

## **THE LIBRARY BOARD MEETING**

The Library of Virginia

September 11, 2017

The Library Board met on Monday, September 11, 2017, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

### **I. CALL TO ORDER/QUORUM**

Ms. Marcy Sims, Chair called the meeting to order at 10:36 a.m., welcomed the Board, and announced a quorum present.

The following members were in attendance:

Marcy Sims, *Chair*

L. Preston Bryant, Jr.

K. Johnson Bowles

Maya Castillo

Mohammed Esslami

Carol Hampton

Barbara Vines Little

Mark Miller

Shelley Viola Murphy

M. David Skiles

Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings, there were no participants via conference call. Mr. Jon Bowerbank, Ms. Kristin Cabral, Dr. Mark E. Emblidge, Mr. R. Chambliss Light, Jr., and Mr. Christopher G. Oprison were absent.

The Chair opened the meeting with a moment of silence in remembrance of the September 11, 2001, attacks that claimed the lives of 2,996 people.

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

Mr. David Skiles moved that the Board accept the agenda as proposed, and Ms. Carol Hampton seconded. The Board approved the agenda by unanimous vote.

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

Ms. Sims welcomed visitors and staff and extended a warm welcome to the two new Board members; Ms. Maya Castillo and Mr. Mark Miller. Both new Board members introduced themselves and gave a brief overview of their background and interests.

Ms. Sims welcomed Mr. Conley L. Edwards, president of the Friends of the Virginia State Archives, and Mr. Peter E. Broadbent, Library of Virginia Foundation Board member, to the meeting. Ms. Sims also welcomed the Library of Virginia staff in attendance.

#### **IV. PUBLIC COMMENT**

None.

#### **V. CONSENT AGENDA**

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the June 19, 2017, meeting upon a motion made by Ms. Carol Hampton and seconded by Mr. Mark Miller, after accepting one change on page 7 to correct the spelling of Connie Warne's last name.

The Board unanimously approved the minutes from the Orientation for New Library Board Members Meeting held on August 18, 2017, upon a motion made by Mr. Mark Miller and seconded by Ms. Maya Castillo.

#### **VI. Information Items**

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

Mr. Peter Broadbent reported that the Virginia Genealogical Research Institute of Virginia (GRIVA) will host its fall conference in Richmond on Saturday October 14, 2017, with John Colleta, Ph.D. as the featured speaker. Also, the Virginia Genealogical Society will host its fall conference in Norfolk on October 27 – 28, 2017, at the new Slover Library in historic downtown. There will be a series of five speakers at the conference.

Mr. Conley L. Edwards, president of the Friends of the Virginia State Archives, reported that the 18<sup>th</sup> Annual Slatten Lecture will be held at the Library of Virginia on Saturday, September 30, 2017. The speaker for the day-long event is Dr. Michael Lacopo who in addition to being a veterinarian has been a genealogical researcher for more than thirty years. He will deliver four lectures based on his research. One of his presentations, "She Came from Nowhere," is a case study approach illustrating the joys and pitfalls of Virginia research.

Mr. Edwards also reported that the Friends of the Virginia State Archives continue to acquire published material for the LVA collection. Since the last Board meeting, the Friends have acquired or have pending orders for thirty-three volumes at a cost of \$1,255 and are greatly indebted to Board member Peter Broadbent for identifying the titles and checking them again the Library's catalog.

Through the generosity of a member of the Friends of the Virginia State Archives, and with the cooperation of the Library of Virginia Foundation and Special Collections staff, the Friends have contributed \$1,000 towards the conservation and preservation of a manuscript letter of George Washington to Henry Lee, dated September 22, 1788, and one of the published volumes of the *Life of Washington*. The item was identified as part of the Adopt Virginia History program.

## **B. Committee/Division Reports**

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

In the absence of Mr. Christopher Oprison, chair of the committee, Ms. Barbara Little, vice chair, summarized the committee's discussions.

Ms. Little reported that staff provided the committee with an overview of the Library's strategy for a smooth and efficient transfer of gubernatorial records to the state archives at the end of the McAuliffe administration. With many members of the administration leaving before the end of the administration, keeping track of their records poses challenges, but so far the Library's records management and information technology staff have remained on top of the process.

