to assist in the development and implementation of policies to reach target audiences for the dissemination of Library publications and to promote awareness of content and to promote exhibits, special events, and programs;
- (c) review and advise on educational outreach initiatives and assist in developing strategies to improve their effectiveness and reach across the state;
- (d) assist in planning to improve the Library's customer service and review satisfaction with service delivery on an ongoing basis;
- (e) assist in determining adequate levels of support funding for the Library's publishing, education, outreach, and public service activities and report same to the Board for ~~budgetary consideration and financial pursuit~~; and
- (f) monitor changes in technology which may have an impact on service delivery and outreach.

EXECUTIVE COMMITTEE

The Executive Committee shall

- (a) meet as directed by the Board or to address an emergency situation, and
- (b) evaluate the operations at the Library of Virginia;

Part 3 – By-Laws of the Library Board

- (c) annually evaluate the performance of the Librarian of Virginia.

LEGISLATIVE AND FINANCE COMMITTEE

The **Legislative and Finance Committee** shall

- (a) work with the Librarian of Virginia and designated library staff to
 - (i) formulate the thrust of legislation and funding affecting libraries in the Commonwealth, and
 - (ii) determine fiscal needs for the Library of Virginia programming and service patterns;
- (b) meet with members of the Executive and Legislative branches of state government, when needed, to articulate the need for legislation and appropriations to implement services at the Library of Virginia and library services throughout the Commonwealth, and
- (c) monitor changes in technology which may have an impact on its duties.

LIBRARY OF VIRGINIA FOUNDATION COMMITTEE

The two-person **Library of Virginia Foundation Committee** will be made up of those members nominated by the Library Board to serve on the Library of Virginia Foundation Board.

The committee will fulfill a liaison function between the two boards and will identify for the Foundation those needs of the Library requiring Foundation support. ~~—~~The members of this committee shall serve staggered three-year terms.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The **Public Library Development Committee** shall

- (a) work with the Director of the Library Development and Networking Division to identify service patterns and public library trends;
- ~~(b) — monitor federal and state funding;~~
- ~~(e)~~ establish and maintain suitable criteria for state aid; evaluate and recommend action to the Board on grant of waivers to state aid requirements when appropriate-evaluating proposals

Part 3 – By-Laws of the Library Board

- ~~submitted for federal funds and criteria for state funding;~~
- ~~(de)~~ support legislation for state aid to public libraries and identify same to the **Legislative and Finance Committee**;
- ~~(e)~~ focus attention on geographic areas of the Commonwealth where public library services should be provided or improved;
- ~~(fcd)~~ work with local officials and citizen's groups in an effort to establish new libraries in communities across the Commonwealth, and advise said communities on fund raising and library funding;
- ~~(g)~~ support needs for all new technology, including *Infopowering the Commonwealth* and *Find It Virginia*;
- ~~(h)~~ regularly review, evaluate, and report to the Board the status of the systems for interlibrary cooperation and networking in the Commonwealth;
- ~~(dei)~~ recommend to the Board those measures which are designed to promote cooperation with networking;
- ~~(ej)~~ recommend to the Library Board actions necessary to meet the requirements of Title 42.1 of the *Code of Virginia* for Networking; and
- ~~(fk)~~ monitor changes in technology which may have an impact on its duties.

~~LIBRARY REPRESENTATIVES OF AFFILIATED ORGANIZATIONS~~

~~Virginia Library Association~~

~~Friends of the Virginia State Archives Liaison~~

THE LIBRARY OF VIRGINIA

ADDENDUM B

THE LIBRARY BOARD OFFICIAL POLICIES

LIBRARY OF VIRGINIA RESOLUTION
REGARDING PUBLIC ACCESS TO THE INTERNET:
NOTICE TO PATRONS REGARDING OBSCENITY AND CHILD PORNOGRAPHY

WHEREAS the possession and distribution of obscene materials (see *Code of Virginia*, Section 18.2-374 *et seq.*) and child pornography (see *Code of Virginia*, Section 18.2-374 *et seq.*) are both illegal in the Commonwealth of Virginia;

