

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
January 7, 2019

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, January 7, 2019, at 8:30 a.m. in Conference Room B of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: Barbara Vines Little, chair; Mark E. Emblidge, R. Chambliss Light, Jr., Blythe Ann Scott, and M. David Skiles. Staff liaisons John Metz and Paul Casalaspi were also in attendance. Committee members Robert Aguirre and Marcy Sims were absent.

Committee chair Barbara Vine Little called the ACRMS committee to order after determining that there was a quorum. The committee had four topics on the agenda for the day: a report on the on implementation plans for the new Integrated Library System (ILS) and the Digital Asset Management System (DAM), a report on important changes made to the annual backlog reduction report, an update on the Circuit Court Records Program, and the status of the Carter Family Collection.

Digital Initiatives and Web Services Manager Kathleen Jordan made a presentation on the implementation plans for the new ILS and DAM purchased with funding approved by the General Assembly last year. Implementation will occur over several months because of the complexity of moving the massive amount of data from the old system to the new one, but the result will be an integrated discovery layer providing a smooth, seamless user experience with no jumping from section to section within the Library's website. Given the complexity of managing the system, the legislature also provided money for a Digital Preservation Specialist and a Library Systems Developer. The new system will provide a faster, more intuitive searching capability for the millions of bibliographic records currently in our catalog. Ms. Jordan pointed out that archivists and catalogers will continue to create those records as they have always done. She also explained the painstaking work necessary to process gubernatorial and other electronic records so that they can be made accessible to the public while ensuring that restricted information they might contain is not inadvertently released.

Dr. John Metz then discussed changes made to the backlog reduction report the Library is required to provide to the Governor and the General Assembly each year. The report originated in 1999 when the General Assembly provided funding for 17 new positions to eliminate the backlog of unprocessed archival material that was then estimated to take 54 years at pre-1999 staffing levels. Over time, progress on the backlog reduction slowed as positions were lost through successive budget reductions and with the introduction of electronic records. Over the past year, Dr. Sandra Treadway worked with archives staff from each section to revise the report to include a section detailing the way that different types of records (e.g. state, local, and private, as well as electronic) are processed. The report now provides a clearer explanation of how the rate of accessioning compares to the rate of processing. The committee agreed that the report

was clearer but felt that a table showing the accessioning and processing statistics would be helpful.

Gregory Crawford, the Local Records Program Manager, provided an overview of the accomplishments of the Local Records Branch and the Circuit Court Records Preservation Program (CCRP) in 2018. The highlight of the year was the award of \$849,964.55 in grants to seventy-nine localities, primarily for item conservation. Mr. Crawford also provided updates on Virginia Untold: The African American Narrative project, additions made to the Chancery Records Index (149,303 images), as well as discussions with the clerks' association to raise the recording fee from \$1.50 (last increased in 2001).

Dr. Metz also reported that the Carter family had decided to sell the Shirley Plantation collection to the Albert and Shirley Small Special Collections Library at the University of Virginia. The collection will be transferred to the university this spring.

There being no further comments or new business, the committee adjourned at 9:20 a.m.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, January 7, 2019, at 8:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, chair; Mohammed Esslami, vice chair; Jon Bowerbank, Paul Brockwell, L. Preston Bryant, Jr., Kristin Cabral, Mark Miller, and Shelley Viola Murphy. Staff liaisons Gregg Kimball and Paul Casalaspi, were also present.

Gregg Kimball discussed changes to public services in the Library's reading rooms and reviewed upgrades to hardware and software interfaces for reading room resources to improve patron service. The new all-in-one computers have a 21-inch screen and provide faster access with fewer delays and upgraded security configurations. The Library also refreshed the portals that patrons use to access services, replacing the old layout with a more interactive, less cluttered one. The email stations and portal in the Circulation area have also been upgraded providing our patrons much faster access to email. The genealogical program Roots Magic has also been added to the computers in the Manuscripts Room. An additional browser, Firefox, was added to the systems, allowing patrons an alternative to Internet Explorer.

Dr. Kimball then described a new collaboration with a local public library that not only produced a model program partnership but also resulted in new patrons for the Library. The Library's head of reference, Ginny Dunn, attended a beginner genealogical class at the Chesterfield County Central Library and spoke about resources available both digitally and physically at the Library of Virginia. A week later the class members came to the Library for an orientation session to our resources and a tour of the reading rooms. Many participants said they probably would not have come downtown if they hadn't had the opportunity to do so on the Chesterfield County van. Lori Purcell, the Chesterfield Public Library coordinator for genealogy classes, recently contacted Ginny Dunn and Ashley Ramey and said the trip was such a hit that they are now going to sponsor van trips to the Library once a month for research purposes. The Library

will use this as a model program for other public libraries that sponsor genealogical course and clubs.