Ms. Little also provided an update on the FY18 Circuit Court Records Preservation Grants cycle and spoke to the importance of the program. Records preserved through the CCRP contain the stories of Virginia women, slaves, Native Americans, those in debt or imprisoned, and offer insights that cannot be found anywhere else. It is a vital program but the funds for the program are not sufficient to address all the preservation needs. The Virginia Circuit Court Clerks Association is discussing asking the General Assembly for a modest increase in the recordation fee that supports the preservation program. This will not meet all the needs but will be a step in the right direction assuming legislative approval is obtained.

Ms. Little also summarized a report on the Federal Library Depository Program that the committee received from the Library's Acquisitions and Access Management Director Mary Clark. The Library Virginia is not a complete depository but a selected depository. Ms. Clark has been appointed to the Depository Library Council and has been assisting with the effort to update and change the program's regulations, which were written in 1963 before the age of digital content, and are hoping for legislative action on the federal level in the near future.

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

Committee chair Ms. K. Johnson Bowles reported that the committee's agenda was amended to include the Library of Virginia's role in the monument discussion as it relates to statewide and national dialogues on the issue of Confederate monuments in public spaces. Public Service and Outreach Director Gregg Kimball provided the committee with clarity on his role as co-chair on the Richmond mayor's Monument Avenue Commission as an individual citizen and not as a representative of the Library. Dr. Kimball discussed what the Library provides in the dialogue as it relates to the research materials and the primary source documents that can assist in understanding the context, the interpretation, and actions that may lie ahead as the city addresses the issue. Ms. Bowles asked that Dr. Kimball keep the committee members apprised of developments, noting that the Robert E. Lee statute is located on state property and the Library's registrar and curator can provide background information to assist as city and state officials consider their options.

The committee also received an update on the 8<sup>th</sup> Annual Anne and Ryland Brown Teachers Institute and Fellowship held this summer. The institute included middle and high teachers who learned about the history of prohibition in Virginia, using the Library's current exhibition and related documents from our collection to help them teach this topic in their classrooms, tying it to the state's Standards of Learning. Teachers were able to earn recertification credits for attending the institute.

Ms. Bowles also reported on the work that Library staff has done in partnership with Commemoration 2019. The committee saw a demonstration of the Virginia Women's History Digital Trail developed with funding from the commemoration and a preview of the New Virginians project that will focus on how Virginia's population and demographics has changed and continues to change.

Ms Bowles then asked Dr. Kimball to describe in greater detail his work with the Richmond Monument Commission, established by Mayor Levar Stoney. Dr. Kimball co-chairs this group with Ms. Cristy Coleman of the American Civil War Museum. Dr. Kimball explained that the commission's responsibility is to advise the mayor and the city but not make the final decision on the monuments. Discussion regarding the monuments will be added to the next Library of Virginia Board agenda, and Dr. Kimball will provide a summary update. Additional information is available at [www.monmonumentavenue.com](http://www.monmonumentavenue.com). Ms. Carol Hampton asked Dr. Kimball to send links of news articles relating to the commission's work to Board members.

- **Legislative and Finance Committee**

Mr. L. Preston Bryant Jr., vice chair of the Legislative and Finance Committee, provided an overview of the Library of Virginia's financial condition, which reflected normal activity with no significant deviance.

Ms. Connie Warne, deputy of administration, presented an overview of the Library's Budget to Expenditures Comparison and the Statement of Financial Condition documents, both dated July 31, 2017. She stated that with one month of FY18 to report, it might seem high to have 24 percent of the agency's general fund spent but explained that this was because the Library had paid its entire annual rent payment and the first quarter of the state aid appropriation during July. Ms. Warne provided additional detail about the expenditure comparison between July 2016 and 2017 and reviewed the balances in our major fund categories (general fund, special funds, CCRP funds).

Librarian of Virginia Sandra Treadway addressed another issue that had come before the committee regarding the urgency of replacing the Library's current integrated library system and its digital asset management system, both of which are nearly fifteen years old and at the end of their life cycles. Dr. Treadway stated the Library will be submitting a budget decision package requesting funding for replacement systems be included in the Governor's upcoming biennial budget.

- **Public Library Development Committee**

Committee vice chair Ms. Shelley Murphy reported that the committee heard from Dr. Treadway on the recent site visit to the Library by staff of the Institute for Museum and Library Services and received an update on the current status in Congress of LSTA funding. A report from the site visit is forthcoming in the near future and if there are any recommendations from the Library's program officer, we will quickly address them.

The committee also reviewed and recommended approved of the 2017 – 2018 LSTA Budget. A motion was made by Ms. Murphy for the Board to approve the October 1, 2017 – September 30, 2018 LSTA Budget as developed by Library staff, which was seconded by Mr. Mark Miller, and the Board voted unanimously in favor of approving the budget.