AND WHEREAS such illegal materials may be available on the Internet and may be accessed by patrons at public library terminals;

AND WHEREAS the *Code of Virginia*, Section 42.1-1(4) authorizes the Library of Virginia to furnish to Virginia's public libraries "assistance, advice and counsel as to the best means of establishing and administering such libraries and collections";

AND WHEREAS proper library administration requires that electronic access by library patrons to obscene materials and/or child pornography be in no way facilitated;

THEREFORE, BE IT RESOLVED that it is the policy of the Library of Virginia that local and regional libraries shall make available to patrons adequate notice through written policies or postings which remind patrons that no library terminal shall be used to access such illegal materials.

/S/ Nolan T. Yelich
Secretary to the Library Board

September 16, 1998

* * * * *

**LIBRARY OF VIRGINIA RESOLUTION
REGARDING ACCESS TO THE INTERNET IN PUBLIC LIBRARIES IN VIRGINIA;
PREVENTION OF HARM TO MINORS**

WHEREAS there is an increasing concern in the public library community that minors may be harmed by materials available through the Internet;

AND WHEREAS the public policy of The Commonwealth as stated in Section 18.2-390, *et seq.* of the *Code of Virginia* is to insulate minors from materials that may be harmful to them;

AND WHEREAS it is the policy of the Library of Virginia to preserve for all patrons the right to read, while at the same time advancing the family's right in each library community to determine, for itself, what information may be age-appropriate for minors;

AND WHEREAS most public libraries do currently or in the near future plan to furnish Internet access to adults and to minors alike;

AND WHEREAS the *Code of Virginia*, Section 42.1-1(4) authorizes the Library of Virginia to furnish to Virginia's public libraries "assistance, advice and counsel as to the best means of establishing and administering such libraries and collections";

AND WHEREAS the issue of electronic access to the Internet by minors strongly implicates issues of collection development and proper library administration;

AND WHEREAS the Library of Virginia Board is mindful that minors' access to electronic information is a controversial topic which implicates sensitive and important constitutional issues involving freedom of speech and fundamental parental prerogatives;

AND WHEREAS unfettered access by minors to the Internet may subject them to materials which are harmful to minors (juveniles) within the meaning of Section 18.2-390 *et seq.* of the *Code of Virginia*, and that preventing such exposure in public libraries serves a compelling state interest;

THEREFORE, BE IT RESOLVED that it is the policy of the Library of Virginia that each local and regional library board shall adopt acceptable use policies for Internet access which minimize harm to minors by providing either for (a) parental consent before minors are furnished unfettered access to the Internet or (b) other measures which the local or regional library board determines are appropriate to minimize harm to minors.

/S/ Nolan T. Yelich

Secretary to the Library Board

September 16, 1998

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LIBRARY OF VIRGINIA RESOLUTION
POLICY ON ELECTRONIC PARTICIPATION IN LIBRARY BOARD MEETINGS

(Updated June 28, 2021)

WHEREAS it is the policy of the Library Board that individual Library Board members may participate in meetings of the Library Board by electronic means as permitted by Virginia Code § 2.2-3708.2.

AND WHEREAS this policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

THEREFORE, BE IT RESOLVED whenever an individual member wishes to participate from a remote location pursuant to this policy, the law requires a quorum of the Library Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. A member who is unable to attend the meeting due to a temporary or permanent disability or other medical condition; due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or another personal matter may participate in the meeting electronically by notifying the chair of the Library Board and the Office of the Librarian of Virginia on or before the day of the meeting.

BE IT ALSO RESOLVED that the Library Board must take action to approve or disapprove each such request for participation through electronic means to ensure compliance with this policy. The disapproval of any request must be recorded in the meeting minutes with specificity.

BE IT ALSO RESOLVED that for any approved requests the reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. If the reason for the electronic participation is due to a personal matter (not a temporary or permanent disability or other medical condition) the nature of the personal matter must be identified with specificity.

