

MINUTES
THE LIBRARY BOARD COMMITTEE MEETINGS

The Library of Virginia
October 3, 2016

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, October 3, 2016, at 8:30 a.m. in Conference Room C of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: K. Johnson Bowles, Carol L. Hampton, R. Chambliss Light Jr., and Barbara Vines Little.

In the absence of the committee chair and vice chair, Mr. R. Chambliss Light, Jr. called the meeting to order and oversaw the proceedings. Dr. John Metz, Deputy of Collections and Programs, updated the committee on the Government Records Services director position, which is vacant due to the departure of former director Barbara Teague.

Digital Archives Coordinator Susan Gray Page reported on a Library partnership with two researchers at the University of Waterloo to test the effectiveness of deploying e-discovery software tools on the large batch of unprocessed Kaine emails. She also addressed questions about the security protocols of the arrangement.

Local Records Program Manager Gregory Crawford and Conservator Leslie Courtois provided an update on the Virginia Circuit Court Records Preservation grant program (CCRP). Ms. Courtois reviewed the process for overseeing the conservation of historical records housed in local court houses through the grant program, while Mr. Crawford discussed the administration of the CCRP program and program funding.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, October 3, 2016, at 8:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Mark E. Emblidge, Kristin Cabral, Emily O'Quinn, and Marcy Sims.

Carol Adams, head of the Library Development and Networking Divisions, and Librarian of Virginia Sandra Treadway began by sharing with the Board the official opinion from the Attorney General relating to the issue raised last year regarding the governance of the Roanoke County Public Library. The Attorney General's opinion confirmed the Library's view that the Code does require that the Roanoke County Public Library have a governing board. The Roanoke County attorney and library director are aware of the opinion and will be deciding on a course of action to take. One option would be for the county to seek an exemption in the Code to continue to operate under an advisory board rather than a governing board.

Ms. Adams reported on a waiver from the state aid requirement for evening hours requested from

the Colonial Heights Public Library. The library wishes to remain open until 7:00 p.m. three nights a week and 6:00 p.m. two nights a week, which would actually provide more open hours after 5:00 p.m. than is specified in the requirements (though not three consecutive evening hours as the requirements stipulate). The committee voted unanimously in favor of granting this waiver upon a motion made by Ms. Marcy Sims and seconded by Dr. Mark E. Emblidge.

The LSTA 2016-2017 budget proposal was brought before the committee. The only new project is a grant to fund an independent evaluation of the LSTA program, which is required every five years. The Library has secured Quality Metrics, a national company familiar with library work, to conduct the study. The committee voted unanimously in favor of the budget upon a motion made by Ms. Kristin Cabral and seconded by Ms. Marcy Sims.

Continuing education coordinator Cynthia Church and Ms. Adams reported on the Annual Public Library Directors Meeting, which took place at the library on September 29th and 30th. Notably, First Lady Dorothy McAuliffe made an appearance to thank the directors for their participation in the No Kid Hungry Summer Food Campaign.

EDUCATION AND OUTREACH COMMITTEE

The Education and Outreach Committee of the Library Board met on Monday, October 3, 2016, at 9:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Marcy Sims, Kristin Cabral, K. Johnson Bowles, and Barbara Vines Little.

Paul Casalaspì, director of the Library's information technology services division, provided an update on the Governor's Workforce Innovation Datathon event hosted by the Library on August 25-26, 2016. He explained the event purpose, number of teams involved, the areas of the Library in which the event took place, and how well-received the Library's participation was.

Digital Collections Specialist Sonya Coleman shared information with the committee on the Transcribe-a-versary, a celebration of the second anniversary of the Library's Transcribe Project held on August 27, 2016. She explained what the event involved, and provided event attendance, feedback from participants, and statistics on edits, transcriptions, and website users.

Dr. Greg Kimball, director of public services and outreach, provided information on the Library's forthcoming exhibition on Prohibition titled: "Teetotalers and Moonshiners: Virginia's Prohibition Experiment," which will be opening in April 2017. Dr. Kimball also encouraged committee members to visit the second floor of the Library to see the remodeled space in the circulation area. Kimball responded to questions about furniture, working space for researchers, and electrical outlets in the remodeled space.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, October 3, 2016, at 9:30 a.m. in Conference Room C of the Library of Virginia. The following committee

members were in attendance: Emily O'Quinn, Mark E. Emblidge, Carol L. Hampton, and R. Chambliss Light Jr.