Dr. Kimball also provided an overview of the Library's new exhibition *New Virginians: 1619-2019 and Beyond*, which opened on December 10. Dr. Kimball described the opening event, held on Thursday, December 13, which was attended by members of the General Assembly, representatives from the Library and Library Foundation boards, most of the interviewees, representatives from 2019 Commemoration, and others. The exhibition featured remarks by Librarian of Virginia Sandy Treadway, Speaker of the House of Delegates Kirkland Cox, Secretary of Education Atif Qarni, Matthew Gibson and David Bearinger of Virginia Humanities; and four of the interviewees: Seyoum Berhe, Chris Little, Farideh Golden, and Karla Ramos. The committee also discussed media and advertising promoting the exhibition. Mark Miller asked about the traveling version of the exhibition and whether it will be circulating during the run of the main exhibition. Dr. Kimball explained that the traveling exhibition will launch in April and include the video elements that are key to the installation. Our partner Virginia Humanities will also be offering mini-grants to venues to support programming aligned with the traveling exhibition. The committee then took a tour of the new exhibition.

There being no further business or questions the committee adjourned at 9:20 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, January 7, 2019, at 9:35 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, chair; Jon Bowerbank, vice chair; Paul Brockwell, Mohammed Esslami, Barbara Vines Little, and Mark Miller. Staff liaison Dr. Nan Carmack was also in attendance. Committee member Robert Aquirre was absent.

Dr. Carmack presented an overview of division projects.

The Iris Brammer Public Library (IBPL) has become a member of Evergreen. IBPL was the only remaining library in Virginia that did not have an integrated library system and digitized catalog. Dr. Carmack explained that Evergreen is an open-source integrated library system. To make it possible for small libraries to participate, the Library of Virginia pays 75 percent (using LSTA funds) of the cost and the locality pays 25 percent, based on a formula that includes numbers of records they maintain. Rose Schooff is the consultant in charge of this project and LVA stands ready to support IBPL as they make this transition.

The Library received a NASA@yourlibrary grant that includes three kits and \$5,000 to use for training or to fund additional kits. These kits include materials and lesson plans for astronomical exploration, as well as guidelines for collaborating with other local resources, such as astronomy societies and universities, to bring this STEM activity to public libraries across Virginia.

The Library is also making *The Librarian's Guide to Homelessness* online class by Ryan Dowd, executive director of a Chicago-based network of homeless shelters, available to all Virginia library staff beginning next month. Dr. Carmack commented that, in addition to being an

authoritative guide to serving the homeless, the class is simply excellent customer service training. Discussion ensued about the role of libraries in serving the homeless.

The Research Institute for Public Libraries (RIPL) is scheduled for June 2019. RIPL is a program to train libraries in building evaluation into the program and service efforts, including data gathering, modeling, and analysis. The Colorado Institute for Library Research will conduct the workshop, funded by an IMLS grant they have received. Attendance will attendees about \$80 and LVA will offer a few scholarships to Virginia librarians to facilitate their attendance.

Find It Virginia feedback from libraries is so far positive and usage is up. Discussion ensued regarding marketing to teachers, school media specialists, library staff, and patrons. Dr. Carmack commented that marketing plans continue to develop and that she purposefully waited to get “the bugs” out before implementing full-scale marketing.

Submissions of certified financial statements by public libraries are underway and reviews will begin to identify what waiver situations may need to be addressed at the June Library Board meeting. The committee will receive an update on potential waiver requests at the April meeting; at this point, there are no clear indications on who/if/how many waivers may be requested.

In closing Dr. Carmack reported on the status of Old Dominion University’s (ODU) developing Masters of Library Science (MLIS) program. ODU is currently awaiting approval from the State Committee on Higher Education in Virginia (SCHEV). Upon approval, they will begin seeking ALA accreditation and Dr. Carmack is serving on the development committee. Mr. Miller led a lively discussion of the state requirement for an MLIS degreed librarian and its unintended consequences on libraries of various sizes as well as its pros and cons. Much discussion centered on ODU’s desire to have currently enrolled students (upon SCHEV accreditation) be “grandfathered” into future ALA accreditation. Because the Library of Virginia is the certifying body for professional librarians in Virginia, the committee requested that an invitation be extended to ODU program director, Dr. Sue Kimball, to make a presentation at the April meeting to discuss the program and its development.