BE IT ALSO RESOLVED that such participation by a member due to a personal matter shall be limited to two meetings each calendar year.

/S/ Sandra G. Treadway
Secretary to the Library Board

July 1, 2021

* * * * *

Library of Virginia Patron of Letters Degree

Proposed September 2022

Relevant Authority

§ 42.1 of the Code of Virginia declares the Library of Virginia to be an educational institution and an institution of learning. § 42.1-3.1 grants authority to the Library Board to confer the honorary degree of patron of letters on any person who has, in the Board's opinion, "made an outstanding contribution in the realm of history, or library or archival science."

Criteria

The Library of Virginia's Honorary Patron of Letters degree recognizes living individuals who have made significant contributions to the fields of history, library science (which the Board construes broadly to include the literary arts), or archival science. Individuals receiving the degree may have distinguished themselves through innovation and leadership, scholarship, creative activity, public service, institutional advancement, or philanthropy. Ideally, degree recipients will have made their mark in areas that align with the Library of Virginia's values, mission, and strategic priorities.

Nomination Process

Anyone may nominate an individual for consideration as a Patron of Letters recipient. Nominations are accepted on an ongoing basis by completing and submitting a nomination form on the Library of Virginia's website. Nominators should include biographical information and other supporting materials.

Confidentiality

All nomination information will be kept strictly confidential. No discussion concerning nominees under consideration should take place beyond those directly involved in the evaluation and selection process.

Process of Selection

Each fall, the Library Board chair shall appoint a committee consisting of two Library Board members and senior Library leadership to review nominations and make recommendations to the Executive Committee of the Board. The Executive Committee will review the committee's recommendations and refer the name or names of individuals to receive the Patron of Letters degree to the full Board for approval at the June Library Board meeting. Notification of recipients of the honorary Patron of Letters degree will be made by the Library Board chair or her/her designee prior to public announcement. Except under unusual circumstances, no honorary degrees are to be awarded in absentia.

Award Presentation

The Patron of Letters degree will be presented at a major public event held at the Library of Virginia, either during the Annual Literary Awards gala or a similar occasion at the discretion of the Library Board.

Exclusions

Current members of the Library Board, the Library of Virginia Foundation Board, the Library of Virginia staff, and those who currently hold elected or appointed political office in Virginia are not eligible to receive an honorary Patron of Letters degree.

Revocability

The Library Board reserves the right to revoke the Patron of Letters degree if facts are discovered that negate the accomplishments cited as basis for awarding degree or if the Board becomes aware of documented evidence of criminal or unethical behavior on the part of the degree recipient that could harm the Library and its reputation.

DRAFT

THE LIBRARY BOARD

Standing Committees/Special Committees/Representatives
2022-2023

Executive Committee

C. Paul Brockwell Jr., *Chair*
Robert Aguirre, *Vice Chair*
Blythe Ann Scott, *Past Chair*

L. Preston Bryant, Jr.
Robert L. Canida II
Suzette Denslow

STANDING COMMITTEES

Archival, Collections and Records Management Services Committee

1. Robert L. Canida II, *Chair*
2. Peter E. Broadbent Jr., *Vice Chair*
3. Robert Aguirre
4. C. Paul Brockwell Jr.
5. Carol G. Finerty
6. Barbara Vines Little
7. Blythe Ann Scott
8. Leonard C. Tengco

John Metz, Kathy Jordan – *Staff Liaisons*

Public Library Development Committee

1. Marcy Sims, *Chair*
2. Lana Real, *Vice Chair*
3. Laura L.L. Blevins
4. L. Preston Bryant Jr.
5. Maya Castillo
6. Suzette Denslow
7. Shelley Viola Murphy

Nan Carmack – *Staff Liaison*

Education, Outreach, and Research Services Committee

1. Robert Aguirre, *Chair*
2. Robert L. Canida II, *Vice Chair*
3. Peter E. Broadbent Jr.
4. Carol G. Finerty
5. Barbara Vines Little
6. Shelley Viola Murphy
7. Lana Real
8. Marcy Sims

