

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

September 20, 2024 | 8:30 – 9:20 a.m.

State Records Center

Meeting Minutes

Members Attending: Peter Broadbent (Chair), Shelley Viola Murphy, Chelle Davis, Samuel Hayes III, Barbara Vines Little, Malfourd Trumbo; Mary Prentice (remote attendee);

Members Absent: Robert Canida II, Carol Finerty

Staff Liaison: John Metz, Deputy for Collections & Programs;

I. **Call to Order:** The meeting was called to order by Chair Peter Broadbent at 8:35 a.m.

II. **Information Items:**

A. **FY2025 CCRP Grants Cycle:** Dr. Metz reported that the new grants cycle will begin on October 16, 2025. For new board members he described the Circuit Court Records Preservation Program (CCRP) as part of the Library of Virginia's Local Records Services Branch. Funded through a \$3.50 of the clerk's recordation fee, the CCRP provides resources to help preserve and make accessible permanent circuit court records. The program awards grants to the Commonwealth's circuit court clerks to help them address the needs of the records housed in their localities.

B. **NEH National Digital Newspaper Project Grant:** Dr. Metz shared the Library received a \$235,692 grant from the National Endowment for the Humanities (NEH) for a two-year project to digitize 100,000 pages of historical Virginia imprint newspapers dating from 1860–1963.

C. **Long Term Exhibition Task Force:** He reported the task force has completed their white paper and will meet with the Librarian of Virginia to discuss their findings and evaluate their proposed next steps.

D. **Updated Collections Policy:** The policy is under review and will be shared electronically with all board members for review prior to any vote.

E. **State Records Center Expansion Project Update:** The project will be open to bidders next week, and the Library hopes to engage a contractor by January 2026.

III. **Adjournment:** Hearing no additional business, Committee Chair Broadbent adjourned the meeting at 9:20 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE
September 20, 2024 | 8:30-9:20 a.m.
State Records Center
Meeting Minutes

Members Present: Elizabeth “Betsy” Fowler (Chair), Lana Real, C. Paul Brockwell Jr., Suzette Denslow

Members Absent: L. Preston Bryant Jr., Robert L Canida II, Blythe Ann Scott

LVA Staff Attending: Reagen Thalacker, Public Library Consultant

- I. **Call to Order:** Chair Betsy Fowler called the meeting to order at 8:30 a.m. As Ms. Fowler was new to the board, she asked members to introduce themselves.
- II. **2023 State Library Data Review:** Ms. Thalacker provided the 2023 Year in Review Virginia’s Public Libraries infographic, produced by colleague Kim Armentrout, state grants & data coordinator. Ms. Thalacker spoke about Bibliostat, the annual federal data collection process, went through some of the statistics on the document, and explained how the more extensive collection of statistics is used to support libraries across the Commonwealth.
- III. **Library Leadership and Stakeholder Development Review:** Ms. Thalacker provided information on the projects and partnerships she works with that fall under the Library Leadership and Stakeholder Development. She gave a broad overview of the partnerships, continuing education opportunities, resources, services, and communications she works on for the Library Development & Networking Division.
- IV. **Future Business:** Mr. Brockwell expressed an interest in having the committee review the certification requirements for professional librarians in Virginia as currently articulated in the Code of Virginia (§ 42.1-15.1). He’d like for the committee or a smaller task force to explore the certification’s origins, purpose, current relevance, and current/future applicability.
- V. **Adjournment:** Hearing no additional business, Ms. Fowler adjourned the meeting at 9:27 a.m.