Deputy of Administration Ms. Connie Warne provided the committee with a budget update and reviewed the Library's statement of financial condition as of August 31, 2016. Ms. Warne also reviewed some proposed drafts of financial reports that had been requested from the Board at the June meeting. The committee provided feedback on which of the proposed reports were most helpful in understanding the Library's budget and spending trends over the past two years. Ms. Warne also provided the committee with a report on the renovations to the circulation area in the public spaces by detailing the changes and how they promote the Library's progressive service model.

MINUTES
The LIBRARY BOARD MEETING
The Library of Virginia October 3,
2016

The Library Board met on Monday, October 3, 2016, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Mr. R. Chambliss Light, Jr., *Chair* called the meeting to order at 10:37a.m., and welcomed the Board and announced a quorum present.

The following members were in attendance:

R. Chambliss Light, Jr., *Chair*
Marcy Sims, *Vice Chair*
K. Johnson Bowles
Kristin Cabral
Mark Emblidge

Carol Hampton
Barbara Vines Little
Emily O'Quinn
Christopher Oprison

Jon Bowerbank, Mohammed Esslami, Su Yong Min, and David Skiles were absent. Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings; Christopher Oprison participated via conference call from his office in Miami.

II. APPROVAL OF AGENDA

Dr. Mark Emblidge moved that the Board accept the agenda as proposed and Ms. Marcy Sims seconded. The Board approved the agenda by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Light extended a warm welcome to staff as well as to Mr. Peter Broadbent and Mr. Conley Edwards.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

In lieu of public announcements or comments, Mr. Light took the opportunity to announce the reappointment of Mohammed Esslami and the appointment of L. Preston Bryant to the Library Board. He also distributed Board member service certificates and pins that had been provided by Governor McAuliffe's office.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes of June 13, 2016**

The Board unanimously approved the minutes of the June 13, 2016, meeting upon a motion made by Dr. Emblidge and seconded by Ms. Barbara Vines Little.

VI. Information Items

A. Reports from Other Organizations

Conley Edwards reported that the Friends of the Virginia State Archives sponsored the 17th Annual Richard Slatten Lecture at the Library on Saturday, September 24, 2016. The purpose of the series is to bring nationally recognized speakers on genealogy and family history to the Library to give members and the public an opportunity to interact. There were sixty-five participants registered for this year's program featuring Barbara Vines Little. Ms. Little delivered four lectures drawing on her years of experience as a genealogical researcher. Many of her examples were based on records in the archives at the Library. The Friends of the State Archives thanks the Facilities staff for their usual helpful and cooperative support.

On March 24, 2017, the Friends will sponsor the 25th annual Straight to the Source program at the Library of Virginia. This popular program began in the early 1990s. The first programs were general overviews of archival materials and basic instruction on research techniques. Now researchers draw on the work of the Library staff regarding new collections, digital material, databases, and exhibits. Participants have the opportunity to hear updates on how these resources provide a more complete and nuanced approach to familiar topics of history.

The Friends will continue their support of the LVA collection development staff by identifying and purchasing published genealogical and family history materials from contiguous states in the upcoming year. In June 2016, the Friends acquired and donated fifty-six volumes to the collection. In August, an additional seventeen volumes were donated to the collection. The Friends are also pleased to provide funds to digitize the recently acquired seventeenth century Charles City County court record book. Mr. Edwards also wished the Board members a Happy Archives Month. The Library will be mailing out the Archives Month poster soon which he encouraged the Board to share with their local libraries or place of work.

Mr. Broadbent provided a brief update on the Virginia Genealogical Society. The Society's fall conference took place on Friday, September 30th and Saturday October 1st

in Prince William County. The Genealogical Research Institute of Virginia will be holding their fall 2016 Conference on October 22 in Midlothian, Virginia.

B. Committee/Division Reports

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

In the absence of Mr. David Skiles, Mr. Light conducted the Archival, Collections, and Records Management Services Committee meeting and Dr. John Metz, Deputy of Collections and Programs, provided the update on the discussion items.