Gregg Kimball, Angela Flagg – *Staff Liaisons*

Legislative and Finance Committee

1. L. Preston Bryant Jr., *Chair*
2. Suzette Denslow, *Vice Chair*
3. Laura L.L. Blevins
4. C. Paul Brockwell Jr.
5. Maya Castillo
6. Blythe Ann Scott
7. Leonard C. Tengco

Daniel Hinderliter -- *Staff Liaison*

Library of Virginia Foundation Committee

1. C. Paul Brockwell Jr.
2. Suzette Denslow

By-Laws Committee

1. C. Paul Brockwell Jr., *Chair*
2. L. Preston Bryant Jr.
3. Leonard C. Tengco

Nominating Committee

1. Marcy Sims, *Chair*
2. Laura L.L. Blevins
3. L. Preston Bryant Jr.

4. Robert L. Canida II
5. Blythe Ann Scott

LIBRARY OF VIRGINIA | June–August 2022 Social Media Metrics

Facebook

The Library's Facebook page continues to show growth and engagement:

- 13,042 followers = 396 new followers since last report
- 8,344 page visits total is up 17.3% since last report
- 59.2K organic reach is down a bit (16%) from last report
- 8.6K organic engagement is down a bit (8.8%) from last report

Instagram

The Library's Instagram page continues to show growth and engagement:

- 4,354 followers = 176 new followers since last report
- 12,443 page reach total is up 78.4% since last report
- 12.4K organic reach is up 102.4% from last report
- 3.1K organic engagement is down slightly (2.9%) from last report

Twitter

The Library's Twitter page continues to show growth and engagement:

- 7,449 followers = 109 new followers since last report
- 72.8K impressions total = 14.5K higher than last report
- 820 likes = an average of 9 per day, the same as last report
- 2.4% engagement rate is down slightly from last report (2.5%)

LIBRARY OF VIRGINIA

Press Coverage | Mid-June through August 2022

The Library was featured in 55 news stories and mentioned in 38 news stories, including:

- 23 on the Lee Monument protest materials collection that came to the Library as part of a legal settlement
- 11 on the announcement of Can Can Café opening in the Library's lobby on Sept 19
- 7 on the announcements of People's Choice Award finalists and Literary Awards finalists
- 4 on the Strong Men & Women in Virginia History honorees and Student Creative Contest winners
- 4 on poet Rita Dove's Weinstein Author Series appearance
- 3 on author Beth Macy's Weinstein Author Series appearance
- 2 on the Library being featured on the Billy Porter episode of TV's *Who Do You Think You Are?*
- 1 on our Lantz Mills Deaf Village traveling exhibition at Shenandoah County Public Library

Below are some examples and highlights:

VPM News | Jul. 25, 2022

"Documents, video related to use of tear gas on peaceful protesters released by Richmond police"

<https://vpm.org/news/articles/34322/documents-video-related-to-use-of-tear-gas-on-peaceful-protesters-released-by>

Richmond Times-Dispatch | Aug. 24, 2022

"Can Can Café headed to the Library of Virginia"

https://richmond.com/entertainment/dining/can-can-caf-headed-to-the-library-of-virginia/article_51409669-9e2a-5620-8cc0-11a459905484.html

Brunswick Times-Gazette | Jun. 28, 2022

"Dominion Energy and the Library of Virginia honor six leaders as 'Strong Men & Strong Women in Virginia History'"

https://www.brunswicktimes-gazette.com/article_326a0a6a-f614-11ec-9dc0-3761a6dbdfa3.html

WWBT NBC12 (Richmond) | Jul. 7, 2022

"Library of Virginia helps Billy Porter discover family history"

<https://www.nbc12.com/2022/07/07/library-virginia-helps-billy-porter-discover-family-history/>

