

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
January 8, 2018

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, January 8, 2018, at 8:30 a.m. in Conference Room C of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. Ms. Barbara Little, vice chair, called the committee to order; committee chair Christopher Oprison attended the meeting via telephone. The following committee members were also in attendance: K. Johnson Bowles, L. Preston Bryant Jr., Carol Hampton, and R. Chambliss Light Jr.

The committee reviewed and discussed three reports that were sent to Library Board members in advance of the meeting. These are annual reports that the Library files with the General Assembly and/or the Secretary of Education's Office. The committee felt that the report covering the Circuit Court Preservation Program provided an excellent summary of the significant contributions the program was making in processing and digitizing historical court records, consulting with circuit court clerks, and awarding preservation grants. There was also a robust conversation about the cost of document conservation and that need for the \$1.50 fee to be increased to ensure the continuation of a high level of service and preservation. Dr. Metz explained that Greg Crawford and his team were actively working with the clerks' association to explore how that might happen. In discussing the second report on state agency compliance with the State Publications Depository Act, committee members stated that they were unaware that compliance was mandatory for state agencies. Dr. John Metz, deputy for collections and programs, explained the process by which the Library contacts agencies to remind them of their obligation under the act as well as the efforts that the Library makes to follow-up with errant agencies. He stressed that this requirement was difficult to enforce but that the majority of agencies do comply with the submission requirement. The Library added 943 digital publications to the depository last year, with a 62 percent reduction in non-compliance.

The Annual Report on Reducing the Archival Backlog prompted the most discussion of the three reports. The committee appreciated reading the history of the effort to confront the large processing backlog of archival material. The statistics contained in the report show the direct correlation between the staffing devoted to the job and the progress made in making collections accessible to the public. The staffing reductions that have occurred in the past decade due to state budget shortfalls have made it impossible to achieve the target goal of processing 900 cubic feet of records annually. The committee discussed how each of these reports might be adapted and used to approach multiple audiences, including legislators, to demonstrate the impact of staff and financial shortages.

Susan Gray Page, the Library's digital archives coordinator, provided an update to the committee on the highly-successful machine-assisted processing of the email records of Governor Tim Kaine's administration. Through our partnership with researchers at the University of Waterloo, we have been testing the viability of machine-assisted review of large email collections with the goal of reducing archival processing time and effort. Ms. Page reported that using the tool provided by the project, archivist Roger Christman was able to identify the approximately 22,000 open records among the 180,000 emails received from Governor Kaine's Education Secretariat by examining only 44,000 emails. The Library is now working to convert those open emails to PDFs so that they can be added to the online collection. The partnership continues to be mutually beneficial. Based on the original tests done with the Kaine email collection, in which researchers Gordon Cormack and Maura Grossman compared their tool's findings to Mr. Christman's scores on an already processed group of emails, Cormack and Grossman were able to publish a paper that was accepted into a highly prestigious information retrieval conference in Tokyo last summer. She reported that the Library looks forward to continuing to work with this research project.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, January 8, 2018, at 8:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Kristin Cabral, committee chair; Shelley Murphy, vice chair; Mohammed Esslami, Mark Miller, and Marcy Sims.

Library Development and Networking Division Director Nan Carmack began the meeting by providing the committee an overview of activities and projects that staff in the division had on their agenda for the next few months. She also shared with the committee the news that the Library's children and youth services coordinator had recently left the Library to accept a position out of state and that the Library would be seeking approval to fill this important post. Ms. Carmack also told the committee that before leaving the Library, the former coordinator had failed to renew the statewide license for children's e-books, leaving public libraries temporarily without this valuable resource. The Library's procurement officer position is also currently vacant, which has caused a delay in moving forward with securing a new e-book resource for children. The committee expressed its hope that this procurement would be a top priority once a new procurement officer is in place.