Dr. Metz announced the vacancy of the Government Records Services Director position. Ms. Barbara Teague has left to take a consulting position with the Council of State Archivists. The Library is preparing to conduct a national search to fill this crucial position.

During the morning meeting, Digital Archives Coordinator Susan Gray Page presented an update to the committee on the Library's partnership with two researchers at the University of Waterloo. The project is testing the effectiveness of deploying e-discovery software on the large batch of unprocessed emails from the gubernatorial administration of Timothy Kaine. The Library staff have affectionately dubbed the project 'Man against Machine' since the software's accuracy is being tested against the batch of gubernatorial records that have already been processed by archivist Roger Christman. If the project is successful, the archival staff will have a strong tool for processing the rest of the Kaine records and possibly future gubernatorial records. Dr. Metz reminded the Library Board that one challenge of housing and processing gubernatorial records has been the exponential increase in email and born-digital records over the past ten years. Mr. Light complimented the staff not only on their ingenuity in forging making these new partnerships, but in being so committed to providing the public online access to gubernatorial records.

The committee also heard a presentation from Local Records Program Manager Greg Crawford and Conservator Leslie Courtois on the Circuit Court Records Program. Mr. Crawford discussed program funding, while Ms. Courtois discussed the conservation process and provided some examples of typical conservation projects. The CCRP grants program continues to grow with the influx of a new generation of clerks who are excited about utilizing the resources to preserve their records. The Library has completed three grant cycles since the program was restructured and there has been a notable increase in the quality of the work. However, there has also been an increase in the time to complete the conservation work, so it is taking longer to complete the payout of the grants.

Ms. Hampton praised the Library for all the exciting work with the Kaine emails and the interesting presentations of library projects.

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

Committee chair Marcy Sims reported that the Education, Outreach, and Research Services Committee discussed the Governor's Workplace Datathon, the Transcribe-a-

versary, and the upcoming exhibition on Virginia Prohibition. She asked Mr. Paul Casalaspi, director of information technology, and Dr. Gregg Kimball, director of public services and outreach, to provide additional details.

Mr. Casalaspi reported on the Governor's Workforce Innovation Challenge Datathon which took place at the Library on August 25th and 26th. Over two days, sixteen teams of programmers representing Virginia high schools, colleges and universities, state agencies and the private sector competed to see who could create the best application using a set of open government data to help connect job seekers with potential employers. The Datathon commenced with a welcome from Sandy Treadway, and included remarks from Deputy Secretary of Technology Tony Fung and Governor McAuliffe. The event was open to the public, and many patrons and staff attended at least part of the time, asking questions and interacting with the teams. The Datathon concluded with a presentation in the Lecture Hall on Friday afternoon where a panel of judges selected five team finalists to present at the 2016 Commonwealth of Virginia Innovation Technology Symposium on September 7th.

The first place winner, selected by a panel of judges, was a team from Chesterfield County that developed the Virginia Employment Research Assistant, a job search and industry research tool. The second place winner, which was selected by a crowd of more than 400 event attendees, was the Virginia Department of Transportation, which developed Get Workin' VA, a workforce data visualization tool. The Datathon was a success for participants, the Governor's Office, and the Library based on an extraordinary amount of staff planning, effort, and flexibility. These kinds of non-traditional events and partnerships are prime opportunities to introduce new groups of people to the Library.

On Saturday, August 27, the Library celebrated Transcribe's two-year anniversary in partnership with HandsOn RVA, which brought in sixty new and veteran volunteer transcribers to the event. The crowd ended up making 5,639 edits and adding 400 new transcriptions. We have a dozen new registered transcribers as a result of the event. The partnership with HandsOn and the public continues to be one of our most successful outreach efforts, and we are very proud of our success and excited to expand outreach efforts with some traveling events through the fall. Dr. Kimball added that he was delighted to see a younger demographic during the Transcribe-a-versary.

Dr. Kimball reported on the upcoming exhibition, "Teetotalers and Moonshiners: Virginia's Prohibition Experiment" which will be opening in April 2017. The exhibition will highlight the Library's incredible records from the prohibition commission to tell the complicated and often whimsical story of how Virginia's experiment in prohibition affected local communities and statewide initiatives. The Library will be partnering with the ABC Board to tell the story of that agency's origins. The overarching theme of the exhibition will address the tension between governmental oversight and personal choice.