Richmond Free Press | Jul. 7, 2022

"Rita Dove to speak at Library of Virginia"

<https://richmondfreepress.com/news/2022/jul/07/rita-dove-speak-library-virginia/>

WWBT NBC12 (Richmond) | Aug. 22, 2022

"Traveling exhibit from Library of Virginia features Virginia's deaf, shared signing community"

<https://www.nbc12.com/2022/08/23/traveling-exhibit-library-virginia-features-virginias-deaf-shared-signing-community/>

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS Mark Miller was appointed by Governor Terence R. McAuliffe in July 2017 to a five-year term on the Library Board; and

WHEREAS he served faithfully as a member of the Board during this period and provided the Board and Library staff with sound advice based on his experience serving on several local government boards in Loudoun County; and

WHEREAS during his tenure on the Library Board, he was an active member of the Education, Outreach, and Research Services Committee, the Legislative and Finance Committee, and the Public Library Development Committee, serving as that committee's chair from July 1, 2020 to June 30, 2022; and

WHEREAS he served with distinction for six years as chair of the Loudoun County Public Library Board, during which time he oversaw the opening of two new state-of-the-art libraries in the county system; and

WHEREAS he has been a strong advocate for public libraries across Virginia and has been recognized for his advocacy with the Virginia Library Association Trustee Award in 2016 and the American Library Association Trustee Citation in 2017; now therefore

BE IT RESOLVED by the Library Board on this 19th day of September 2022 that the Board recognize Mark Miller for his leadership and service; 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 Miller as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS Blythe Ann Scott was appointed to a five-year term on the Library Board in 2018 by Governor Ralph S. Northam; and

WHEREAS since that time she has been an active and enthusiastic member of the Board and has provided her Board colleagues and Library staff with excellent advice based on her experience within city government in Norfolk and her service on the boards of numerous other educational and cultural organizations in the Tidewater area; and

WHEREAS during her tenure she has served on the Library Board's Archival, Collections, and Records Management Services and the Legislative and Finance Committees and for the past two years on the Board's Executive Committee; and

WHEREAS she was elected vice chair of the Library Board by her peers in June 2020 and chair of the Board in June 2022, serving as chair from July 1, 2021 through June 30, 2022; and

WHEREAS as chair she provided guidance and leadership on a variety of important issues, reinvigorated the Library's space planning efforts, oversaw a smooth transition back from virtual to in-person meetings, and hosted a successful cultivation event for the Library of Virginia Foundation in her home; now therefore

BE IT RESOLVED by the Library Board on this 19th day of September 2022 that the Library Board recognize and thank Blythe Ann Scott for her steady and thoughtful leadership of the Library Board and for her continued 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 Blythe Ann Scott as a token of the Board's gratitude for her service to the Library and to the Commonwealth of Virginia.

Executive Summary

Library of Virginia Activities and Accomplishments

June – September 2022

The Library of Virginia continues to implement its strategic plan with initiatives that focus on collecting the new Virginia, dynamic digitization, civic leadership, the Library as a place, and the Library beyond place. Below are highlights of our activities during the past quarter.

Collections Access and Management Services

We do not often report on the work of the Records Storage section at the State Records Center but this unit plays a vitally important role helping state agencies manage their non-permanent records. The Records Storage unit offers agencies a low cost option to store records securely during their designated retention period and provides confidential destruction of records that have reached the end of their life cycle, earning revenue that helps support the Records Center through these services. Records Storage Services is in the early stages of planning a large reduction of inventory with the Department of Social Services (DSS) in the next several months. The new DSS Properties and Facilities Manager discovered they have nearly 6,000 boxes of materials that should have been destroyed many years ago - some dating back to 1994. Due to the volume involved, this project will last a few months and bring in approximately \$14,000 in removal and destruction fees.