The committee was also given a "heads up" on legislation that had been introduced in the General Assembly that would grant an exemption to the Caroline County Public Library from having to meet the requirements in the Code that they have a library board, and said that similar proposed legislation was expected on behalf of the Smyth County Public Library. Ms. Carmack reported that we would be watching to see what happened to this legislation, but that in the case of Caroline County, the county's intent to make it a department of county government was a positive development for the library. Finally, public library consultant Kim Armentrout provided an update on issues that we expect may arise once we have received and analyzed the annual data submitted by Virginia's public libraries.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, January 8, 2018, at 9:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, chair; Mohammed Esslami, Kristin Cabral, Barbara Vines Little, and Shelley Viola Murphy.

The first agenda item was a recap of the two-day genealogical conference held at the Library on September 15-16, 2017, entitled “Virginia: Where African American Genealogy and History Begin.” Education and Outreach Manager Catherine Fitzgerald Wyatt reported that the conference represented a collaboration between the Library, the Virginia Chapter of the African American Historical and Genealogical Society and local members of the LDS Church. More than 150 registrants attended the various workshops and sessions, and based on the conference evaluations they had an extremely positive experience. Ms. Wyatt thanked Library Board member Shelley Murphy for serving on the conference program committee.

Exhibition Coordinator Barbara Batson reported on the Library’s traveling exhibition program. Currently the Library has three traveling exhibitions crisscrossing the state: the 2017 edition of *Virginia Women in History* (14 venues and 154,699 estimated views); the 2017 edition of *Strong Men & Women in Virginia* in partnership with Dominion Energy (16 venues and 243,739 estimated views); and *Flora of Virginia*, which has been on the road since November 2014 (8 venues in 2017 with 89,824 estimated views). *Teetotalers and Moonshiners* has just begun its run across the state. Looking ahead to 2018, Ms. Batson discussed the Library’s forthcoming exhibition *True Sons of Freedom*, which opens January 16 and continues through November 9, 2018. The exhibition is based on photographs of African American soldiers housed in the World War I History Commission records. Special thanks to board member Shelley Murphy and her band of researchers whose endeavors helped the Library’s staff write the biographies of the twenty-four soldiers in the exhibition. A traveling version of the exhibition will be available beginning early in the summer.

Ms. Wyatt previewed programming for 2018 at the Library of Virginia for the committee, providing information about projected genealogical workshops and a new workshop related to Native American research. The committee also reviewed programs developed to support the new exhibition, *True Sons of Freedom*, including book talks, *Transcribe* sessions, and possible engagement with descendants of soldiers. In that vein, the committee also discussed public relations efforts to reach out to local media in the counties where the soldiers featured in the exhibition had lived.

As requested at the Board’s last meeting, Director of Public Services and Outreach Gregg Kimball gave the committee an update on the Library’s role in the current debate about Confederate history, art, and memorialization. (A written report written by Dr. Kimball was included in the board packets.) Dr. Kimball explained that the Library’s primary role has been to provide historical information, archival source material, and consultation to researchers and to city and state government bodies such as the Monument Avenue Commission and the Capitol Square Preservation Council. In addition, Dr. Kimball spoke to his own role as a private citizen as co-chair of Mayor Stoney’s Monument Avenue Commission. His duties in this capacity are to

solicit and organize public comment, collect historical information and documents, and to assist in writing a final report for the mayor's consideration. The committee discussed and clarified one potential area of confusion: the Library's role with state art and specifically the Lee Statue on Monument Avenue. While the Library of Virginia has a registrar's position that has an important role to play in maintaining the state art collection, the Library does not own or exert any control over the monument. Any decisions about the fate of the monument would be the province of the General Assembly and the Governor.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, January 8, 2018, at 9:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., chair; Carol L. Hampton, R. Chambliss Light Jr., Mark Miller, and Marcy Sims. Christopher Oprison attended the meeting via telephone.