There being no further committee business, the committee adjourned at 10:20 a.m.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, January 7, 2019, at 9:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant, chair; R. Chambliss Light, Jr., vice chair; K. Johnson Bowles, Kristin Cabral, Mark E. Emblidge, Blythe Scott, and M. David Skiles. Staff liaison Connie B. Warne and Librarian of Virginia Sandra G. Treadway were also in attendance, along with Senior Assistant Attorney General Carrie Nee. Committee member Marcy Sims was absent.

The meeting began with a review of legislation of interest to the Library that had been pre-filed for the 2019 session of the General Assembly. Mr. Bryant commented that there were several bills dealing with records management issues that the Library would be following but suggested

the committee focus its attention on HB 1702, which would require the Library to process and make accessible to the public all records of an outgoing governor within one year of the transfer of the records to the state archives. Dr. Treadway stated that the Library had not known about this bill until it was filed but that the Library fully supported the intent behind the proposed legislation. There are several considerable challenges that the Library would face, however, in order to comply should this bill become law. These challenges include the shortage of staff to work on gubernatorial records and the need to review the records carefully prior to release to ensure that information protected by law from public disclosure was removed or redacted. The committee discussed the fiscal impact of compliance and visiting the bill's patron to share this information with him.

Deputy Director of Administration Connie Warne reviewed the Library's Statement of Financial Condition as of November 30, 2018. She stated that everything was on track and in line with our projections. Expenditures appeared to be higher than one might expect five months into the fiscal year, but she reminded the Board that this was a result of up-front payments of rent on the building and half a year's distribution of state aid. There were no questions about her report, and the committee adjourned at 10:21 a.m.

THE LIBRARY BOARD MEETING

Library of Virginia

January 7, 2019

The Library Board met on Monday, January 7, 2019, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

M. David Skiles, chair called the meeting to order at 10:35 a.m., welcomed the Board, and asked Board member L. Preston Bryant to lead everyone in a recitation of the Pledge of Allegiance to the U.S. flag.

The following members were in attendance:

M. David Skiles, *Chair*

K. Johnson Bowles, *Vice Chair*

Jon Bowerbank

Paul Brockwell

L. Preston Bryant, Jr.

Kristin Cabral

Mark E. Emblidge

Mohammed Esslami

R. Chambliss Light, Jr.

Barbara Vines Little

Mark Miller

Shelley Viola Murphy

Blythe Ann Scott

Board members Robert Aguirre and Marcy Sims were absent.

II. APPROVAL OF AGENDA

Mr. Skiles asked for a motion that the meeting agenda be approved. A motion was made by L. Preston Bryant and seconded by Mark Emblidge; the agenda was approved by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Skiles welcomed members of the Library staff who were present, Senior Assistant Attorney General Carrie Nee, and David Myer, mayor of the City of Fairfax. He thanked them for joining the Board today. He then introduced two of the three new Board members present, Paul Brockwell and Blythe Ann Scott; Robert Aguirre was not able to attend today. Mr. Skiles thanked them for their willingness to be of service to the Commonwealth by taking this appointment.

IV. APPROVAL OF THE LIBRARY BOARD MINUTES OF SEPTEMBER 24, 2018

Mr. Skiles asked if there were any additions or corrections to the minutes. As no comments or corrections were offered, he asked for a motion to approve the minutes of September 24, 2018, as submitted. Mr. Emblidge moved to approve the minutes as submitted. Kristin Cabral seconded the motion, and the minutes were approved unanimously.

V. PUBLIC COMMENT

None

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives (FVSA), could not attend in person due to illness but asked that his remarks be entered into the minutes.

The Friend's annual Slatten Lecture on Saturday, September 29th, featuring J. Mark Lowe, was particularly successful. Response was excellent and 75 participants attended. As always, the Friends appreciate the cooperation of the Library's Facilities staff in helping with arrangements for the day.

The Friends continued their support of the work of the LVA collection development staff by identifying and purchasing published genealogical and family history materials from contiguous states. The Friends have expended \$7,972.41 for additions to the Library's printed collections during 2018, largely through the efforts of Friends board member Peter Broadbent with the assistance of Mary Clark of the Library staff.