On November 19, the Library is hosting a Transcribe-a-thon in conjunction with the Richmond Forum, which will focus on the Library's collections related to Nat Turner. This is an area of great interest with the upcoming "Birth of a Nation" movie release and the Library hopes to attract new Transcribe participants with this specialized program.

Mr. Light commended the Library staff for the innovative ways they are finding to increase the visibility of the Library brand and engage a wider audience.

- **Legislative and Finance Committee**

Committee chair Emily O'Quinn reported on the discussion at the committee's meeting, which primarily revolved around budget concerns and the Library's response to the Governor's budget shortfall. She asked Deputy of Administration Connie Warne to update the Board.

Ms. Warne explained that executive branch agencies were instructed to submit a 5 percent budget savings plan for the current fiscal year by September 20, 2016. This amounts to \$633,171 in the Library's current fiscal year. The plan submitted is confidential while under the Governor's review, and the Library expects to have a response regarding the budget plan from the Governor by mid-October. Due to several budget reductions that the Library has experienced since 2002, there are few options for absorbing the budget savings other than staff salaries. If the Governor chooses to take the full 5 percent, the Library is looking at approximately 15 to 20 layoffs. Depending on the targets set by the Governor, the Library may be looking at an additional 2 percent reduction next year. In making decisions about staff layoffs, the Library has held onto sufficient funds to allow the hiring of several critical vacancies.

The Board discussed the effects layoffs would have on agency operations and possible sources of alternate funding to offset the effects of the budget reduction. Mr. Light emphasized that in order for the Library to pursue certain grant opportunities especially through the Foundation, there needs to be 100 percent participation from both boards in the Foundation's annual fund.

The Board reviewed the new financial report that was approved by the Finance and Legislative committee, which offers a comparison from the past two fiscal years to show funding history and trends.

Ms. Warne provided an update on the space planning initiatives and encouraged the Board members to view the changes being made at the circulation desk to improve the 'top of the stairs' experience. The large central desk has been replaced with a smaller station that allows for more fluid movement through the circulation department and will promote interaction between staff and patrons. The space is also being updated with new carpeting, paint, and signage. Ms. Little provided some feedback on the new genealogy room desks and layout. The circulation area is being renovated in conjunction with a larger space planning initiative to update the public areas of the Library. The Library expects to have architectural drawings for the proposed changes from consultant Henry Myerberg by the end of October.

- **Public Library Development Committee**

Dr. Emblidge reported on the Public Library Development Committee discussions and called on Carol Adams, head of Library Development and Networking, to present an overview of the topics discussed.

Ms. Adams reported that the Library had received an official opinion from Attorney General Mark Herring regarding the governance of the Roanoke County Public Library and whether the library is in compliance with the Library's Board requirements for state aid. His opinion stated that the Roanoke County Public Library is not exempt from §42.1-35 of the Code, which requires that the management and control of a local public library system be vested in a governing board. The Roanoke County attorney and library director are aware of the opinion and will be deciding on a course of action to take. One option would be for the county to seek an exemption in the Code to continue to operate under an advisory board rather than a governing board.

The Colonial Heights Public Library applied for a waiver to the requirement that a library must remain open until 8:00 p.m. at least once a week. As an alternative, they propose to remain open until 7:00 p.m. three nights a week and 6:00 p.m. two nights a week. This plan results in more open hours after 5:00 p.m. for the community. Dr. Emblidge stated that the committee had approved the proposed waiver and recommended the decision be approved by the full Board. Mr. Light called for a vote and the waiver for Colonial Heights passed unanimously.

Carol Adams presented the proposed LSTA 2016-2017 budget and explained that the only new project is a grant to fund the independent evaluation study of the LSTA program that is required every five years. The Library has secured Quality Metrics, a national company that is familiar with the work of state libraries to conduct the study. Dr. Emblidge stated that the committee had approved the proposed budget and recommended that it be approved by the full Board. Mr. Light called for a vote and the proposed budget passed unanimously.

