



THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Monday, 23 June 2025

800 East Broad Street, Richmond, VA 23219

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

Committee Members Attending: Peter E. Broadbent Jr. (Chair), Chelle Davis, Carol Finerty, Samuel Hayes III, Barbara Vines Little, Mary Prentice, and Malfourd W. "Bo" Trumbo

Committee Members Absent: Shelley Viola Murphy (Vice Chair)

Staff Liaison: Greg Crawford, State Archivist and Director of Government Records Services

The committee met at 8:30 a.m. in Conference Room A. Chair Peter Broadbent called the meeting to order and invited Mr. Crawford to report. Mr. Crawford provided an update on the work of the Government Records Services Division to include progress on Governor Northam's paper records, the diseased microfilm duplication project and the online Chancery Records Index. The Library sends approximately 15,000 reels a year to Backstage to determine if they are diseased, generate duplicate film of the diseased film, and enter the metadata found on the targets into the Library's box management system. 80% of the reels examined are duplicated by Backstage.

Mr. Crawford also shared that the Records Analyst section hosted a virtual Town Hall on disaster preparedness. The event was attended by more than 140 record officers from both state and local government agencies. Hearing no additional business, the committee adjourned.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

Committee Members Attending: C. Paul Brockwell Jr., L. Preston Bryant Jr., Robert L. Canida II, and Blythe Ann Scott

Committee Members Absent: Elizabeth "Betsy" Fowler (Chair), Suzette Denslow, Lana Real (Vice Chair)

Staff Liaisons: Cindy Church, Interim Chief of Library Development; Kim Armentrout, State Grants and Data Coordinator

- I. Call to Order:** The committee met at 8:30 a.m. in the Orientation Room. Mr. Brockwell called the meeting to order and noted that because the committee's chair and vice chair were unable to attend, he would moderate the meeting.
- II. State Aid Waiver Requests and Recommendations:** Mr. Brockwell recognized Kim Armentrout to present the requests for waivers to State Aid requirements.

- a. **Technical Waivers:** Ms. Armentrout presented a group of technical waiver requests triggered by decreases in local expenditure due to normal business fluctuations:
 - i. Libraries that had lower expenditures due to position vacancies and lower salary hires: Allegheny Highlands Regional, Colonial Heights, Craig, Eastern Shore, Jamerson, Lunenburg, and Williamsburg.
 - ii. Libraries that had one-time large expenditures: Bedford, Blue Ridge Regional, Middlesex, Northumberland, Radford, Rockbridge Regional, and Shenandoah.
 - iii. Libraries that had unique one-time situations: Bristol, Mathews, Nottoway, Petersburg, Russell County, and Tazewell.

After a brief discussion, the Blythe Scott moved approved the waivers in a block. The motion was seconded and passed unanimously.

- b. **Non-Technical Waivers:** Ms. Armentrout presented a group of technical waiver requests by category of requirement for committee consideration:
 - 1. Libraries that failed to meet the requirement to have local operating expenditures of at least 50% of median statewide local operating expenditures per capita: Allegheny Highlands Regional Library, Halifax County-South Boston Library, Heritage Regional Library, J. Robert Jamerson Library, Lunenburg Publix Library, Massanutten Regional Library, Nottoway Public Library, Richmond County, and Russell County. A brief discussion about Halifax County occurred. The system has been on a five-year plan since 2022, and after some increases in their spending have begun to show decreases. The committee agree with the staff approach of sending an advisory letter of this regression. Robert Canida then moved the approval of these waivers; the motion was seconded and carried unanimously.
 - 2. Libraries that failed to meet the requirement to have two-thirds of local operating expenditures from taxation or endowment: Highland County Public Library, Lancaster Public Library, Middlesex County Public Library, and Northumberland Public Library. A brief discussion occurred about Highland County, which has been on a five-year plan since 2023. The committee agreed with the staff approach of sending a letter. Robert Canida moved the approval of the block of waivers; the motion was seconded and carried unanimously.
 - 3. Libraries that are missing audits: Clifton Forge, Colonial Heights, J. Robert Jamerson, King and Queen, Lunenburg, Manassas Park City, Roanoke City, and Russell County. A brief discussion occurred on how approving these waivers with the contingency of withholding state aid until missing audits or financial reports are filed has been a longstanding practice. Blythe Scott moved the approval of the block of waivers and making state aide contingent on the filing of missing audits; the motion was seconded and carried unanimously.