LEGISLATIVE AND FINANCE COMMITTEE
September 20, 2024 | 9:30 – 10:20 a.m.
State Records Center
Meeting Minutes

Members Present: Malfourd W. “Bo” Trumbo (Vice Chair), Peter Broadbent Jr; C. Paul Brockwell Jr., Suzette Denslow, Elizabeth “Betsy” Fowler,

Members Absent: L. Preston Bryant Jr. (Chair) and Blythe Ann Scott

LVA Staff Present: Dennis T. Clark, Librarian of Virginia; Daniel Hinderliter, Deputy for Finance & Administrative Services; John Metz, Deputy for Collections & Programs

- I. **Call to Order:** Vice Chair Trumbo convened the meeting at 9:30 a.m. He opened the meeting with introductions and asked Mr. Hinderliter to provide an overview of the following topics.
- II. **Statement of Financial Condition (Closeout of FY24):** The close out of FY2024 showed an overall increase in General Funds which were provided to the Library for IT needs, pay increases and increased state aid payments to local public libraries across Virginia. The charts provided indicate less than full spending of federal, special and circuit court records program funds. All these unexpended balances remain with the Library and were due primarily to timing of payments. Federal spending is static across fiscal years, and variances of spending to appropriation are attributable to the timing of the federal fiscal year not aligning with the state fiscal year. The large increase in CCRP spending is primarily due to incurred but not expended grants awarded to local courts in prior years.
- III. **LSTA Proposed Budget for FFY25:** The proposed LSTA budget for FY2025 was shared with the group. The budget includes 15 separate tasks/projects that are in alignment with the Five-Year Plan previously submitted to and approved by the Institute of Museum and Library Services (IMLS). The overall amount awarded to Virginia from the IMLS is down approximately \$30,000 dollars from the prior year. Combined with inflation and salary increases, the overall impact of federal dollars is decreasing. The proposed budget does not vary greatly from the prior year but does include a line item to account for vacancy savings. After some discussion, the committee considered a motion made by Ms. Denslow and seconded to approve the LSTA budget as presented. It passed unanimously.
- IV. **Capital Projects Updates on State Records Center and 800 E. Broad Street:** For the capital project expansion of the State Records Center, Dr. Metz informed the group of the invitation for bid scheduled to close on Thursday, Sept. 26, 2024. The state process would involve bid reviews, background checks and other administrative functions that could take up to six weeks before bid award.
- V. **Adjournment:** Hearing no additional business, Mr. Trumbo adjourned the meeting at 10:20 a.m.

EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE

September 20, 2024 | 9:30 – 10:20 a.m.

State Records Center

Meeting Minutes

Members Attending: Barbara Vines Little (Chair), Chelle Davis, Samuel Hayes III, Shelley Viola Murphy, and Lana Real; Mary Prentice (remote attendee);

Members Absent: Carol Finerty, Robert L. Canida II (Vice Chair), Peter Broadbent Jr.

LVA Staff Attending: Sarah Falls, Director of Public Services and Outreach.

- I. **Call to Order:** Ms. Little called the meeting to order at 10:32 a.m.
- II. **Interns and Summer Fellow Updates:** Ms. Falls spoke on the success of the summer internship program and her interest in expanding the program to include year-round and virtual opportunities.
- III. **Indigenous Perspectives Exhibit:** She shared the closing reception event was well attended and very lively.
- IV. **County by County Exhibit:** This exhibit, opening on Oct. 21, 2024, will share the story of how Virginia was first surveyed and mapped.
- V. **Homefront to Frontline - Virginia's World War II Story:** As the 80th anniversary of D-Day approaches, the Library will exhibit separation notices and photographs to commemorate the role of Virginians in WWII.
- VI. **Adjournment:** Hearing no additional business, Ms. Little adjourned the meeting at 10:20 a.m.

THE LIBRARY BOARD

State Records Center, 1998 Charles City Road, Henrico, VA 23231

September 20, 2024, at 10:30 a.m.