Committee chair Preston Bryant called the meeting to order and reminded the committee that the Library was starting the current legislative session in a good position since its request for funding to support the purchase and ongoing maintenance of a new integrated library system and digital asset management system had been included in the budget that the Governor submitted to the General Assembly in mid-December. While ordinarily that would mean a high degree of certainty that the additional funding would be approved, Governor McAuliffe had based his budget and the new funding it included on Virginia agreeing to expand the Medicare program and thus receive a substantial influx of federal funds. Should the General Assembly not agree to the expansion, the budget the assembly eventually passes might reduce the Governor's budget substantially and this could affect the Library's technology funding. The committee discussed ways to monitor this issue as the budget discussions progressed, and who Board members might quietly reach out to on the money committees to ask them to retain the new funding for the Library's technology needs.

Deputy of Administration Connie Warne reviewed the November Statement of Financial Condition and reported that there were no concerns about how our spending was tracking at the close of 2017.

The committee meetings adjourned by 10:25 a.m., and Board members proceeded to the Board Meeting Room on 2M for the meeting of the full Library Board.

THE LIBRARY BOARD MEETING

Library of Virginia
January 8, 2018

The Library Board met on Monday, January 8, 2018, 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 10:37 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
Kristin Cabral
Mohammed Esslami
Carol Hampton
R. Chambliss Light, Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy

Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings, Mr. Jon Bowerbank and Mr. Christopher Oprison attended the meeting via conference call. Ms. Maya Castillo, Dr. Mark E. Emblidge, and Mr. M. David Skiles were absent.

II. APPROVAL OF AGENDA

Ms. Sims asked that the meeting agenda be approved. The Board approved the agenda by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Ms. Sims welcomed Board members attending the meeting by phone and extended a special welcome to Mr. Conley Edwards, who was attending the meeting on behalf of the Friends of the Virginia State Archives. She also welcomed members of the Library staff who were present.

IV. PUBLIC COMMENT

None.

V. CONSENT AGENDA

- Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the September 11, 2017, meeting.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Mr. Conley L. Edwards, president of the Friends of the Virginia State Archives, reported that the 18th Annual Slatten Lecture took place at the Library on Saturday, September 30, 2017. Sixty-eight participants heard Dr. Michael Lacopo speak about his vast experience doing genealogical research, drawing on the many resources of the Library. This series of lectures honors the memory of Dr. Richard Slatten, a Richmond physician, author of several genealogical works and the first president of the Friends of the Virginia State Archives. Mr. Edwards also called the Board's attention to the Straight to the Source spring program sponsored by the Friends and scheduled for March 23. Presentations will focus on the Virginia Newspaper Project, Augusta County chancery records, the history of the 1817 Richard Young map of Richmond, and the Library's private papers collection.

During the past year, the Friends continued their support of the work of the LVA collection development staff by purchasing published genealogical and family history materials from contiguous states. The Friends purchased new works for the collection totaling more than \$4,000 and supported the printing of the 2017 Archives Month poster. Mr. Edwards also reported that the organization is investigating how it might support an effort to reduce the backlog in processing private papers in the Library's collection, which has grown due to staffing shortages in recent years.

B. Committee/Division Reports

• Archival, Collections, and Records Management Services Committee

Ms. Barbara Little, vice chair of the committee, summarized the information covered during the committee meeting earlier in the morning. She reported that the committee had reviewed and discussed the three reports that had been sent to the Board in advance of the meeting. In terms of the report outlining the progress made by the Circuit Court Preservation Program (CCRP) during the past year, she stated that the committee was pleased at the work accomplished by the CCRP but that committee members had expressed the hope that the Circuit Court Clerks Association would consider seeking an increase in the fee that supports this program, which would enable many more historically significant records kept in clerks' offices and courthouses across the state to be properly preserved.

The committee focused a great deal of attention on the third report outlining the size of the backlog of unprocessed archival material. In 1997, the Library received funding to fill seventeen positions to address what was then estimated to be a 54-year backlog. Between 1997 and 2008 the backlog decreased dramatically as a result of the additional staff time devoted to the effort. Beginning in 2008 and for several years thereafter a precipitous drop in state revenues caused the loss of a large number of Library staff including several of the archivists assigned to the backlog. Ms. Little pointed out that lacking funding to refill these positions, the Library is again losing ground and the backlog of unprocessed

archival collections is increasing as the current staff is not able to process collections quickly enough to keep up with newly accessioned materials. Ms. Little stressed the importance of using the information contained in the report to demonstrate the need for additional funding, and she shared the committee's recommendation that the report be reformatted next year to better show the correlation between small number of staff working on processing, the amount of new accessions, and the associated growth in the backlog.