III. Updated on Institute of Museum and Library Sciences: Cindy Church, Interim Chief of Library Developing, provided an update on the status of IMLS funding. The Library has received its funds for the remainder of this federal fiscal year and is awaiting further congressional action to guide potential scenario planning.

- IV. Approval of Application for State Aid:** Ms. Armentrout reported that King William County, Va., has submitted the documents required to be considered eligible to receive state aid. The committee briefly discussed the status of this public library system which will be Virginia's 95th public library system. The county recently left the Pamunkey Regional Library System and plans to contract its library services to a private company. After a brief discussion, Robert Canida moved the approval of the application for state aid. The motion was duly seconded and reported unanimously by the committee.
- V. State Aid Allocation Review and Recommendation:** After reviewing the State Aid allocations, Blythe Scott moved the approval of Fiscal Year 2026 State Aid Allotments. The motion was seconded and approved unanimously. The allocations account for the new system formed in King William County. Ms. Armentrout observed that the General Assembly approved a \$630,000 increase for the upcoming fiscal year to offset rising costs and included language for the formula to be reviewed annually.
- VI. Update on Library Development Partnerships:** Ms. Church provided a positive report on new partnerships being formed between the Library Development team and agencies/organizations that support older adults as well as broadband promotion initiatives.
- VII. Adjournment:** Hearing no additional business, the committee adjourned.

LEGISLATIVE AND FINANCE COMMITTEE

Committee Members Attending: L. Preston Bryant Jr. (Chair), Malfourd W. "Bo" Trumbo (Vice Chair), C. Paul Brockwell Jr., Peter E. Broadbent Jr., and Blythe Ann Scott

Committee Members Absent: Suzette Denslow, Elizabeth "Betsy" Fowler

Staff Liaison: Dan Hinderliter, Chief Operating Officer

Chair Preston Bryant called the meeting to order at 9:30 a.m. in the Orientation Room. Dan Hinderliter, Chief Operations Officer, shared an overview of Library's financial condition and recent expenditures. He outlined recent directives from the Department of Planning and Budget including a hold on all expenditures over \$50,000 and suspension of prepayments to other state agencies. The Library will work with the Department of Budget and Planning to seek approval to carry forward unspent funds into the next fiscal year. Hearing no additional business, the committee adjourned.

COMMUNICATIONS, EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE MEETING MINUTES

Monday, June 16, 2025

9:00 am – 10:00 am Electronic Meeting

Committee Members Attending: Barbara Vines Little (Chair); Robert L. Canida II, Ph.D. (Vice Chair); Chelle Davis; Samuel Hayes III; Shelley Viola Murphy; C. Paul Brockwell Jr. (ex officio)

Committee Members Absent: Lana Real, Carol Finerty and Mary Prentice, Ph.D.