Collection Management Services was also able to fill two important vacancies in the past quarter. We hired Kimberly Wolfe as our first Visual Studies Metadata Specialist. She is working with Dale Neighbors and Jessica Burgess to develop processes and techniques for describing our digital photography collection for access through the online catalog. We were also able to fill the Registrar position that has been vacant since Meghan Townes left to pursue her Ph.D. at Boston University in August of 2020. Alicia Starliper joined the Visual Studies team at the beginning of September. She brings a wealth of knowledge and experience in working with several prominent institutions, most recently the Valentine. She joins us at a time when the responsibilities in managing the artwork on display in Capitol Square are increasing significantly.

We are very happy to announce that the Library of Virginia and the Virginia Newspaper Project have received a grant award to allow the Library's continued participation in the National Digital Newspaper Program (NDNP) funded by the National Endowment for the Humanities. The grant period runs from August 2022 to August 2024, and it represents an unprecedented seventh award to Virginia as part of the NDNP. More good news: West Virginia University (WVU) was granted a fifth consecutive award (also unprecedented). The Library serves as the technical processing center for the WVU project. The WVU project also runs from 2022 to 2024. Our work with WVU has turned out to be a successful and rewarding partnership.

Government Records Services

State Records archivists continue working on the backlog of paper records from the McDonnell (nearly complete) and McAuliffe (just started) administrations. In addition, Alan Arellano has been working hard to develop workflows to assist in the processing of non-email electronic records for the past 5 administrations. We have always focused on the email records, which are much more robust in content. Alan has taken on this challenge with great gusto, and we are looking forward to making these records publicly available. Because the processing of this content will be less rigorous than the emails, we will make the materials available on site to researchers rather than making them available online. It is a big step in the right direction, as this is an extremely messy and voluminous portion of the electronic records received.

Chad Owen, Roger Christman, and Kathy Jordan met with the First Lady's Chief of Staff, Colleen Messick; Susan Gerber, Director of Constituent Services; Denise Burch, Executive Assistant to the Counsel; and several members of the First Lady's staff to discuss record keeping. All involved were very grateful for the advice and guidance given and are very eager to ensure the First Lady's legacy in the history of the commonwealth through sound and effective record-keeping practices. Chad and Roger will be hosting a more in-depth training for Constituent Services later in September, and we are hoping to work with Denise to facilitate broader training for the Governor's cabinet and other offices in the near future.

The Circuit Court Records Preservation (CCRP) program consulting staff continued visits to localities in anticipation of the next CCRP grant cycle, which began in early September. Clerks can submit grant applications this fall for item conservation and digitization, as well as infrastructure upgrades such as shelving or HVAC systems. Grant applications are due November 15, and we hope to award approximately \$4 million in grants in early December. We continue to receive high praise for Eddie Woodward and Tracy Harter for their consultation work with the clerks; they have helped us build close relationships with this very important community and have helped us grow the impact of the grants program across the commonwealth.

We are very excited that the General Assembly passed a budget that included the state funds to pay for the Virginia Untold project manager position. Lydia Neuroth will remain on federal grant funds (NHPRC) through May 2023, at which point she will transition to permanent funding, allowing the Library to grow this program even more. We have had much interest in the project in recent months; Greg Crawford, Local Records Program Manager, presented at the annual clerks' convention on Saturday, August 27th, and shared information about the Virginia Untold project to scan and index Free Black registers stored at LVA and in the localities. Afterwards, several clerks who have Free registers in their offices approached him about collaborating with the Library. He and Lydia are planning several visits to these offices to finalize plans.

While at the convention, Greg learned that the Richmond City Circuit Court Clerk, Ed Jewett, is the new president of the Virginia Court Clerks Association, and their convention will be held in Richmond next summer. We are hoping to host the clerks for tours of the Library at that time.

Library Development and Networking

The LDND team continues to manage the ARPA sub-grants across the Commonwealth and engage in our “usual” duties.

