

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

September 23, 2013

The Library Board met on Monday, September 23, 2013, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Dr. Mark E. Emblidge, Chair, called the meeting to order at 10:30 a.m. and announced there was a quorum present.

The following members were in attendance:

Mark E. Emblidge, Chair
Peter E. Broadbent Jr., Vice Chair

Patricia Thomas Evans	Su Yong Min
Robert Chambliss Light Jr.	Christopher Oprison
Ernestine Middleton	Carole Weinstein

Board members Jon Bowerbank, Kathryn C. Watkins, Emily O'Quinn, Marcy Sims, and M. David Skiles were absent.

II. APPROVAL OF AGENDA

Ms. Ernestine Middleton moved to approve the agenda. The motion was seconded by Mr. Peter E. Broadbent Jr. The Board approved the agenda with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Dr. Emblidge welcomed visitors and staff who were present. He also announced that new Board member, Mr. Christopher Oprison, was in attendance, and he welcomed him to the Board. Introductions were made among Mr. Oprison and all present Board members.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the June 17, 2013, Board meeting upon a motion made by Ms. Su Yong Min and seconded by Ms. Patricia Thomas Evans.

VI. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Conley Edwards gave a report on behalf of the Friends of the Virginia State Archives. Mr. Edwards announced that the Annual Richard Slatten Lecture will be held at the Library on September 28th, and that over 50 participants are expected to attend. He informed the Board that October is Archives Month in Virginia, and explained the poster that the Friends of the Archives created along with the Library of Virginia in celebration of Archives Month and for distribution to over 200 local historical societies across the state. The poster highlights this year's theme of "Homegrown Virginia," showcasing images from a variety of institutions that illustrate the fruit of our shared experience. Lastly, Mr. Edwards reported that the Friends of the Virginia State Archives gave to the Library of Virginia Foundation part of a collection of microfilmed records in the series "Records of Antebellum Southern Plantations from the Revolution to the Civil War." The donation was made in honor of Dr. Richard Slatten, the first president of the Friends of the Virginia State Archives.

Mr. Broadbent reported for the Virginia Genealogical Society that the group would be having its fall conference in Fairfax on October 26th. Also, Mr. Broadbent reported that Genealogical Research Institute of Virginia would be holding its fall conference in Richmond on October 19th.

B. Committee/Division Reports

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

Mr. Robert Chambliss Light Jr. deferred to Dr. John Metz to give the committee report. Dr. Metz reminded the Board that per the Governor's directive, the Library reviewed all of its unfunded mandates and identified some mandates that could be combined for clarity and updating. The Library entered the process specified by the Notice of Intended Regulatory Action (NOIRA), and is currently in phase two of the process, which is to propose the combined regulation to the Governor. Should the governor's office approve the new regulation, the Library has 14 days to post the proposed regulation to the Public Register to be published and commented on for 60 days. Assuming that there are no recommended changes to be implemented as a result of the public comment period, the regulation will need to be approved by the Board. The regulation itself is not yet ready for submission to the Board for review or to the Governor's office for official proposal, but the Board is being asked to vote that it acknowledges where the Library is in the NOIRA process, that it is possible that the regulation may

meet the approval point before the next Board meeting, and that it agrees that the Executive Committee will discuss and approve the proposal on behalf of the Board, should it reach the approval point before the next Board meeting. Mr. Light recommended this plan to the full Board for a vote. The Board voted to unanimously accept the plan.

Dr. Metz reported that the Library is celebrating October 10th as Electronic Records Day. He also expounded upon the challenges the Library is facing regarding the upcoming transfer of the outgoing administration's electronic records.

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

Ms. Evans deferred to Dr. Gregg Kimball to give the committee report. Dr. Kimball stated that the committee discussed the new signage on the first and second floors to help visitors navigate what can be a very confusing space within the Library. Dr. Kimball also discussed the "Tell Us Your History" project. This project revolves around a newly created form that is used to capture personal stories regarding the unique finds patrons uncover at the Library through their visits and research. The new signage and form are direct results of the strategic planning that is currently going on at the Library.

- **Legislative and Finance Committee**

Mr. Broadbent deferred to Dr. Sandra Treadway to give the committee report. Dr. Treadway stated that after a conversation with the Department of Planning and Budget, the Library decided to submit a budget decision package to ask for funding for critical electronic resource needs, to include enabling remote Library card registration across the Commonwealth, as registration is currently only available to patrons who physically visit the Library; an electronic records archivist position; and funding to expand the scanning project started with the Civil War 150 program. Ms. Connie Warne reviewed the updated budget numbers with the Board, which is contained in the Board packet.