Staff Attending: Sarah Falls, Chief of Researcher Engagement

- I. **Welcome/Call to Order:** Chair Barbara Little called the meeting to order at 9 a.m. and invited Sarah Falls to report on the work of her team.
- II. **Brown Teachers Institute Update:** Ms. Falls shared the Brown Teachers institute is almost completely booked for four locations in Virginia this year, including UVA Wise, Fredericksburg, James Madison University, and Christopher Newport University. This year will highlight many of the themes and topics explored in the upcoming exhibition “House to Highway: Reclaiming a Community History.”
- III. **Virginia 250 Programming Update:** She also reported that the VA250 exhibition at the Library will be a collaborative partnership with Old Dominion University. Students will envision individuals from the Legislative Petitions held by the Library and create original artworks. The exhibition will be in Richmond from June 29-Dec. 31, 2025, with a smaller version at ODU’s Perry Library.
- IV. **LibGuides Overview:** After Ms. Falls provided an overview of the Library’s LibGuides, a brief period of questions and discussion followed.
- V. **Programming Schedule for 2025-26:** Ms. Falls discussed the programming schedule highlighting the upcoming “House to Highway: Reclaiming a Community History,” which will explore the historic district that was once the center of Richmond’s Black community.
- VI. **Signage/Wayfinding Update:** Ms. Falls invited committee members to look for the updated signage in the lobby and shared plans for further wayfinding improvements. In closing, she thanked Ms. Little for her dedication and hard work on the committee as chair.
- VII. **Adjournment:** Hearing no additional business, the committee adjourned.

EXECUTIVE COMMITTEE MINUTES

Wednesday, May 28, 2025 | 2:00 – 3:00 p.m. | Office of the State Librarian 2M.031

Members Present: C. Paul Brockwell Jr. (Chair), Malfourd W. “Bo” Trumbo (Vice Chair), Peter E. Broadbent Jr., L. Preston Bryant Jr. and Suzette Denslow

Virtual Attendees: Robert L. Canida II, Blythe Ann Scott

Library Staff Attending: Dennis T. Clark, Librarian of Virginia
Abigail Gump, Board Counsel, Office of the Attorney General

- I. **Call to Order:** Chair Paul Brockwell called the meeting to order at 2 p.m. He noted the presence of a quorum and welcomed virtual attendees, including Robert Canida, Blythe Ann Scott, and Board Counsel Abigail Gump, who were attending remotely in accordance with Board policy.
- II. **Performance Review of the Librarian of Virginia:** Vice Chair Bo Trumbo moved that pursuant to the *Code of Virginia*, Section 2.2-3711, the Executive Committee of the Library Board enter a closed meeting for the following purposes:
 1. *Under subsection A.1, to discuss and consider the performance review of the Librarian;*
 2. *Under subsection A.8, to consult with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice; and*
 3. *Under subsection A.11, to discuss or consider honorary degrees.*

Peter Broadbent seconded the motion, and a rollcall vote was recorded: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

- III. **Certification of Closed Session:** The Executive Committee entered an open session. Mr. Trumbo moved that the Library Board certify by rollcall vote that, to the best of each members’ knowledge:
 1. *Only public business matters lawfully exempted from open business meeting requirements under this chapter, and*
 2. *Only such public business matters as identified in the motion by which the closed meeting was convened were here, discussed or considered in the meeting.*

Mr. Broadbent seconded the motion. Mr. Brockwell asked if any member of the committee believes that there was a departure from the requirements of clauses 1) and 2) in the motion and asked them to state any concerns prior to the vote. Hearing no concerns, he called the roll: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Denslow, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

- IV. **Performance Review:** Following the certification, Mr. Brockwell summarized that the committee is very pleased with and incredibly grateful for Dennis’s leadership of the Library of Virginia. The evaluation subcommittee believe Dennis has performed admirably during a time of great uncertainty.

He continues to exceed expectations and has provided excellent leadership and strategic direction for the Library. The following motions were reported:

1. *Mr. Trumbo moved that the Library Board award a 5% performance bonus as authorized under section 4-6.01(D)(2)(b)(1) of the Appropriations Act and based on the highly favorable annual assessment of performance. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriation Act, and shall not become part of the base rate of pay. Preston Bryant seconded the motion, and it was approved unanimously.*
2. *Mr. Trumbo also moved that Library Board approve a 1.5% one-time state authorized performance bonus as authorized under Item 469 of the 2025 Appropriations Act. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriation Act, and shall not become part of the base rate of pay. Mr. Bryant seconded the motion, and it was approved unanimously.*

- V. **Bylaws Committee Report:** Mr. Brockwell mentioned the summary of proposed bylaws changes included in the meeting packet. The major updates reflect new nomenclature of committees aligning with structural and name changes at the Library. Where possible, language was updated to clarify and simplify. A brief discussion followed, and he invited members to share feedback on the proposed edits with Bylaws Committee Chair Bo Trumbo, who will work closely with Dennis and the board chair to finalize proposals and share with the Board no later than 10 working days before the annual meeting.

