



## THE LIBRARY BOARD COMMITTEE MEETING MINUTES

*Friday, April 11, 2025*

*800 East Broad Street, Richmond, VA 23219*

### **ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE**

**Committee Members Attending:** Peter E. Broadbent Jr. (Chair), Shelley Viola Murphy (Vice Chair), Chelle Davis, Carol Finerty, Samuel Hayes III, Barbara Vines Little, Mary Prentice, and Malfourd W. "Bo" Trumbo **Staff Liaison:** John Metz.

Chair Peter Broadbent called the meeting to order. Following extensive input from committee members during the November meeting and subsequent rounds of revisions by staff, the committee reviewed the latest version of the Collection Development Statement. Samuel Hayes III moved the committee approve the statement and report a motion recommending the Library Board approve the updated statement. The motion was seconded and carried unanimously.

Other topics of discussion were key staff positions to be filled in Collections, the Circuit Court Records Preservation (CCRP) grants awarded to 105 localities and activities around Records Management Month.

Hearing no additional business, the committee adjourned.

**PUBLIC LIBRARY DEVELOPMENT COMMITTEE** **Committee Members Attending:** Elizabeth "Betsy" Fowler (Chair), C. Paul Brockwell Jr., Robert L. Canida II, and Blythe Ann Scott. **Staff Liaison:** Cindy Church.

**Committee Members Absent:** L. Preston Bryant Jr., Suzette Denslow, Lana Real.

Chair Elizabeth "Betsy" Fowler called the committee to order. The committee considered a staff recommendation to pursue updates to the administrative code that would eliminate the certification fee of \$50.00 now required for people. Staff shared the loss of revenue is minimal – approximately \$5,500 a year or less. The initiative aligns with the Governor's priorities for regulatory simplification and is seen as a supportive move for new librarians. Paul Brockwell moved the committee endorse the proposal and report a recommendation to the Library Board that the Board authorize Library staff to begin required regulatory processes to eliminate the filing fee and update the administrative code. The motion was seconded and approved unanimously by the committee members. Ms. Kim Armentrout, the Library's Grants & Data Coordinator, provided a preliminary review of local funding for libraries which showed some jurisdictions have fallen below previous funding levels. A finalized list for potential State Aid waivers will be presented at the June committee meeting with staff recommendations for action.

Dr. Jennifer Brown, president of the Virginia Public Library Director Association, provided an update on the state of public libraries in Virginia and shared concerns about potential funding losses and discussed

efforts to address these issues collaboratively. She also discussed the evolving role of public libraries in community support and education.

Hearing no additional business, the committee adjourned.

#### **LEGISLATIVE AND FINANCE COMMITTEE**

**Committee Members Attending:** Malfourd W. “Bo” Trumbo (Vice Chair), C. Paul Brockwell Jr., Peter E. Broadbent Jr., Elizabeth “Betsy” Fowler, and Blythe Ann Scott. **Staff Liaison:** Dan Hinderliter.

**Committee Members Absent:** L. Preston Bryant Jr., Suzette Denslow.

Vice Chair Bo Trumbo called the meeting to order. Mr. Hinderliter informed the committee that, despite uncertainty about federal funding prompted by the executive order which categorized the Institute for Museum and Library Services (IMLS) as unnecessary, the Library received its usual reimbursement from the federal agency. The Library is confident that funding will continue through this federal fiscal year. He confirmed there are no current issues with state aid to libraries as those funds are appropriated by the General Assembly.

Mr. Hinderliter also reported the capital projects are progressing well. The State Records Center expansion is on schedule and within budget. The design committee for 800 East Broad Street has reviewed architectural and engineering proposals from multiple candidate firms and will begin interviews next month with a goal of awarding a contract by the start of the new fiscal year. In addition, the General Assembly approved funding for the Print Collection Inventory in the Budget Bill signed by the Governor. Paul Brockwell also reported on the status of the Patron of Letters bill.

Hearing no additional business, the committee adjourned.

#### **EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE**

**Committee Members Attending:** Barbara Vines Little (Chair), Robert L. Canida II (Vice Chair), Chelle Davis, Carol Finerty, Samuel Hayes III, Shelley Viola Murphy, and Mary Prentice. **Staff Liaison:** Sarah Falls.

**Committee Members Absent:** Lana Real

Chair Barbara Vines Little called the meeting to order. Staff liaison Sarah Falls shared updates on upcoming programming including the House to Highway exhibit, the 2025-2026 Weinstein Virginia Author Series, VA250 activities and LVA on the Go. She also presented on recent steps to improve researcher experience at the Library, such as the development of a “Before You Go” guide and updated signage throughout public areas. Discussions also covered the launch of the Library’s new website which is expected to significantly improve user experience and accessibility.

Hearing no additional business, the committee adjourned.