Sue La Paro attended the Summer Literacy Institute at Longwood University to further her professional development. She and Henrico Co collaborator, Rick Samuelson, completed the last of the Re-Imaging School Readiness training for 45 of Virginia’s librarians serving the children’s population. She also represented Virginia at the Collaborative Summer Reading Program annual meeting where work was done on Rules of Use and choosing themes for future years. Sue begins work with Ed and Outreach to identify learning opportunities to youth during the 2023 LVA On the Road program as well as within the institution. Sue will have a busy schedule of presenting at conferences this fall, with proposals accepted at VLA, VAASL and Head Start state conferences.

Reagen Thalacker has similarly been busy providing professional development opportunities for Directors, Trustees, Friends and Foundations, hosting 3 live webinars in partnership with the Center for Non Profit Excellence and United for Libraries. Reagen completed the first round of collection development for library staff to be held at LVA for interlibrary loan for borrowing by Virginia library staff, in collaboration with LVA’s Collection Development Team. Reagen serves as the public library liaison to the *UnCommonwealth* blog for LVA and facilitated three public library spotlights in this role. Internally, Reagen hosted the LVA Forum for staff, organizing and implementing these topics. To further underscore her commitment to collaboration, Reagen took on the role of contract monitor for an additional ARPA region group to assist a colleague whose work hours became limited after an injury.

Cindy Church hired a consultant to support promotion and organization of our Niche Academy, resulting in a 55 percent increase in usage in just three months. Further, she continues to connect library staff with high quality professional development, including a special series this September focusing on employee resilience and skills during these difficult times. Cindy continues to serve Virginia and its libraries as eRate liaison, serving on the ALA task force and ensuring compliance for PIA reviews. She remains a critical link between libraries, the state and the federal grant program in this respect. A training on eRate will be held specifically for Virginia this month.

Barry Trott has provided significant trainings this summer, featuring our Find It Virginia products as well as Library of Virginia assets, all with the theme of “Get the Most Out of...” In addition to this focus for public libraries, Barry presented to LVA staff on FIVA resources and digital accessibility. Barry has created partnerships with Blue Star Families to better serve Virginia’s military and with the Southeast Rural Community Assistance Program (SERCAP) in deploying our Entrepreneurial Learning Initiative as a requirement in their grants to small businesses program. Other collaborations in the works include those with the Virginia Department of Medical Services (DMAS) and Virginia Humanities. Internally, Barry is working on setting up subscriber lists and internal templates so that LDND information may be more professionally presented to its audiences. Barry serves the profession at large as chair of the RUSA Publications Taskforce and the LibLearnX Program Selection Committee, and chaired the Dartmouth Medal award committee. Barry has several presentations coming up statewide at

VLA and VAASL.

Barry oversaw the implementation of Magster, a digital magazine borrowing platform to replace Overdrive, working with the parent company and public libraries to prepare for the October 1 launch. Similarly, Barry is completing the Transparent Languages (replacing Rocket Languages) implementation and continues work to ensure that all libraries have up to date links, IP addresses and authentication protocols. Barry is working with pilot libraries (Rockbridge Regional, Handley Regional and Richmond Public) in implementing Career Online High Schools, an online high school degree and career credential opportunity. These localities were selected with Department of Labor data showing a high rate of non-high school degreed adults. Finally, Barry created a FIVA certificate pathway for school and public libraries to incentivize database fluency. This will be launched later this fall.

Caroline and Eastern Shore libraries were moved to the new format and preparing Heritage to make the move as well. Barry directly reworked the digital resource pages for Pearisburg, Madison, and Halifax sites. Barry consulted with Lynchburg and Wythe-Grayson for training and authentication issues. Barry made significant updates to the Deaf Culture Digital Library, overseeing the work of our summer intern on this project, as well as consulting with Deaf historian, Kat Brockway.

The Evergreen project is in a stable maintenance phase.

Kim Armentrout continues to do an excellent job of managing our state data and communications with the libraries. Innovations include exploring the use of Tableau for data analysis and reporting. Kim continues to work with WhoFi to manage the wifi session data from member libraries. Kim will be presenting library data via poster session at the annual VLA state conference. Notably, Kim has stepped into the role of alternate LSTA Coordinator and organizes communications with the IMLS on funding requests, ARPA grant communications, while still overseeing seeing Region 1 ARPA grants. While Kim's role is in the background, Virginia's public libraries and the Library of Virginia rely on her attention to detail and thoroughness in managing funding and data.