- **Public Library Development Committee**

Ms. Ernestine Middleton deferred to Ms. Carol Adams to give the committee report. Ms. Adams reviewed with the Board the kind of funding that the Library receives through the Library Services and Technology Act (LSTA), which requires a five-year plan to be submitted before funding is received. She went over with the Board the highlights of the Library's five-year plan and its goals for using the funding. Ms. Middleton directed the Board to the section of their packets that contained the Library's budget for the LSTA funds and recommended the budget for approval before the Board. The Board approved the budget unanimously.

- **The Library of Virginia Foundation Committee**

Ms. Carole Weinstein gave the report of the Foundation committee. She directed the Board to the list of Foundation events found in their packets, and highlighted the Library's week-long Literary Festival held in October. Ms. Weinstein encouraged the Board members to participate in as many Festival events as they'd like, and welcomed them to attend the Literary Awards Celebration held at the end of the Festival week.

C. Report of the Librarian of Virginia

Dr. Treadway reported that it's been a very busy summer at the Library. She stated that the strategic planning workgroups are still in the process of their work, and she anticipates that there will be reports from the workgroups that she'll be able to relay to the Board by spring.

Dr. Treadway informed the Board that the Library is preparing for the transition from one gubernatorial administration to the next, and she is hoping for a seamless transition. She and the Executive Management Team will be working to get onto the radar of the new administration's transition team so that the Library can get a foot in the door with the Governor-elect. Dr. Treadway let the Board know that she invited both Mrs. McAuliffe and Mrs. Cuccinelli to the Library to introduce them to the Library's executive management staff, and let them know how the Library can assist them in the Governor's Mansion. She is waiting for responses from both.

Dr. Treadway stated that she recently represented the Library at the Emancipation Proclamation event sponsored by the Martin Luther King Commission of the General Assembly. The Library's historical staff assisted with the research that went into the individuals honored by the event, and all who attended were well aware of the Library's contributions.

Lastly, Dr. Treadway announced that the Library will schedule a new Board member orientation between the September and January Board meetings. She will contact new Board members to obtain their availability for scheduling.

D. REPORT OF THE CHAIR

Dr. Emblidge encouraged the Board to put the dates of the 2013-2014 Board meetings on their calendars.

Dr. Emblidge asked Dr. Treadway to report on the passing of a beloved Library staff member, Mr. Craig S. Moore. Dr. Treadway discussed the work that Mr. Moore performed for the Library and the impact it and his person has had on the Library and those entities touched by the scope of his efforts. Dr. Treadway presented to the Board a resolution on behalf of Mr. Moore, and it read as follows:

WHEREAS Craig S. Moore, who exemplified the professionalism so critical to the care of and access to the Archive's State Records Collection, died on August 13, 2013; and

WHEREAS he joined the staff of the Library of Virginia as a public services archivist on August 18, 1998; and

WHEREAS he became a senior records archivist and then a state records appraisal archivist; and

WHEREAS he tirelessly dedicated his time and talents to making some of the Library's most significant collections accessible to the public; and

WHEREAS through his expertise, attention to detail, and hard work, the people of Virginia can access, search, and learn from a wide variety of records groups carefully organized and described by Craig Moore; and

WHEREAS he processed the executive papers of Virginia Governors from Patrick Henry (1776–1779) through Henry Carter Stuart (1857–1918); and

WHEREAS he processed the legislative petitions of the General Assembly (1776–1865), created an index to the more than 25,000 petitions in this historically rich collection, and became the driving force behind having the petitions microfilmed and scanned; and

WHEREAS Craig Moore shared the stories he found while processing the records of Virginia's state agencies through numerous engaging articles in the Library's *Out of the Box* blog; and

WHEREAS Craig S. Moore was inspiration to the staff of the Library of Virginia as he faced his illness with grace and courage; and

NOW THEREFORE BE IT RESOLVED by the Library of Virginia Board on this the 23rd day of September, 2013, that we recognize Craig S. Moore for his careful stewardship and significant contributions to the care, preservation, and sharing of Virginia's unique State Records; and therefore

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting, and that a copy of it be given to the family of Craig S. Moore as a token of the Board's gratitude for his service to the Library, its Archives, and to the Commonwealth of Virginia.

Dr. Emblidge asked for a motion for approval of the resolution, which was made by Ms. Weinstein and seconded by Ms. Middleton. The motion passed unanimously.

Dr. Emblidge directed the Board to the proposed nominating committee in their Board packets and asked for a motion to approve the proposed candidates as listed below:

1. Emily O'Quinn, *Chair*
2. Patricia Thomas Evans, *Vice Chair*
3. Su Yong Min
4. Kathryn C. Watkins

The motion to approve the committee was made by Mr. Oprison and seconded by Mr. Light. The motion passed unanimously.

VII. OLD OR NEW BUSINESS

None.

VIII. ACTION ITEMS

The following action items were taken up during their respective committee reports:

- Notice of Intended Regulatory Action
- Approval of Nominating Committee

IX. ADJOURNMENT

There being no further business, the Board adjourned at 12:20 p.m.