In addition, the Friends provided \$1,350 to the Adopt Virginia History Program for processing work on the Sellers Collection, a group of family materials consisting of correspondence, photographs, diaries and ledgers, financial and business papers, genealogical notes, and legal papers. Several other similar collections were identified by

Audrey McElhinney in Special Collections and the Friends are committed to supporting the processing of the materials in the coming months.

There will be another outstanding program by the staff this year at Straight to the Source, focusing on the Virginia History Trails App for 2019; Reconstructing Family: Post-Emancipation Records; Virginia History through Local Court Records; and Michael Miley's photographs of Rockbridge County families. The Friends spring program is scheduled for Friday, March 29th. This spring program is always well attended and we certainly expect the same response this year. Program brochures will be mailed later this month.

This is the 27th annual session of the Friends spring conference, but it is also the 30th anniversary of the incorporation of the Friends. Of the 13 original members of the board and incorporators, there are 4 surviving individuals who we plan to invite and celebrate at the meeting in March (Bruce Wingo, Priscilla Harris Cabell, Louis Manarin, and Netti Schreiner-Yantis).

Finally, his report added that Peter Broadbent sends greeting from the Virginia Genealogical Society with a reminder that the VGS spring conference is scheduled for April 12-13 in Richmond. The overall theme of the meeting is "Laws and Wars that Impacted the Lives of Your Virginia Ancestors." The featured speaker is Judy G. Russell. She is an excellent speaker and much sought after for national meetings. She has been a supporter of LVA at some recent critical times.

B. Committee/Division Reports

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

Committee chair Barbara Vines Little reported that the committee received an extensive update on the new integrated library system, which is being funded by state funds. The ongoing funds for the new library system have been built into future budgets as there will be annual maintenance costs. The committee also discussed the proposed legislation introduced in the General Assembly, which if passed would require the Library of Virginia to process and make available gubernatorial records within a year of receiving them. The third item discussed was declining funding for the CCRP program due to decreased real estate sale revenue. With the Library receiving less funding from recording fees, it has fewer dollars to put toward reducing the backlog of unprocessed collections and toward the preservation of circuit court records. Ms. Little stated that an increase in the recording fee is desperately needed, but that increase has to be initiated and lobbied for by the circuit court clerks. It was suggested that it may be desirable for Board members to initiate conversations with their local clerks asking them to support an increase in that fee. Finally, Ms. Little reported that the Carter Family Collection will not be coming to the Library of Virginia, but instead will go to the University of Virginia.

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

K. Johnson Bowles, chair of the Education, Outreach and Research Services Committee, reported on numerous activities since the last meeting, among them updates to the

reading and research rooms; upgrades to hardware, software, and security configurations; upgrades to the patron computers in the Circulation area; and the addition of a genealogical research tool, Roots Magic, to the computers in the Manuscripts Room. The Public services staff has successfully collaborated with the Chesterfield County Public Library to cultivate a relationship with a genealogy group that came to do research at the Library and have now arranged to visit on a monthly basis. The work with Preservation Virginia continues, as does the research fellowships and collaborations with scholars both in Charlottesville and here in Richmond. The committee also discussed the possibility of launching a fellowship for non-scholars to learn about research methodology and how the Library might better serve non-academic researchers.

Following the discussion, the committee walked through of the New Virginians exhibition, which they found timely with both local and national spotlights on immigration. Ms. Bowles reported that the exhibit's opening reception was highly successful with more than 275 attendees including Secretary of Education Atif Qarni, House Speaker Kirkland Cox, and other elected officials. The Library will be holding several programs throughout the year to complement the exhibition, including a naturalization ceremony here at the Library. There will also be a travelling version of the exhibition. It is hoped that Virginia Humanities will provide grants to local venues who want to host the exhibition.

Mr. Skiles thanked Ms. Bowles for her report, and asked Mr. Bryant to present his report from the Legislative and Finance Committee at the end of the other committee reports. He then asked Ms. Murphy to give her report from the Public Library and Development Committee.