MEETING MINUTES

Members Attending: C. Paul Brockwell Jr. (Chair); Peter Broadbent Jr., Chelle Davis, Suzette Denslow, Elizabeth “Betsy” Fowler, Samuel Hayes III, Barbara Vines Little, Shelley Viola Murphy, Lana Real, and Malfourd W. “Bo” Trumbo; Mary Prentice, (Remote Attendee)

Members Absent: L. Preston Bryant Jr., Robert Canida II, Carol Finerty, and Blythe Ann Scott

- I. **Call to Order:** C. Paul Brockwell Jr., chair, called the meeting to order at 10:32 a.m.
- II. **Approval of Agenda:** Mr. Brockwell asked for a motion to approve an amended agenda. Suzette Denslow moved the approval, and the motion was seconded. The Board approved the agenda on a voice vote.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to all Board members, to the Library management team and guests including Abigail Gump, board counsel and assistant attorney general (OAG); Conley Edwards, president of the Friends of the Virginia State Archives; Pia Trigiani, president of the board of directors for the Library of Virginia Foundation, and Scott Dodson, executive director for the Library of Virginia Foundation.
- IV. **Public Comment:** No public comment was offered.
- V. **Approval of the Library Board Minutes from June 24, 2024:** Mr. Brockwell asked if there were any additional edits. Hearing none, he asked for a motion to approve the minutes as amended. The motion was made by Mr. Trumbo and seconded. The board approved the minutes with three abstentions from new members not yet appointed: Ms. Fowler, Ms. Davis, and Mr. Hayes.
- VI. **Approval of Consent Agenda:** Mr. Brockwell reviewed the consent agenda and asked if any members wished to remove any items from it. Mr. Broadbent requested Mr. Edwards’ resolution be removed from the consent agenda. It was removed without objections. The approval of the consent agenda, as amended, was moved by Ms. Denslow and seconded. The Board approved the consent agenda on a unanimous voice vote.

Mr. Brockwell then recognized Mr. Broadbent to read aloud the commending resolution honoring Conley Edwards for 50 years of service and volunteerism on the behalf of the Library of Virginia. Ms. Denslow moved its approval, and Dr Murphy seconded. The board unanimously

approved the resolution, and the chair presented Mr. Edwards with a framed copy of the resolution.

A COMMENDING RESOLUTION OF THE LIBRARY BOARD

Honoring the Outstanding Contributions of Conley L. Edwards III to the Library of Virginia

WHEREAS Conley L. Edwards III has served dutifully as an archivist and supporter of the Library of Virginia for 50 years; and
WHEREAS Mr. Edwards graduated from Hampden-Sydney College with a Bachelor of Arts degree and later earned a Master of Arts degree in American history from the University of Richmond; and
WHEREAS Mr. Edwards' career began at the Library of Virginia in 1975, when he started as a reference archivist and quickly became known for both his professional skills and his passion for his work; and he championed the value of everyday documents to inform our understanding of significant historical events and decisions; and
WHEREAS during his 35 years of service to the Library of Virginia, the state archives grew from around 47,500 items to more than 109 million historic records of the Commonwealth at his retirement; and
WHEREAS Mr. Edwards was appointed as the State Archivist on January 1, 1996; and carried out his duties admirably for 14 years; and
WHEREAS Mr. Edwards has been an active member of the Friends of the Virginia State Archives for 15 years, currently leading the group as its president and helping to ensure the continued purchase of hard-to-locate books of historical research value and to organize annual programs and observances with informative and engaging speakers on topics related to archival research; and
BE IT THEREFORE RESOLVED by the Library Board on this 20th day of September 2024 that the Library Board recognize Conley L. Edwards III for his outstanding contributions and service to the Library of Virginia; 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 Conley L. Edwards III as a token of the Board's appreciation of his service to the Library of Virginia and to the Commonwealth of Virginia.