- VIII. **Adjournment:** Hearing no additional business, the committee adjourned at 3 p.m.



THE LIBRARY BOARD MEETING MINUTES

Monday, June 23, 2025

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

Board Members Attending: C. Paul Brockwell Jr. (Chair), Peter E. Broadbent Jr., L. Preston Bryant Jr., Robert L. Canida II, Chelle Davis, Carol Finerty, Samuel Hayes III, Barbara Vines Little, Mary Prentice, Blythe Ann Scott, and Malfourd W. "Bo" Trumbo (Vice Chair)

Board Members Absent: Elizabeth "Betsy" Fowler, Suzette Denslow, Lana Real, and Shelley Viola Murphy

LVA Staff Attending: Dennis T. Clark, Librarian of Virginia; Daniel Hinderliter, Chief Operating Officer; Greg Crawford, State Archivist and Director of Government Records; Angela Flagg, Chief Communications Officer; Cindy Church, Interim Chief of Library Development; Tracy Molnar, Executive Assistant to the Librarian; Kim Armentrout, State Grants and Data Coordinator; Dale Neighbors, Visual Studies Collection Coordinator; Abigail Gump, Assistant Attorney General and Board Counsel

LVA Foundation Board and Staff Attending: Scott Dodson, Executive Director; Pia Trigiani, Board President; Elaine McFadden, Director of Development;

- 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:** Mr. Brockwell asked for a motion to approve the agenda. Ms. Davis moved the approval of the agenda; the motion was seconded and carried on a unanimous vote.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to everyone and thanked the members and staff for their time and engagement. He also thanked several staff who helped organize and make this meeting successful.
- IV. **Public Comment:** No members of the public wished to make comment.
- V. **Approval of April 11, 2025 Minutes:** Mr. Brockwell asked whether there were any corrections to the minutes from the previous meeting. Mr. Trumbo moved the approval of the minutes; the motion was seconded and approved.

- VI. **Commending Resolutions:** Mr. Brockwell presented two commending resolutions to honor outgoing board members Barbara Vines Little and Lana Real, who complete their service on the Board today. Robert Canida moved the reading of the resolutions be waived and approved as presented; the motion was seconded, and the Board approved the commending resolutions. Mr. Brockwell shared the resolutions would be formally presented during the appreciation lunch. Mr. Brockwell also introduced a memorial resolution to commemorate the service of the late Dr. John Metz, deputy state librarian and asked the Librarian of Virginia to read the resolution:

***WHEREAS** John D. Metz devoted more than a decade of exemplary service as Deputy State Librarian for Collections and Programs at the Library of Virginia, guiding the institution with steadfast dedication from 2014 until his passing on May 12, 2025; and prior to that appointment, served with distinction as Director of Collection Management Services and, later, Director of Archives, Records, and Collections Services from 2008 to 2014; and*

***WHEREAS** in this capacity, Dr. Metz oversaw the administration of multiple critical divisions including Collections Access & Management Services, the State Records Center, Public Services and Outreach, and Library Development and Networking, effectively coordinating a wide range of activities such as research, reference, archives, special collections, circulation, exhibitions, educational programs, and library development; and*

***WHEREAS** Dr. Metz served as a key member of the Librarian's Senior Leadership Team, bringing his in-depth knowledge of the Library's collections and institutional memory to bear in setting policy and strategic direction for one of the nation's premier research institutions; and*

***WHEREAS** he responsibly managed an extensive team of more than 60 staff and a multi-million-dollar budget, demonstrating outstanding administrative and managerial acumen while representing the Library with integrity and professionalism to external audiences and stakeholders; and*

***WHEREAS** Dr. Metz's commitment to advancing library and archival services and fostering access to knowledge profoundly enriched the archival and research capabilities available to all Virginians and beyond; and*