- **Public Library Development Committee**

Shelley Viola Murphy, chair, reported on the updates that Nan Carmack, director of Library Development and Networking, provided in committee. These updates related to six projects that the division has been working on. She reported that Library Development staff have assisted the Iris Brammer Public Library in offering its holdings online, becoming the last Virginia public library to do so. The Library also received three STEM kits (Science, Technology, Engineering and Math) along with a \$5,000 grant from NASA@yourlibrary from which more STEM kits can be made. These kits include materials and lesson plans for astronomical exploration, as well as guidelines for collaborating with other local resources, such as astronomy societies and universities, to bring this STEM activity to public libraries across Virginia. There is also a new program beginning next month available online to all Virginia Library staff by Ryan Dowd, Executive Director of a Chicago-based network of homeless shelters, called *The Librarian's Guide to Homelessness*. The Research Institute for Public Libraries (RIPL) is scheduled for June 2019; RIPL is a program to train libraries in building evaluation into the program and service efforts, including data gathering, modeling, and analysis, things that will show outcome based research and how to do that. Feedback from libraries on *Find It Virginia* so far has been positive and usage is up; there was discussion regarding marketing to teachers, school media specialists, library staff, and patrons. Finally, Ms. Murphy reported that public library submissions of certified financial

statements are underway and reviews will begin to identify what waiver situations the Library Board may need to address; at this point, there are no clear indications on how many waivers may be requested.

The last item discussed was Old Dominion University's progress toward development of an MLIS program. Because the Library of Virginia is the certifying body for professional librarians in Virginia, the committee requested that an invitation be extended to the program director, Dr. Sue Kimball, to make a presentation at the April meeting to discuss the program and its development. Final comments were made on ODU's MLIS program and how this will have a positive effect on giving Virginia residents the opportunity to gain access to this degree within the Commonwealth, as well as the ongoing Library discussion of the positive and negative consequences of requiring this degree for Library directors.

- **Library of Virginia Foundation**

Foundation Executive Director Amy Bridge began by giving an update on the October Literary Awards which netted about \$24,000.00 and was roughly the same as 2016. Ms. Bridge encouraged input and indicated any ideas would be welcome on how the Foundation might make it a more profitable event. She also reported that the search for a replacement café vendor has been underway and a frontrunner has emerged. She will be conducting some field research later in the week and hoped to have the new vendor secured by the end of the month with implementation this spring. The Foundation's Development Committee meeting later this week will focus on the 1823 Council, which is comprised of all former Board members from both the Library and Foundation Boards and an event specifically being held for them at the end of January. The purpose of this program is to rekindle their interest in and active participation with the Library. The Development Committee will also be using the wealth-screening results acquired last fall to craft some projects for the spring major gifts focus.

Ms. Bridge shared the current statistics on percentages of staff and board member giving to the Foundation and encouraged all to make a financial contribution by the end of the fiscal year. Board member Kristin Cabral reinforced the importance of all Board members contributing some amount, no matter how small, so that they can reach 100 percent participation. The Foundation can be much more successful with fund raising when the Library can demonstrate the full or a high level of support and participation by our own staff and board members.

- **Legislative and Finance Committee**

L. Preston Bryant, chair, directed everyone to the Financial Report tab in the Board packet stating the Library was on track for the current budget year, and invited Deputy of Administration Connie Warne to review with the Board the Budget to Expenditures document dated November 30, 2018, in the packet. Ms. Warne stated that everything was on track and in line with our projections. Expenditures appeared to be higher than one might expect five months into the fiscal year, but she reminded the Board that this

was a result of up-front payments of rent on the building and half a year's distribution of state aid.

Mr. Bryant commented that there were several bills dealing with records management issues that the Library would be following in the upcoming session of the General Assembly, but stated that he would like to focus the board's attention on HB 1702. This proposed legislation would require the Library to process and make accessible to the public all records of an outgoing governor within one year of the transfer of the records to the state archives. Dr. Treadway stated that the Library had not known about this bill until it was filed but that the Library fully supported the intent behind the proposed legislation. There are several considerable challenges that the Library would face, however, in order to comply should this bill become law. These challenges include the shortage of staff to work on gubernatorial records and the need to review the records carefully prior to release to ensure that information protected by law from public disclosure was removed or redacted. The committee discussed the fiscal impact of compliance and visiting the bill's patron to share this information with him.

Mr. Skiles commented that this was an opportunity to again highlight the budget cuts that the Library has gone through in recent years, and what it will take financially to comply with this new legislation should it pass. He added that it is important that it be clear that the Library is committed to making these records available as expeditiously as possible. If given the tools to do it, the Library will; however, the Library will not be able to comply with the legislation without sufficient staffing and resources.

C. Report of the Librarian

Dr. Treadway drew the Board's attention to two highly successful recent events held at the Library. The first was the 21st Annual Literary Awards celebration, and the second was the opening reception for the new exhibit *New Virginians*. The remarks offered at the *New Virginians* reception were particularly moving, and House Speaker Kirkland Cox, chair of the 2019 Evolution Committee, was highly complimentary of our having on display for the event Virginia's copy of the Bill of Rights, which was greatly appreciated. Dr. Treadway also mentioned that the original Speaker's chair used in the House of Burgesses in the colonial era is currently on display in the Old House Chamber in the current state Capitol to mark the 400th anniversary of Virginia's legislative body. The replica of it is temporarily being housed on the Library's second-floor mezzanine and will go back to the Capitol when the eighteenth century one is returned to Colonial Williamsburg.