There was a discussion regarding the LSTA 2018-2022 Five Year Plan which is complete but has not been officially approved.

Kim Armentrout, the Library's public library consultant, provided an overview of the upcoming Virginia Public Library Directors Meeting on September 21-22, 2017. The keynote speaker is former American Library Association president Maureen Sullivan and the topic is "Re-envisioning the Future of Public Libraries in our Communities."

- **Library of Virginia Foundation**

Foundation Director. Amy Bridge recapped the FY17 fundraising efforts of the Library of Virginia Foundation, stating there were twenty events for both restricted and unrestricted funds from 571 donors in the total amount of \$133,000, which is a 19 percent increase in the amount of funds raised from the previous year and a 14 percent increase in the number of donors. She announced that the 2018 Annual Fund campaign was launched in early September and is off to a great start with the surprise bequest in the amount of \$150,000.

Ms. Bridge reminded the Board that the 20<sup>th</sup> Annual Library of Virginia Literary Luncheon and Awards Celebration Dinner will be held on October 13-14, 2017, at the Library of Virginia. Honorees and attendees this year include David Baldacci, Margot Lee Shetterly, Lee Smith, Nikki Giovanni, and Rita Dove, among many others. The evening event is technically sold out, but there may be seat for last-minute guests as cancellations occur. Luncheon tickets are still available.

Finally, Ms. Bridge announced that the Foundation's Governance Committee will meet on Monday, September 11, 2017, to discuss filling three open positions on the Foundation Board and she invited suggestions of potential candidates from Library Board members.

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

Dr. Treadway shared the good news that the Library Board, led by R. Chambliss Light, David Skiles, and Foundation Board member Peter Broadbent, received the Advocacy for Archives award given by the Council of State Archivists for their successful effort in connection with last year's Library of Virginia budget request. The Council of State Archivists had solicited nominations for this and other awards and Dr. Treadway had nominated the Board for this much-deserved honor. Former State Archivist Conley

Edwards wrote a letter of support for the nomination. Dr. Treadway attended the NAGARA/CoSA annual meeting in Boise, Idaho, on July 14, 2017 where the award winner was announced.

Dr. Treadway reported on her activities as a member of the Virginia Women's Monument Commission that is endeavoring to erect a monument in Capital Square commemorating 400 years of women's contributions to the Commonwealth. She has been speaking to various cultivation groups explaining how the process is working and why it matters and raising funds for the monument.

Dr. Treadway also reported that she will be traveling to Baltimore, Maryland, to participate in a two-day symposium sponsored by IMLS in partnership with the Chief Officer for State Librarian Agencies (COSLA) for a summit entitled "Measures that Matter." The intent of the summit is to have the library community nationwide examine how it might revamp its national data collection effort to have the information collected on libraries better reflect what the libraries are doing in the 21<sup>st</sup> century.

She also announced that former Lieutenant Governor John Hager has just published a memoir entitled *Best Seat in the House* and he has inquired about holding a book signing for the new release at the Library of Virginia in late October 2017. The Library is delighted to host this event, which will include a reception along with the signing.

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

Ms. Sims commended and expressed her appreciation to the staff at the Library of Virginia for the thorough orientation provided to new Board members in August.

She also informed the Board that the General Assembly had made a small change in the legislation relating to member participation in meetings of public bodies via electronic means. This change necessitates that the Library Board adjust the language of the Board's policy to be consistent with the state's FOIA statute. The current policy states that a Board member may participate electronically up to two meetings a year or 25 percent of the scheduled meetings, whichever is less. The statute no longer contains the 25 percent restriction and allows electronic participation for up to two meetings a year. A motion was made by Mr. Skiles for the Board to approve the revised language in the Policy on Electronic Participation in Library Board Meetings, which was seconded by Mr. Miller. The Board voted unanimously in favor of approving the revised policy.

The Virginia Museum of Fine Arts Foundation has sent a request for consideration by the Library Board to support a change in the Appropriation Act permitting respective boards of the Science Museum of Virginia, Virginia Museum of Natural History, Jamestown-Yorktown Foundation, Gunston Hall and the Library of Virginia to supplement individual state salaries for their directors with funds from non-general funds. Virginia Museum Board is seeking to remove the requirement to obtain gubernatorial approval and has asked to know if the Library Board would join the VMFA in its request by Friday, September 15, 2017.