***WHEREAS** John D. Metz was a lifelong scholar who earned his Bachelor of Arts, cum laude, in anthropology from Washington and Lee University; a Master of Arts in anthropology from the College of William and Mary; a Master of Science in Information Sciences from the University of Tennessee, Knoxville; and a Doctor of Philosophy in American and New England Studies from Boston University; and*

***WHEREAS** Dr. Metz was the paragon of a gentleman scholar, inspiring countless colleagues through his mentorship and collegial spirit while upholding the highest standards of public service and dedication to education and community through kindness; and*

***WHEREAS** his passing is deeply mourned by the Library of Virginia, the Commonwealth, and the wider library and archival communities who benefited from his passion and leadership; now, therefore, be it*

***RESOLVED** by the Library Board on this 23rd day of June 2025 that the Library Board honor the memory of Dr. John D. Metz and express its sincere gratitude for his exceptional service and lasting contributions to the libraries and people 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 presented to his family as a symbol of respect, appreciation, and remembrance for his service to the Commonwealth of Virginia.*

After the reading, Mr. Trumbo moved its approval; the motion was seconded, and the Board approved the resolution unanimously by standing and observing a moment of silence.

VII. Report from Partner Organizations: Peter Broadbent provided a report on behalf of Conley Edwards, president of the Friends of the Virginia State Archives. He noted that Friends have purchased 226 titles for the Library's collection of genealogical and family history material. He also announced that Barbara Vines Little will be the speaker at the next Annual Richard Slatten Lecture to be held on November 8, 2025.

VIII. Committee/Division Reports:

- A. Archival, Collections, and Records Management Services Committee:** Greg Crawford provided updates on the work of the Government Records Services Division including their recent virtual Town Hall attended by over 140 records officers from state and local governments. He reminded the board that the Library sends approximately 15,000 reels a year to Backstage to determine if they are diseased, generate duplicate film of the diseased film, and enter the metadata found on the targets into the Library's box management system. 80% of the reels examined are duplicated by Backstage. Approximately, 100,000 reels remain to be evaluated.
- B. Communications, Education, Outreach and Research Services Committee:** In the absence of staff liaison Sarah Falls, Barbara Little reported on the committee meeting. Ms. Little noted the positive impact of new signage in the Library lobby and shared her positive impressions from a preview of the new website. She expressed her thoughts about the need to educate people on the value of the archives and increasing their awareness of their historical significance. Mary Prentice commented on the committee's intent to partner with Old Dominion University on the Library's Virginia 250 project. She felt strongly that the Library should look for ways to partner with multiple universities on the VA250 project.
- C. Legislative and Finance Committee:** Dan Hinderliter, Chief Operations Officer, provided an overview of the Library's financial condition and recent expenditures. He outlined recent directives from the Department of Planning and Budget including a hold on all expenditures over \$50,000 and the suspension of prepayments to other state agencies. The Library will work with the Department of Budget and Planning to request approval for carrying forward unspent funds into the next fiscal year.
- D. Public Library Development Committee:** Mr. Brockwell recognized Kim Armentrout, State Grants and Data Coordinator, to present the committee-reported recommendations on waivers and the FY26 state aid allotments. Ms. Armentrout reminded the board that the requirements for state aid are in the administrative code and these must be met in order to receive state aid. Every year, the Library evaluates the circumstances behind libraries who have not met one or more of the requirements and recommends the board approves waivers where appropriate.
 - I. Technical Waivers are triggered by decreases in local expenditure due to normal business fluctuations:**
 - i. Libraries that had lower expenditures due to position vacancies and lower salary hires: Allegheny Highlands Regional, Colonial Heights, Craig, Eastern Shore, Jamerson, Lunenburg, and Williamsburg.

- ii. Libraries that had one-time large expenditures: Bedford, Blue Ridge Regional, Middlesex, Northumberland, Radford, Rockbridge Regional, and Shenandoah.
- iii. Libraries that had unique one-time situations: Bristol, Mathews, Nottoway, Petersburg, Russell County, and Tazewell.