## THE LIBRARY BOARD MEETING MINUTES

*Friday, April 11, 2025*

*10:30 a.m. | 800 East Broad Street, Richmond, VA 23219*

**Board Members Attending:** C. Paul Brockwell Jr. (Chair), Peter E. Broadbent Jr., Robert L. Canida II, Chelle Davis, Carol Finerty, Elizabeth “Betsy” Fowler, Samuel Hayes III, Barbara Vines Little, Shelley Viola Murphy, Mary Prentice, Blythe Ann Scott, and Malfourd W. “Bo” Trumbo (Vice Chair).

**Board Members Absent:** L. Preston Bryant Jr., Suzette Denslow, Lana Real

**LVA and LVA Foundation Staff Attending:** Dennis T. Clark, Librarian of Virginia; John Metz, Daniel Hinderliter, Greg Crawford, Sarah Falls, Angela Flag, Cindy Church, Tracy Molnar, Kim Armentrout, Scott Dodson, Pia Trigiani, Elaine McFadden

**Additional Attendees:** Conley Edwards, president, Friends of the Virginia State Archives; Dr. Jennifer Brown, president, Virginia Public Library Director Association; Abigail Gump, Assistant Attorney General and Board Counsel

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- I. **Call to Order:** Mr. Brockwell, board chair, called the meeting to order at 10:30 a.m. and noted the presence of a quorum.
- II. **Approval of Agenda and Minutes:** Mr. Brockwell asked for a motion to approve the agenda. Mr. Trumbo moved, and the motion was seconded. The board approved the agenda. He then called for a motion to approve the meeting minutes for 5 February 2025. Mr. Trumbo moved approval of the minutes, and the motion was seconded. The board approved the minutes.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to everyone and thanked the members and staff for their engagement.
- IV. **Public Comment:** Dr. Jennifer Brown, director of the Augusta County Library and outgoing president of the Virginia Public Library Directors Association, provided a brief message of appreciation for the critical support public libraries receive from the Library of Virginia including access to resources, programming, and professional development. She emphasized how libraries strengthen communities through literacy programs, workforce development and outreach.

- V. **Report from Partner Organizations:** Conley Edwards, president of the Friends of the Virginia State Archives, shared a summary of recent activities to include the 31st Annual Straight to the Source Program, which featured presentations from Library of Virginia staff members.

VI. **Committee/Division Reports:**

- A. **Archival, Collections, and Records Management Services Committee:** Committee Chair Broadbent said that the committee unanimously reported a motion to recommend that the full board approved the 2025 Collections Development Statement. The board unanimously approved it without objection. John Metz, Chief of Collections & Archives, announced the Library's intent to fill critical three positions:

- Director of Collection Stewardship
- Chief Preservation Officer
- Director of Special Collections

State Archivist Greg Crawford shared the Circuit Court Records Program (CCRP) awarded around \$2 million in grants to fund 114 preservation projects across Virginia.

- B. **Communications, Education, Outreach and Research Services Committee:** Sarah Falls, Chief of Researcher Engagement, discussed her team's efforts to create a more comprehensive "Know Before You Go" guide to prepare researchers for their visit to the Library. She also highlighted upcoming summer events the Brown Teacher Institute, the House to Highway exhibit and other VA250 programming.
- C. **Legislative and Finance Committee:** Dan Hinderliter, Chief Operations Officer, shared details of Library's financial condition and recent expenditures. Mr. Hinderliter acknowledged the Library received one of its IMLS reimbursements for federal fiscal year 2025, but there is no expectation that the Library will receive the same next year. These funds represent 16% of the Library's budget, and their loss will require the Library to make significant changes to its operations.
- D. **Public Library Development Committee:** Committee Chair Betsy Fowler reported a committee motion for the board approve a staff recommendation to begin regulatory action to eliminate the librarian licensing fee currently in the Virginia Administrative Code. The committee moved that the board authorize staff to begin the regulatory process for updating the administrative code to eliminate the \$50 filing fee for the licensing and certification of public librarians. Mr. Brockwell shared that staff's analysis of peer states showed that Virginia is one of few states that charges a fee for certification. The annual funds collected from this fee are typically \$5,500 or less. Additionally, this change helps the Library continue to align with the goals of the Governor's Office to reduce and eliminate regulatory burdens/barriers. The board approved the motion unanimously. He also thanked Interim Chief of Library Development Cindy Church, for her leadership. Ms. Church shared her appreciation to Dr. Brown for addressing the committee and for discussing the vital role libraries play in strengthening communities. A thoughtful discussion followed on the significant impact of IMLS funding on local libraries and educational institutions.
- E. **Library of Virginia Foundation:** Foundation Board President Pia Trigiani began by expressing her ongoing support for the Library and emphasized her awareness of the crucial role fundraising plays, especially considering reduced federal funding. The



foundation's executive director, Scott Dodson, followed with an update on recent fundraising efforts spearheaded by the foundation, noting that they have received official notice indicating the termination of some federal grant funding.