Ms. Little then invited the Library's Digital Archives Coordinator Susan Gray Page to the podium to provide the full Board with an overview of the presentation she made to the committee on the agency's progress in making the 1.3 million e-mails from Governor Tim Kaine's administration publically available. Ms. Page described the continuing work that she and Senior State Records Archivist Roger Christman are doing to help improve and refine the tool that has been developed by Gordon Cormack and Maura Grossman of the University of Waterloo to test machine-assisted review of large email collections with the goal of reducing archival processing time and effort. As this work is mutually beneficial to the Library and Professors Cormack and Grossman, we look forward to continuing this partnership in the coming year.

Ms. Sims thanked Ms. Page for her presentation on this groundbreaking work and said that the Board looked forward to hearing more as the project unfolded.

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

Committee chair Ms. K. Johnson Bowles reviewed the first three items on the committee's agenda, dealing with the African American Genealogical conference held at the Library in September 2017, the status and disposition of several of the Library's travelling exhibitions, and plans for programming to be sponsored by the Library in 2018. She expressed the committee's strong support for the Library's outreach efforts and the connections and partnerships that these various activities have fostered. She explained that there had not been enough time in the committee meeting to fully discuss strengthening how the Library promotes and markets its programs and exhibitions and that a full exploration of that topic was tabled until the next committee meeting. Ms. Carol Hampton asked if the Library was capturing the contact information of people who attend programs and events so that they could be added to the Foundation's database. Dr. Gregg Kimball, director of public service and outreach, explained that the Library registers attendees for programs and events through a software program called Eventbrite, which captures e-mail addresses and other useful information.

Ms. Bowles asked Dr. Kimball to share with the Board information about the Library's involvement with the future status of the Confederate monuments on Monument Avenue. Dr. Kimball referred Board members to the document he had provided in advance of the Board meeting and reaffirmed that the Library's primary role has been to provide historical context and documentation in order to inform the public policy debate surrounding Confederate monuments and art but that it did not take sides in the public debate. He described the research on the history of the monuments that the Library has done and assisted others with over the past year. He differentiated the Library's role from

his as a private citizen and expert on the history of Richmond, which he stated was why he was asked to serve as co-chair of the mayor's commission charged with making recommendations to the city on the future of the statues.

Ms. Sims then asked Dr. Kimball to clarify the Library's role in connection to the statue of Robert E. Lee, which is owned by the Commonwealth of Virginia. He explained that the Library has curatorial oversight of the monument but that any decision about moving or removing the statue would fall within the purview of the Governor and General Assembly. The Library's legal counsel, Senior Deputy Attorney General Carrie Nee, added that formal custody of the Lee Monument rested with the state's Department of General Services. Mr. Christman commented that the deed transferring ownership of the Lee Monument to the commonwealth was in the Library's State Records Collection. Ms. Sims asked Dr. Kimball if there had been any lawsuits relating to the monuments filed against the city as has happened elsewhere, and he replied that there have not been – and that the mayor's commission is working thoughtfully and with great care in the hope of avoiding a suit.

- **Legislative and Finance Committee**

Mr. L. Preston Bryant Jr., chair of the Legislative and Finance Committee, began his report by reminding the Board that the Library was in an excellent position going into the 2018 legislative session since its budget request of \$1.2 million over the biennium for the replacement and ongoing operation of two critical technology systems was included in the budget Governor McAuliffe submitted to the General Assembly. He stated that he was cautiously optimistic but also that the Board would need to be strategic in its approach during the session as there were factors that might put this new funding in jeopardy. The key concern for the state budget was the issue of Medicaid expansion, as Governor McAuliffe has included the federal funds that would flow to Virginia with this expansion as well as other related savings in his budget. Should the General Assembly not agree to this expansion, the Governor's budget would need to be substantially reduced and this could have an adverse effect on the Library's IT funding. He also described changes in the legislative landscape in the wake of the November election, with representation in the House of Delegates now being close to evenly split between Democrats and Republicans, and that among other things this would affect the composition of the House Appropriations Committee.