A COMMENDING RESOLUTION OF THE LIBRARY BOARD

Honoring the Outstanding Contributions of Mary Sine Clark

WHEREAS Mary Sine Clark joined the staff of the Library of Virginia in February 1988, serving as a Reference Librarian for seven years, providing researchers, educators and the general public with access to the Library's collections in the reading rooms; and
WHEREAS during her thirty-six years with the Library of Virginia, Ms. Clark served as a collections management expert helping the institution navigate significant transformation in access and patron services; and
WHEREAS in 1995, Mary Sine Clark was promoted to the Manager of the State and Federal Publications Program in 1999. In ten years overseeing the program; and
WHEREAS Ms. Clark served as a technical advisor to the Virginia General Assembly's Joint Subcommittee Studying the Public Records Act from 2004 to 2006, which updated the definition of "publication" in the Code of Virginia that includes digital materials; and
WHEREAS Mary Sine Clark developed the Virginia State Publications Program and became a significant contributor to the Federal Depository Library Program, successfully shifting the Virginia Depository Program from print-based to an all-electronic, print-on-demand distribution system that has had a tremendous and positive impact within the Virginia documents community; and
WHEREAS following an agencywide reorganization in 2009, Ms. Clark assumed leadership of the Acquisitions and Access Management section, administering the State and Federal Documents and the State Publications Depository System, and became responsible for the acquisition, cataloging and specialized care of book, journal, magazine, pamphlet, and numerous other print and electronic resources; and

WHEREAS Ms. Clark was honored in 2023 with the Bernadine Abbott Hoduski Founders Award from the Government Documents Roundtable of the American Library Association in 2023 in recognition of her significant contributions to the field of state, international, local, or federal documents; now therefore
BE IT RESOLVED by the Library Board on this 20th day of September 2024 that the Library Board commends Mary Sine Clark for her many years of outstanding, dedicated service to the Library of Virginia and her many contributions to the Library's success; and
BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be presented to Mary Sine Clark on her retirement as a token of the Board's gratitude for her service to the Library of Virginia and to the Commonwealth of Virginia.

A COMMENDING RESOLUTION OF THE LIBRARY BOARD
Honoring the Service of Laura L.L. Blevins

WHEREAS Laura L.L. Blevins was appointed to a five-year term on the Library Board in April 2020 by Governor Ralph S. Northam; and
WHEREAS Ms. Blevins began her service during the global pandemic and served faithfully as a member of the Board during her term, providing the Board and Library staff with sound advice; and
WHEREAS during her tenure on the Board, Ms. Blevins was an active member of the Public Library Development Committee and the Legislative and Finance Committee from 2020 to 2024; and
WHEREAS Ms. Blevins also served as a member of the Library's Executive Committee, providing advice to the Library and the Board's senior leadership; and
WHEREAS the Library Board elected her to serve as its Vice Chair in June 2024, recognizing her outstanding leadership and contributions to the Board; and
WHEREAS Ms. Blevins has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs and initiatives, including the annual Virginia Literary Awards; and
WHEREAS Ms. Blevins has represented the needs of Southwest Virginia with genuine enthusiasm and has been steadfast in her support of public libraries and the important role they play in the educational life of the Commonwealth and the nation; now therefore
BE IT RESOLVED by the Library Board on this 24th day of June 2024 that the Library Board recognize Laura L.L. Blevins for her service; 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 Laura L.L. Blevins as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

VII. Reports from Other Organizations

- A. Friends of the Virginia State Archives: Conley Edwards, president of the Friends of the Virginia State Archives, provided an overview of the organization and an update on recent activities, including the Slatten Lecture and support of the 2024 Transcribe-a-versary on Saturday, Sept. 28, 2024.
- B. Library of Virginia Foundation: Pia Trigiani introduced the Library of Virginia Foundation to the new board members and highlighted the recent federal grants awarded to the Library under Elaine McFadden's leadership and collaboration with staff. Scott Dodson shared highlights of the Foundation's recent board meeting and encouraged everyone to participate in the Literary Awards Silent Auction.

VIII. Committee/Division Reports

- A. **Archival Collections & Records Management Services Committee:** Mr. Broadbent reported there were no action items for the committee and invited Deputy Librarian Mr.

Metz to summarize his report to the committee for the board members. Dr. Metz touched on the Circuit Court Records Preservation Program, the State Records Center expansion, updates to the Library's Collections Development Policy, and a forthcoming report from the Long-Term Exhibit Task Force.