Dr. Treadway thanked everyone who participated in the joint retreat in November and briefly reviewed the executive summary in the Board packets which covered what the four breakout discussion groups at the retreat discussed in considering what the Library might do connected to the its 200th anniversary in 2023, as well as potential fundraising priorities. The discussion at the retreat indicated a strong consensus on the importance of making the first floor a warmer and more welcoming space, moving the café up to the front of the lobby where it would be more prominent, and in expanding the Library's

reach statewide with programming, the Library's website and virtual presence. There was also discussion at the retreat about revisiting the recommended target amount for a fund-raising effort in the future. Dr. Treadway also offered a brief update on the current strategic planning process and stated that she hoped to provide the Board with a draft of the plan at the April meeting.

D. Report of the Chair

Mr. Skiles reminded all about the importance of the 2019 American Revolution Commemoration. He stated that the commemoration offered an opportunity for Virginians to reflect on the history and accomplishments of our Commonwealth, both good and bad, with an eye to the future. He commended Dr. Treadway and all the Library staff for their work on this project collaborating with the Jamestown-Yorktown Foundation and other groups and encouraged all to get involved. Mr. Skiles also commended the Library staff for all the ongoing tireless dedicated work they do to make government records available to the public as speedily as possible, with very limited resources.

Mr. Skiles then presented two resolutions for the Board to approve, honoring Carol Lindley Hampton and Christopher G. Oprison who have concluded their respective Board service with great distinction. He asked that a motion be made to approve the first resolution which was for Ms. Hampton; Ms. Cabral made that motion, which was seconded by Blythe Scott. The motion passed unanimously and was entered into the minutes:

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS Carol Lindley Hampton was appointed in 2015 by Governor Terry McAuliffe to fill an unexpired term on the Library Board; and

WHEREAS she brought to the Library Board her skills and experience as a former associate dean for faculty and instructional development at the Virginia Commonwealth University School of Medicine; and

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

WHEREAS she served a term on the Board's Executive Committee and served for two years as a liaison from the Library Board to the Library of Virginia Foundation Board; and gave generously of her time, talent, and expertise, even when that meant travelling a great distance to attend meetings; and

WHEREAS she has been an energetic and committed member of both boards and given generously of her time, talent, and expertise; and

WHEREAS she regularly attends all Library programs and events and has always been a steadfast and enthusiastic advocate for the Library's programs and services; now therefore

BE IT RESOLVED by the Library Board on this the 7th day of January 2019 that we recognize Carol Lindley Hampton for her dedicated service on the Library Board; 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 Carol Lindley Hampton as a token of the Board's gratitude for her service to the Library of Virginia and to the Commonwealth.

Mr. Skiles then asked that a motion be made to approve the following resolution for Mr. Oprison. Dr. Mark Emblidge made that motion, which was seconded by Paul Brockwell. The motion passed unanimously as presented and the following resolution was entered into the minutes.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS Christopher G. Oprison was appointed to a five-year term on the Library Board in 2013 by Governor Robert F. McDonnell; and

WHEREAS during his tenure he served on three of the Library Board's four standing committees, dealing with education and outreach, archives and records, and legislation and finance; and

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

WHEREAS his sound judgement and legal background provided valuable guidance to staff and informed the Library's work; and

WHEREAS he was always a steadfast and enthusiastic advocate for the Library's programs and services; now therefore

BE IT RESOLVED by the Library Board on this the 7th day of January 2019 that we recognize Christopher G. Oprison for his dedicated service on the Library Board; 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 Christopher G. Oprison as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

VII. OLD OR NEW BUSINESS

Mr. Skiles asked if there was any new or old business to come before the board at this time; none was given.

VIII. ADJOURNMENT

There being no further business, before adjourning the meeting, Mr. Skiles reminded everyone that the next meeting is Monday, April 15, 2019 and thanked everyone for continuing to dedicate their time to the Library. He asked for a motion to adjourn the meeting. Ms. Murphy made the motion to adjourn, which was seconded by Mr. Brockwell. The motion passed unanimously and the meeting adjourned at 11:40 a.m.