He also reviewed the Bill Tracker document that was included in the Board packet, stating the Library had identified a number of bills that it would be monitoring during session but that at the moment there was nothing on the list of any immediate concern. He then asked Deputy of Administration Connie Warne to go over the Statement of Financial Condition also included in the Board packet. Ms. Warne reported that the numbers were tracking where they should be for this time of year, though she did point out that she was watching the revenues coming in for the Circuit Court Preservation Program carefully as they were currently tracking just a bit below what we have budgeted for the program this year. She discussed the year-to-year comparison and provided an explanation for two line items where there was a variance.

Ms. Hampton asked if Board members could receive talking points for the coming legislative session in advance of any possible lobbying effort, and Librarian of Virginia Sandra Treadway said those would be provided once the Library knew what effort or activity might be needed.

- **Public Library Development Committee**

Committee chair Kristin Cabral reported that the committee received an update from Library Development and Networking Director Nan Carmack on several projects that she has been working on, including a survey of public library directors about their satisfaction with the Library's services, new partnerships, an evaluation of our digital offerings, and preparations to fill a vacancy in the area of children's and youth services. She also expressed the committee's concern that there had been a delay in securing a new statewide license for electronic books for children, which public library patrons across the state rely on. Ms. Sims added that the previous license for Tumblebooks had lapsed and that without a procurement officer in place at the present, the Library was not able to move forward with securing an agreement with a children's ebook vendor. Ms. Cabral expressed the sense of the committee that this procurement should be a priority once a new procurement officer was hired and also asked if it might be possible to use the procurement services of another agency in order to move this procurement forward expeditiously. Ms. Little asked if the Library were to do that, would this be the only procurement that might use this process, expressing her hope that the procurement of services for the digitization of the original vital records in the Library's collection might be initiated as well. The Board discussed checking with the Department of Purchases and Supply to see if they might be able to help, and Mr. Bryant suggested that the Library might also investigate whether there might be an existing agreement negotiated by another agency that the Library might be able to use to purchase this resource through a cooperative agreement. The Board echoed the committee's hope that the procurement of a resource for children's electronic books be made a high priority in the coming months so that public libraries would be able to offer this to their patrons again in the near future.

Ms. Cabral also brought the Library Board up to date on legislation that had been introduced in the General Assembly to grant an exemption to the Caroline County Public Library from having to meet the requirements in the Code that they have a library board and stated that similar legislation was expected on behalf of Smyth County. Finally she reported that the state aid appropriation included in the Governor's budget was for level funding but that there was an additional \$500,000 each year of the biennium proposed for the construction of a new public library on the Eastern Shore. Ms. Carmack added that the Virginia Library Association was working with their lobbyist to get a budget amendment for state aid introduced that would increase the appropriation by \$2.5 million, with a goal over the next few years to bring the state aid appropriation to full funding.

- **Library of Virginia Foundation**

Foundation Executive Director Amy Bridge reported on the Foundation's fundraising efforts to date this fiscal year, sharing the good news that as of December 31, annual fund contributions were up 51 percent from the same time last year and that unrestricted giving

had increased by 13 percent. She also described the work that the Foundation commissioned to scrub its database, updating addresses and removing donors who are deceased, and the like. This is critical to do periodically to ensure that donor information is current and accurate. She also said that the Foundation's executive committee is looking at the new federal tax legislation to see what impact it might have on the Foundation's work.