In addition to the usual administrative activities, Nan Carmack collaborated on a DEI initiative focused on the Deaf Community. Working with historian, Kat Brockway, Nan worked with other LVA staff to produce and execute Brockway's work as an exhibition and booklet about the Lantz Mill Deaf Community, which was opened with a lecture by Brockway in Shenandoah Co. on September 8th. Further, a library staff focused continuing education challenge was launched on September 1st to promote best practices for serving Deaf patrons. Nan has been collaborating with the 2023 committee on the LVA On the Road project and 2023 First Friday planning. In other efforts, Nan oversaw the work of the summer intern; coordinated the distribution of books to libraries for community outreach; and continues to formulate possible collaborations and partnerships related to workforce development. Nan also wrote the LSTA Five Year Plan for the agency, in concert with project owners throughout the agency. Nan provided direct training to the Central Rappahannock Library board, the Samuels Library Board, and the Essex Library Board.

Public Services and Outreach

This past summer the Library of Virginia welcomed four teacher fellows to spend part of the summer researching and writing about local stories and histories that have typically been hidden or neglected from mainstream narratives. Kathryn Parkhurst, Pamela Plahs, Josh Schaller, and Karen Wallace serve as the 2022 Anne and Ryland Brown Teacher Research Fellows, and their research and findings not only will add to the rich history of Virginia but will also enrich our understanding of how local stories fit into our national history. The goal of the fellowship program is to enhance knowledge and training in history and social science instruction in the commonwealth of Virginia by providing educators with an opportunity for in-depth study and the development of teaching materials in collaboration with members of the Library of Virginia's professional staff. Over the course of the summer, Brown Fellows work with Library of Virginia staff members to pursue research, produce educational materials based on their findings to be added to the online primary resource collection [Document Bank of Virginia](#), and present their research during a session at their region's teacher institute. Over the next two years, the Library of Virginia will host a teacher institute in each of the [eight superintendent's regions](#), and will select four Brown Fellows in both 2022 and 2023 (one from each region) to present their research at their region's teacher institute. For the 13th Annual Brown Teacher Institute, held in summer 2022, the Library selected fellows from and held teacher institutes in regions one, four, six, and eight. Our teacher fellows developed teacher resources that examine the histories from their communities.

The thirteenth annual Brown Teacher Institute focused on research and projects on local stories and histories that have typically been hidden or neglected from mainstream narratives. Institute participants learned about the rich history of Virginia as well as enriched their understanding of how local stories fit into our national history. Teachers explored how to use primary sources from their respective regions to enhance student learning, and they discovered new digital resources through presentations on local histories from their region's teacher fellow and other local presenters. Four two-day institutes were held in superintendent regions one, four, six, and eight as follows: The Prizery in South Boston on July 25 and 26; the Institute for Advanced Learning and Research in Danville on July 28 and 29; the Library of Virginia in Richmond on August 1 and 2; and the Westover Branch Library in Arlington on August 3 and 4. The 2022 Brown Teacher Institute was made possible in part by Virginia Humanities, Full Spectrum Features, and the Institute of Museum and Library Services/Library Services and Technology Act.

Approved Library Board Meeting Dates 2022 - 2023

Monday, September 19, 2022

8:30 am – 12:00 pm

Thursday, November 10, 2022

(Joint retreat with Foundation Board, 12:30-4:00 pm)

Monday, January 23, 2023

8:30 am – 12:00 pm

Monday, April 17, 2023

8:30 am – 12:00 pm

Monday, June 26, 2023

(Annual Meeting and Lunch)

8:30 am – 12:00 pm

THE LIBRARY BOARD • July 1, 2022 – June 30, 2023



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Succeeding Himself; **Seat 2**



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