- B. **Education, Outreach, and Research Services Committee:** Ms. Little acknowledged the committee had a lively discussion with many diverse opinions expressed by all present. She invited Sarah Falls, director of public services and outreach to the podium. Ms. Falls shared a brief report from the committee meeting and encouraged everyone to see the Library's new exhibit Mapping the Commonwealth opening October 21.
 - C. **Legislative and Finance Committee:** Mr. Trumbo invited Dan Hinderliter to report on behalf of the committee. Mr. Hinderliter provided a positive review of the Library's financial status, presented the FY25 LSTA proposed budget. Mr. Brockwell reported a motion from the committee to approve the LSTA budget as presented. Following an opportunity for questions and discussion, the board voted to approve the budget unanimously.
 - D. **Public Library Development Committee:** New board member and chair Betsy Fowler expressed her enthusiasm for the Library and the Library Board before turning to staff liaison Reagen Thalacker to report on the committee meeting. Ms. Thalacker provided an overview of the Library Development & Networking Division. She also presented and fielded questions from the infographic 2023 Year in Review of Virginia's Public Libraries.
Nominating Committee: With the absence of the committee chair, board chair Brockwell, shared her reported that the committee nominated Mr. Trumbo to serve as vice chair and Ms. Denslow to serve on the executive committee. Hearing no additional nominations, Mr. Brockwell declared nominations closed. The board approved the nominees for election as chair and member of the Executive Committee for terms ending June 30, 2025.
- IX. **Report of the Librarian of Virginia:** Mr. Clark thanked the Foundation for sharing updates on the Literary Awards and their funding efforts for the Library's programs. He noted it is very unusual for any library to be awarded three large federal grants at the same time and applauded the effective collaboration between staff and the Foundation. He spoke briefly about progress on the new strategic plan, which will be shared in November, and the ongoing review of the Library's Collection Development Policy which will be shared electronically. In response to a board member's question on the Library's use of AI, Mr. Clark shared that the Library hosted a very successful workshop Envisioning Your Ancestors which used AI and written descriptions to build an image of participants' ancestors. The workshop is short-listed for a RVA Technology Award.
- X. **Report of the Chair:** Mr. Brockwell reported on his experience of recent programming including the closing reception for the Indigenous Perspectives Exhibit, the 60th Anniversary Commemoration of the Desegregation of Brunswick High School, and the latest Weinstein Author Series event, *Boardinghouse Women*. He announced the Executive Committee will meet

in October to prepare for the November board meeting. At the close of his report, he provided two resolutions for the Patron of Letters degree awards to Mr. Reginald Betts and Ms. Adriana Trigiani. The board approved Mr. Bett's award in June. Ms. Denslow moved the approval of the award for Ms. Trigiani and the resolutions for both Ms. Trigiani and Mr. Betts. The motion was seconded. The board approved the resolutions unanimously.

THE COMMONWEALTH OF VIRGINIA
A Resolution of the Library Board

WHEREAS Section 42.1-3.1 of the Code of Virginia gives the Library Board authority to confer an honorary Patron of Letters degree to anyone who, in the Board's opinion, has made an outstanding contribution in the realm of history, library science, or archival science; and

WHEREAS Reginald Dwayne Betts, a poet, memoirist, lawyer and the founder of Freedom Reads, has demonstrated remarkable resilience and extraordinary commitment to his fellow humans through his efforts to create Freedom Libraries for the benefit of individuals who are incarcerated in the Commonwealth of Virginia and beyond; and

WHEREAS Mr. Betts has authored a memoir and three collections of poetry exploring the world of prison and the effects of incarceration on American society and his own experience after being tried as an adult at 16 and spending many of his years in solitary confinement; and

WHEREAS Mr. Betts has devoted himself to ensure others have access to the books that saved his life while incarcerated as a young man, graduating from Yale University School of Law and being honored for his work in 2021 with a MacArthur Grant; and

WHEREAS Mr. Betts serves as a powerful example of how literature and access to libraries can transform lives and how his experiences inspired him to promote the humanity and rights of individuals who are or have been incarcerated and often feel forgotten; and