After reviewing the technical waivers, Mr. Brockwell restated the committee's recommendation for approval of technical waivers in a block and called the vote. The Board approved the technical waivers.

II. Non-Technical Waivers

- i. Libraries that failed to meet the requirement of local operating expenditures of at least 50% of median statewide local operating expenditures per capita: Alleghany Highlands Regional Library, Halifax County-South Boston Library, Heritage Regional Library, J. Robert Jamerson Library, Lunenburg Publix Library, Massanutten Regional Library, Nottoway Public Library, Richmond County, and Russell County. After reviewing the criteria, Mr. Brockwell restated the committee's recommendation for approval and asked the board to vote. The board approved the non-technical waivers to the requirement to have local operating expenditures of at least 50% of median statewide local operating expenditures per capita
- ii. Libraries that failed to meet the requirement have two-thirds of local operating expenditures from taxation or endowment: Highland County Public Library, Lancaster Public Library, Middlesex County Public Library, and Northumberland Public Library. After reviewing the list, Mr. Brockwell restated the committee's recommendation for approval and called the vote. The Board approved non-technical waivers for systems who did not have two-thirds of local operating expenditures from taxation or endowment.
- iii. Libraries that are missing audits: Clifton Forge, Colonial Heights, J. Robert Jamerson, King and Queen, Lunenburg, Manassas Park City, Roanoke City, and Russell County. After reviewing the list, Mr. Brockwell restated the committee's recommendation for approval and called the vote. The Board approved non-technical waivers for the systems who had missing audits with the contingency that state aid will be withheld until the missing audits or statistical reports are submitted.

III. Approval of Application for State Aid: Mr. Brockwell also reported a motion from the committee to approve the application for state aide submitted by King William County, Va., which recently left the Pamunkey Regional Library and plans to establish its own public library system through contracts with a private company providing library services. After brief discussion, the Board voted to approve the motion.

IV. State Aid Allotments

After reviewing the FY26 State Aid Allotments and the committee's recommendation, the board approved unanimously the FY 26 State Aid

Allotments. Ms. Armentrout observed that the General Assembly approved a \$630,000 increase for the upcoming fiscal year and included language for the formula to be reviewed annually.

- E. **Bylaws Committee:** Mr. Trumbo, committee chair, summarized the changes to the bylaws as language simplified for clarity and accessibility, committee names aligned with Library divisions, and the Chair & Vice Chair automatically serve on the Foundation Board. Accepting the committee's recommendation to approve the amendments to the bylaws, Mr. Brockwell conducted a roll call vote for the 10 required approvals (2/3 vote).

Broadbent – aye	Little – aye
Bryant – aye	Prentice – aye
Canida – aye	Scott - aye
Davis – aye	Trump - aye
Finerty – aye	Brockwell - aye
Hayes – aye	

- F. **Library of Virginia Foundation:** Foundation Board President Pia Trigiani expressed her ongoing support for the Library. Foundation Executive Director Scott Dodson reported on recent fundraising efforts. Mr. Dodson shared some recent successes like the Mary Morton Parson Foundation grant and a \$5 million contribution towards some of the Library's larger goals. He also encouraged all board members to attend the upcoming 1823 Society reception hosted by incoming Mr. Trumbo and Ms. Trigiani on July 14. In closing, Mr. Dodson announced the foundation had hired Kerry Kinnison to serve as its director of leadership and planned giving.

- IX. **Report of the Librarian:** Mr. Clark reported on the Library's progress on multiple strategic goals. The State Records Center expansion remains on schedule and in budget. When completed, it will offer 42 miles of new shelving and provide space for 20-25 years of growth. A design firm has been selected to develop architectural and engineering designs for the Library's public spaces. Two years of design are expected to lead into three years of construction.

Mr. Clark shared the Library contracted with an executive search firm to identify candidates for the Deputy Librarian position. Negotiations have also begun with the preferred candidate for Chief Technology Officer. And soon the focus will shift towards identifying a Chief of Library Development.