Ms. Bridge also provided an update on planning to date for the twenty-first annual Literary Awards Celebration in October and invited any Library Board members who might want to join the planning committee to let her know. In response to questions from Mr. R. Chambliss Light, Jr. and Ms. Little, she confirmed that the awards evening and dinner would still be happening, but it was likely that the luncheon would not since the James River Writers had decided not to participate in that event this year. She also mentioned that there might not be a Lifetime Achievement winner this year and that the committee was exploring other options for a participant or speaker who would be an attendance draw. Ms. Hampton commented that she hoped the format would not change too much as it was a fabulous event and one that attendees enjoyed immensely.

C. Report of the Librarian

Dr. Treadway reported that the most important priority for the Library at the moment was to ensure a smooth and seamless transfer to the archives of the records of Governor McAuliffe's administration. Records Analyst Glenn Smith and State Records Archivist Roger Christman have been working closely with the Governor's Office and Cabinet secretaries to prepare for the transfer, which has begun and will continue through the inauguration and a bit beyond. The last of the electronic records will likely be transferred from the Virginia Information Technologies Agency (VITA) the week after Governor McAuliffe leaves office. At the present time, everything seems to be on track and the Library has been receiving the administration's full cooperation in the transfer.

Dr. Treadway also informed the Board of the new security protocol that will be put in place at the entrance to the Library starting January 10. Visitors will be asked to pass through a metal detector and purses and other bags will be examined to make certain that no objects that might pose a danger to visitors and staff enter the building. This new procedure is being introduced on the recommendation of the Library's new Facilities Director and is in keeping with security procedures in most of the other state buildings located in the Capitol Square complex. Ms. Hampton asked if we expect this to have a negative impact on business in the Library's café. Dr. Treadway said we did not expect it to. State employees, for example (as well as Library and Foundation Board members) can show their official identification badges and by-pass this screening.

D. Report of the Chair

Ms. Sims began her report by congratulating Librarian of Virginia Sandra Treadway for being named one of the honorees in the *Richmond Times-Dispatch*'s 2017 Person of the Year program. She attended the luncheon recognizing the honorees along with Library

Board member Carol Hampton and Foundation Board members Peter Broadbent, Steve Rogers, and Pia Trigiani and described what an inspiring occasion it was. Dr. Treadway thanked Ms. Sims and stated that the recognition indicated how highly the Library was regarded in the community and how much the work of all the staff was valued and appreciated.

Ms. Sims then directed the Board's attention to the document in the Board packet summarizing the discussions and takeaways from the joint retreat of the Library and Foundation Boards in November. She shared some of the key themes that she saw as she reviewed the summary document, among them that the Library is not well known beyond its core constituency group, that the agency had significant resource needs, and that one important focus in the coming year would be planning to grow the Library's audience. She expressed the hope that the Library staff and boards together could work on a 4-5 year plan that would culminate in a celebratory year in 2023, the 200th anniversary of the Library. She shared with the Board the Foundation Board's intent to partner with the Brand Center at Virginia Commonwealth University to assist the Library in strengthening its brand awareness and marketing and described the success that the Virginia Foundation for the Humanities, on whose board she also serves, has had working with the Brand Center. Several Board members shared their thoughts about the recent retreat and agreed that improving the Library's visibility as well as continuing to seek additional resources to support the Library's work was important.

VII. OLD OR NEW BUSINESS

Ms. Sims asked if there was any old or new business. Mr. Jon Bowerbank commented that he knew that the Library did not have a high profile in the southwestern part of the state and asked whether the Library might entertain a visit from teachers and school children from that region if funds could be found to underwrite their visit. Dr. Treadway assured him that Library staff would be happy to host such a visit. She also reminded the Board that the Library sponsors two student essay contests, connected to the Strong Men and Women and Virginia Women in History programs. Students from all corners of the state are encouraged to participate and the winners to come to Richmond to be recognized. Ms. Little commented that the success of such a program was to find teachers who would champion the programs and encourage their students to participate. She also described work that the genealogical organization Family Search was doing across the country to engage young people in tracing their family histories.

VIII. ADJOURNMENT

There being no further business, Ms. Sims adjourned the meeting at 12:15 p.m. upon a motion made by Ms. Little and seconded by Ms. Cabral.