WHEREAS he founded the organization Freedom Reads to give people who are incarcerated access to the power of literature by donating shelving and libraries, organizing author visits, and setting up book circles in prisons and juvenile detention facilities; and

WHEREAS Mr. Betts and Freedom Reads have donated 345 Freedom Libraries in 41 prisons and juvenile detention facilities across 12 states, including 56 Freedom Libraries in Virginia Department of Corrections facilities; and

WHEREAS he has created a locus for conversation and community within these underserved and overlooked communities in prisons through beautiful, handcrafted libraries populated with a 500-book curated collection; now therefore

BE IT RESOLVED by the Library Board on this 20th day of September 2024 that the Board recognizes Reginald D. Betts' outstanding contribution to libraries by conferring on him the honorary patron of letters degree; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that the Patron of Letters degree be presented to Reginald D. Betts by the Library Board at the Library's annual Literary Awards Celebration on September 21, 2024.

THE COMMONWEALTH OF VIRGINIA
A Resolution of the Library Board

WHEREAS Section 42.1-3.1 of the Code of Virginia gives the Library Board authority to confer an honorary Patron of Letters degree to anyone who, in the Board's opinion, has made an outstanding contribution in the realm of history, library science or archival science; and

WHEREAS Adriana Trigiani is a bestselling author, director, playwright, and podcast host who has demonstrated remarkable creative energy and prolific works that have inspired an international following of appreciative readers and listeners, and encouraged readers young and old to engage and enjoy various forms of literature; and

WHEREAS Ms. Trigiani began her writing career as a playwright in 1985 at the Manhattan Theater Club with Secrets of a Lava Lamp and sold her first screenplay, Three to Get Married, in 1986; her first nonfiction work came

from the heart when she wrote and directed the documentary Queens of the Big Time, which was based on her grandfather's 16 millimeter films of his hometown, Roseto, Pennsylvania; and
WHEREAS Adriana Trigiani's novels are beloved by millions of readers and published in 38 countries around the world, and her first novel, Big Stone Gap, was written about her Virginia hometown and would be adapted into a movie that Ms. Trigiani wrote and directed while it was filmed on location in the Commonwealth with an all-star cast, including Ashley Judd, Whoopi Goldberg, and Patrick Wilson; and
WHEREAS Ms. Trigiani is the New York Times bestselling author of 20 books in fiction and nonfiction, adult and children's books, and a cookbook; she is also the host of the hit podcast You Are What You Read, sponsored by Book of the Month; and
WHEREAS she has created a vast body of work accessible to everyone in libraries throughout the world; and she has shared her stories and humor, encouraged discussions, developed communities, and created opportunities for literary exploration and learning; and
WHEREAS Adriana Trigiani co-founded the Origin Project in 2013 with Nancy Bolmeier Fisher, a project that has developed creative writing skills of more than 1,700 students in the Appalachian Mountains of Virginia by connecting students with professional authors through programs, events and mentoring; and
WHEREAS Ms. Trigiani has given selflessly of her time and talent in service of the Library of Virginia, serving as a longtime host of the annual Virginia Literary Awards; now, therefore
BE IT RESOLVED by the Library Board on this 20th day of September 2024 that the Board recognizes Adriana Trigiani's outstanding contribution to libraries by conferring upon her the honorary Patron of Letters degree; and
BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that the Patron of Letters degree be presented to Adriana Trigiani by the Library Board at the Library's annual Literary Awards Celebration on September 21, 2024.

- XI. **New Business:** Mr. Brockwell proposed to move the November Joint Board Retreat from Thursday, Nov. 14 to Thursday, Nov 21. Mr. Trumbo moved the approval of the date change; the motion was seconded. After a brief period of questions and discussion, the board voted to approve the date change with Ms. Real opposed.
- XII. **Adjournment:** Hearing no additional business, Mr. Brockwell adjourned the meeting at 12:15 p.m. He thanked everyone for their engagement and encouraged board members to stay after lunch for a tour of the State Records Center and the LVA on the GO vehicle. The next board meeting will be Thursday, Nov. 21 at the Library of Virginia.