Mr. Clark closed his report with news that the Library has discontinued its own human resources department and will begin using DHRM's Shared Services Center as a cost savings measure to hedge against future funding challenges. For a small agency like the Library, the action provides significant savings with limited impact on services. A brief period of questions and discussion followed.

- X. **Report of the Chair/Executive Committee:** Mr. Brockwell shared the committee had met earlier in June to receive a report on the annual performance review of the Librarian. Vice Chair Bo Trumbo moved that pursuant to the *Code of Virginia*, Section 2.2-3711, the Library Board enter a closed meeting for the following purposes:

1. *Under subsection A.1, to discuss and consider the performance review of the Librarian;*

2. *Under subsection A.8, to consult with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice; and*
3. *Under subsection A.11, to discuss or consider honorary degrees.*

Blythe Scott seconded the motion, and a roll call vote was recorded: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Davis, Finerty, Hayes, Little, Prentice, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

Certification of Closed Session: The Executive Committee re-entered open session. Mr. Trumbo moved that the Library Board certify by roll call vote that, to the best of each members' knowledge:

1. *Only public business matters lawfully exempted from open business meeting requirements under this chapter, and*
2. *Only such public business matters as identified in the motion by which the closed meeting was convened were here, discussed or considered in the meeting.*

Mr. Broadbent seconded the motion. Mr. Brockwell asked if any member of the committee believes that there was a departure from the requirements of the clauses 1) and 2) in the motion and asked them to state any concerns prior to the roll call vote. Hearing no concerns, he called the roll: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Davis, Hayes, Little, Prentice, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

Mr. Brockwell reported two unanimous motions from the Executive Committee

1. *The Library Board award a 5% performance bonus as authorized under Section 4-6.01(D)(2)(b)(1) of the Appropriations Act, and based on the highly favorable annual assessment and performance. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriation Act and shall not become part of the base rate of pay.*
2. *The Library Board approve a 1.5% one-time state authorized performance bonus as authorized under Item 469 of the 2025 Appropriations Act. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriations Act and shall not become part of the base rate of pay.*

The board unanimously approved the Executive Committee's motions. The final resolution presented by Mr. Brockwell authorizes the chair and board counsel to negotiate and execute technical amendments to the Librarian's contract to comport with the recently passed budget. Hearing no questions, Mr. Brockwell asked for a motion to adopt the resolution. Mr. Trumbo moved to approve, and the motion was seconded. The board approved the resolution. In closing, Mr. Brockwell reported that no action on Patron of Letters would occur at this meeting.

**A RESOLUTION OF THE LIBRARY BOARD TO APPROVE
THREE PERCENT INCREASE IN SALARY FOR STATE LIBRARIAN**

WHEREAS, in the General Provisions of Chapter 2 of the 2025 Central Appropriations Act, the General Assembly authorized a 3% increase to the salaries for eligible full-time employees of the Executive Department not subject to the Virginia Personnel Act; and any employee whose salary is listed in § 4-6.01 of this act, subject to the ranges specified in the agency head salary levels in § 4-6.01 c, effective June 11, 2025; and

WHEREAS, the Librarian of Virginia ("Librarian") is subject to § 4-6.01 c of this act; and

***WHEREAS** the Library Board is responsible for approval by Resolution of any increase in the Librarian's Base Salary per section D.1 (Compensation Annual Base Salary) of the Librarian's employment agreement; and*

***WHEREAS**, the Library Board wishes to extend the benefit of future financial increases provided to eligible State employees to the Librarian to take effect on the effective date of those increases without the need for further Board action; or*

***WHEREAS**, alternatively, the Library Board wishes to permit any increase in the appropriated state contribution to the salary of the Librarian without the need for further Board action; and*

***WHEREAS**, the Library Board wishes to comply with the requirements of the Department of Human Resources and will submit, in a writing, the general disposition of the Librarian's annual performance review if required to justify any benefit of future salary increases specified in the Commonwealth's Appropriation Act.*