Mr. Skiles suggested that the Board communicate back to the VMFA Foundation and that the Library Board refer this matter to the Legislative and Finance Committee for further discussion. Dr. Treadway will check with each of the other agencies to find out their Boards' positions on this matter. A motion was made by Mr. Miller, seconded by Ms. Sims, for the Library Board to defer action on the VMFA request and refer the matter to the Legislative and Finance Committee. The Board voted unanimously in favor of the motion. .

Ms. Sims presented to the Board three resolutions commending Library Board members for their service, which read as follows:

WHEREAS Su Yon Min was appointed to the Library Board in 2012 by Governor Robert F. McDonnell; and

WHEREAS during her tenure she served on all four of the Library Board's standing committees dealing with public libraries, legislation and finance, archives and records, and education and outreach; and

WHEREAS she served a term on the Board's Executive Committee and gave generously of her time, talent, and expertise, even when that meant travelling a great distance to attend a meeting, and

WHEREAS she was a steadfast and enthusiastic supporter of the Library's programs and services, and

WHEREAS her sound judgement and legal background enhanced the Library's work across the Commonwealth; now therefore

BE IT RESOLVED by the Library Board on this the 11th day of September 2017 that we recognize Su Yong Min for her assistance and advocacy on the Library's behalf; 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 Su Yon Min as a token of the Board's gratitude for her service to the Library Board and to the Commonwealth of Virginia.

Ms. Sims asked for a motion for approval of the resolution, which was made by Mr. Mohammed Esslami and seconded by Ms. Shelley. The motion passed unanimously.

WHEREAS Emily O'Quinn was appointed to the Library Board in 2012 by Governor Robert F. McDonnell; and

WHEREAS during her tenure she served faithfully on the Library Board's Public Library Development Committee and the Legislative and Finance Committee and chaired the latter committee with distinction; and

WHEREAS she served a term on the Board's Executive Committee and offered valuable insight and advice on legislative and budgetary matters; and

WHEREAS her background and service on the board of her local public library enhanced the Library's work with Virginia's public libraries; and

WHEREAS she was an avid supporter of the Library of Virginia, its programs, and services; now therefore

BE IT RESOLVED by the Library Board on this the 11th day of September 2017 that we recognize Emily O'Quinn for her assistance and advocacy on the Library's behalf; 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 Emily O'Quinn as a token of the Board's gratitude for her service to the Library Board and to the Commonwealth of Virginia.

Ms. Sims asked for a motion for approval of the resolution, which was made by Mr. Miller and seconded by Ms. Hampton. The motion passed unanimously.

WHEREAS R. Chambliss Light Jr. served with distinction as chair of the Library Board from January 11, 2016, through June 30, 2017; and

WHEREAS he was appointed to the Library Board in 2012 by Governor Robert F. McDonnell and reappointed to a second term on the Board this past June by Governor Terence R. McAuliffe; 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 secure and advance budget amendments to restore the Library's public services; and

WHEREAS both as Library Board member and as Board chair he has been an enthusiastic and effective supporter of the Library of Virginia; now therefore

BE IT RESOLVED by the Library Board on this 11th day of September 2017 that the Library Board recognize R. Chambliss Light Jr. for his thoughtful leadership of the Library Board and for his 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 R. Chambliss Light Jr. as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Ms. Sims asked for a motion for approval of the resolution, which was made by Ms. Shelley and seconded by Mr. Bryant. The motion passed unanimously.

Ms. Sims then presented her proposed slate of members to serve on the 2018 Library Board Nominating Committee: K. Johnson Bowles, Dr. Mark E. Emblidge, Carol L. Hampton, R. Chambliss Light, Jr., and Marcy Sims.

Mr. Bryant moved that the Board approve the Nominating Committee's proposed slate, which was seconded by Ms. Murphy. The motion passed unanimously.

## **VII. OLD OR NEW BUSINESS**

The next meeting of the Library Board will be held on Thursday, November 30, 2017, and will be a Joint Retreat with the Foundation Board at 12:30 p.m. – 4:00 p.m.

Dr. Treadway invited the Board members to view several rare maps from the Library's collection in the Special Collections Room as they made their way down to lunch. She also announced that the Library had concluded recruitment for a new head director of the Library Development and Networking Division, who will begin work with us on October 25, 2017.

## **VIII. ADJOURNMENT**

There being no further business, Ms. Sims adjourned the meeting at 12:01 p.m. upon a motion made by Ms. Murphy and seconded by Mr. Bryant.