**F. Nominations Committee:** Committee Chair Scott reported the following nominees for officers of the board for 2025-2026

- **Chair:** Malfourd W. "Bo" Trumbo
- **Vice Chair:** Elizabeth "Betsy" Fowler

Mr. Brockwell thanked Ms. Scott and the committee for their work and shared his gratitude for both Mr. Trumbo and Ms. Fowler to serve in these leadership roles. The board will vote on the slate during its Annual Meeting.

**G. Bylaws Committee:** Mr. Trumbo reported the committee has begun to evaluate updates to Bylaws, including new nomenclature for committees to reflect recent organizational changes. Board members will be notified of these changes at least 10 days prior to the meeting at which action is to be taken.

- VII. Report of the Librarian:** Mr. Clark reported that the Library of Virginia's three major projects are progressing well. The State Records Center (SRC) expansion remains both on schedule and within budget. The Library received nine high-quality proposals from architectural firms for the schematic design of a renovation of 800 East Broad. He also shared that funding has been secured for the Print Collection Inventory Control Project, which is critical for the Library staff to prepare for the SRC expansion and movement of collections through proper inventory, barcoding, and management of its extensive print collections. Mr. Clark addressed the impact of the March 14 federal executive order aimed at reducing government spending, which calls for the elimination—to the maximum extent possible—of the Institute of Museum and Library Services (IMLS). IMLS currently provides 16% of the Library's overall budget, partially funding 30 different staff positions. While federal funding is expected to continue through the remainder of this fiscal year, renewal beyond that appears unlikely. While the Library is actively coordinating with both state and federal stakeholders, Mr. Clark noted that no immediate solutions are expected, and the institution is preparing for a challenging year ahead. In conclusion, Mr. Clark shared the 2024 Annual Impact Report with the board members and announced the Library's Strategy & Goals would be published in the next Broadside edition.
- VIII. Report of the Chair:** Chair Brockwell thanked everyone for completing compliance training and required filings. He shared that potential board member prospects have been shared with the Secretary of Education's office. The Executive Committee is also planning to complete the annual review of the Librarian and formulate Patron of Letters recipient recommendations ahead of the June Annual Meeting.
- IX. Old or New Business:** Chair Brockwell recognized the Librarian to introduce a commending resolution to honor Glenn Smith's 40 years of service to the Library of Virginia. State Archivist Greg Crawford shared how Mr. Smith was instrumental to the creation and success of the Circuit Court Records Preservation Program and enduring collaboration established between circuit court clerks and the Library.

*A COMMENDING RESOLUTION OF THE LIBRARY BOARD  
Honoring the Exceptional Contributions of Glenn Smith*

*WHEREAS Glenn Smith began his distinguished career with the Library of Virginia on July 1, 1984, as a Library Assistant; and*

*WHEREAS over the course of his 40 years with the Library of Virginia, Mr. Smith made significant contributions as the first manager of the Circuit Court Records Preservation program. Mr. Smith traveled extensively across the state, advising circuit court clerks on the importance of preserving the oldest and most historically significant records in the United States, including land records, wills, civil cases, criminal suits, military records, and tax records; and*

*WHEREAS Mr. Smith was also a dedicated member of the Records Analyst section where he provided valuable assistance to state and local government agencies on the processes of proper records management. Mr. Smith led the Records Management Oversight Committee, where he provided invaluable clarifications and historical context, fostering meaningful discussions and facilitating thoughtful decision-making; and*

*WHEREAS Mr. Smith's service was marked by his graciousness and the deep appreciation of the circuit court clerks and records officers he served, who benefited greatly from his extensive expertise and guidance; and*

*WHEREAS Glenn Smith retired on January 1, 2025, after more than 40 years of exceptional service to the Library of Virginia and the citizens of the Commonwealth of Virginia; now, therefore, be it*

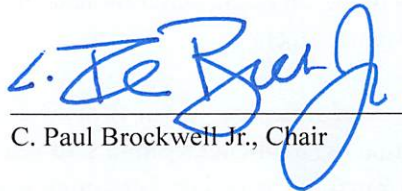
*RESOLVED, by the Library Board, on this 11th day of April 2025, that Glenn Smith be commended for his exceptional and dedicated service to the Library of Virginia, and for his substantial contributions to the continued success of the Library; and be it further*

*RESOLVED, that this Resolution be incorporated into the minutes of this meeting, and that a copy be presented to Glenn Smith upon his retirement as a token of the Board's deep gratitude for his years of service to the Library of Virginia and the Commonwealth of Virginia.*


Mr. Trumbo moved the approval of the resolution, and Ms. Little seconded. The board unanimously approved the resolution.

- X. **Adjournment:** Hearing no additional business, Mr. Brockwell adjourned the meeting at 12:07 p.m. The board's Annual Meeting & Appreciation Lunch will be June 23, 2025.

Chair:

  
C. Paul Brockwell Jr., Chair

Secretary:

  
Dennis T. Clark, Librarian of Virginia