Ms. Adams was pleased to announce that the Annual Public Library Directors Meeting on September 29th and 30th had been a success with eighty out of ninety directors in attendance. Activities included keynote speakers Ben Bizzle and Patrick Deeton and a presentation from the Virginia Department of Deaf and Hard of Hearing on a partnership to provide libraries with free videoconferencing software. Stephen Parker, a Legislative Director from the National Governor's Association, was the luncheon speaker. First Lady Lady Dorothy McAuliffe also made an appearance to thank the directors for their participation in the No Kid Hungry Summer Food Program, which has grown from eight to sixty-three participating libraries in the past three years thanks to the efforts of Children and Youth Services consultant Enid Costley.

Dr. Sandra Treadway took the opportunity to announce Ms. Adam's retirement effective December 1, 2016. Ms. Adam's contribution to the Library over the past twenty-eight years has been beyond exemplary, and the Library thanks her for her forty-one years of service to the library community. The Board gave Ms. Adams a round of applause in recognition of her service.

- **Library of Virginia Foundation**

Foundation Director Amy Bridge thanked the Board for their support in the past fiscal year and noted that in order to have 100 percent participation, the Foundation would need either gifts or pledges from all Board members by the end of fiscal year 2016-2017. Mr. Light repeated the importance of this kind of engagement from the Board as it makes the Foundation eligible for grant opportunities that are otherwise unavailable.

Ms. Bridge quickly described the upcoming Literary Awards weekend schedule on October 14 -15, 2016. The weekend will kick off on Friday afternoon with a book talk by Lee Smith on her new memoir titled, *Dimestore: A Writer's Life*. Friday night the Library of Virginia and the Virginia Museum of Fine Arts will cohost Art in Literature: the Mary Lynn Kotz Award ceremony, which will feature author Patrick E. Horrigan and his novel, *Portraits at an Exhibition*. The Literary Luncheon on Saturday afternoon will feature the 2016 Lifetime Achievement Award recipient, Nikki Giovanni, and the Library looks forward to the weekend finale event on Saturday night with the 19th Annual Literary Awards Celebration.

Ms. Bridge thanked the host committee, which includes Mr. L. Preston Bryant, Ms. Hampton, Mr. Light, Ms. O'Quinn, and Dr. Treadway. She extended a particular thanks to Ms. Kristin Cabral's for sponsoring a table for students from John Marshall High School to attend the afternoon program featuring Nikki Giovanni.

C. Report of the Librarian of Virginia

Dr. Treadway acknowledged that the next month will be difficult for the Library and stated that she will share the details of the Library's budget reductions with the Board as soon as she is able. She affirmed that Library will do everything possible push forward despite the fiscal challenges.

The Library is looking ahead to partnering with the Jamestown-Yorktown Foundation to provide content and programming for the upcoming 2019 Commemoration. The statewide Commemoration will focus on the impact over the past 400 years that the arrival of African Americans, women, and the establishment of the first legislative body in the New World has had both on Virginia and American history.

Dr. Treadway and Senior Assistant Attorney General Carrie Nee provided the Board with an update on obtaining the electronic records from the administration of former Governor Robert F. McDonnell that were kept on Governor McDonnell's personal e-mail server. Dr. Treadway and Ms. Nee have been in touch over the summer with Governor McDonnell's lawyer, Mr. John Brownlee, who asked that he been given time to be certain that no further legal action would be brought against the former governor. Now that it is clear that no further charges will be brought, Mr. Brownlee has asked the Library's advice in how best to search through Governor McDonnell's personal account to identify public records in the emails that need to be submitted to the Library. It is the Library's opinion that the best option would be for Mr. Brownlee's office to turn over all records to the Library and allow the Library to identify state records while redacting private material.

Dr. Treadway stated that the Library will be sending more information regarding the Joint Board Retreat on November 17, 2016 toward the middle of October. The purpose of the retreat is to have the Library and Foundation Boards more closely aligned and to create an action item list for the Library and the boards for the coming year.

D. Report of the Chair

Mr. Light thanked the staff for all their extraordinary efforts and thanked Dr. Treadway for her leadership during this difficult season.

VIII. OLD OR NEW BUSINESS

Ms. Marcy Sims offered kudos to the Library for the new Fellows Program offered in conjunction with the Virginia Foundation of the Humanities. The partnership is another wonderful example of how the Library is making connections to create history and scholarship.

X. ADJOURNMENT

There being no further business, Mr. Light adjourned the meeting at 12:46 p.m.