***THEREFORE, BE IT RESOLVED**, that after due consideration and careful review, the Library Board approves a salary increase to the state appropriated amount (as specified in the contract of Librarian) to align with the amount specified in Chapter 2 of the 2025 Central Appropriations Act, effective June 11, 2025; and*

***BE IT FURTHER RESOLVED** that the Library Board authorizes, in collaboration with the requirements of the Commonwealth's Department of Human Resources as it relates to the Librarian's performance review, the greater of future applicable increases provided to employees of the Commonwealth, or increases to the state appropriated contribution, to the salary of the Librarian to take effect on the effective date of those increases without further Board action.*

***THEREFORE**, the Library of Virginia Board authorizes the Board Chair to negotiate and execute an amendment to the contract of the Librarian to accomplish this action, and to submit to the Department of Human Resources any determination of the Librarian's Performance Review, if required, on its behalf.*

- XI. **Report of the Nominating Committee:** Blythe Ann Scott thanked her committee for its work during the year presented a motion on behalf of the committee to approve the following slate of officers and Executive Committee members for 2025-26:

Board Officers:

Chair: Malfourd W. "Bo" Trumbo

Vice Chair: Elizabeth "Betsy" Fowler

Executive Committee:

C. Paul Brockwell Jr., Peter E. Broadbent Jr., L. Preston Bryant Jr., Robert Canida II, and Blythe Ann Scott

Mr. Brockwell also asked for Elizabeth "Betsy" Fowler to be added as a member of the Executive Committee to reflect her role as an officer. Without objection, she was added. He then asked if there were any additional nominations from the Board. Hearing none, he declared nominations closed. Hearing no additional discussion or questions, the Board voted on the committee slate unanimously.

- XII. **Old or New Business:** Mr. Brockwell reviewed the proposed Library Board meeting dates for 2025-2026 and asked for a motion to approve. Mr. Trumbo moved the approval of the meeting dates. The motion was duly seconded and unanimously carried.

- XIII. **Passing of Gavel/Adjournment:** Mr. Brockwell shared a brief reflection on his gratitude for the opportunity to serve the Library Board as chair for the past three years. He also expressed his gratitude and excitement for Bo Trumbo and Betsy Fowler as they begin their leadership of the Board. He encouraged all members to do what they can to support both the new officers and the Librarian. He closed by passing the gavel to incoming Mr. Trumbo for him to adjourn the meeting. The meeting adjourned at 12:25 p.m.

Chair:

C. Paul Brockwell Jr., Chair

Secretary:

Dennis T. Clark, Librarian of Virginia

JUNE 23, 2025 MINUTES ADDENDUM: ADDITIONAL DOCUMENTS AND BYLAWS

A Commending Resolution of the Library Board Honoring the Service of Ms. Lana Real

WHEREAS Ms. Lana Real was appointed to an unexpired five-year term on the Library Board in 2021, by Governor Ralph S. Northam; and

WHEREAS Ms. Real began her service in the wake of a 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 prior to this appointment, Ms. Real served as a library media specialist with the King William Public School library; and

WHEREAS during her tenure on the Board, Ms. Real was an active member of the Public Library Development Committee from 2021 to 2025, serving as its Vice Chair for two years as well as the Communication, Education, Outreach, and Research Services Committee from 2021 to 2025; and

WHEREAS Ms. Real brought valuable perspectives and insights to the Library's programming as a member of the Upper Mattaponi Indian tribe, a community she now serves as legislative clerk; and

WHEREAS Ms. Real has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs and initiatives; and

WHEREAS Ms. Real has served 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 23rd day of June 2025 that the Library Board recognize Ms. Lana Real 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 Ms. Lana Real as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

*A Commending Resolution of the Library Board
Honoring the Service of Ms. Barbara Vines Little*

WHEREAS *Barbara Vines Little was appointed in October 2015 to a five-year term on the Library Board by Governor Terence R. McAuliffe and re-appointed to a second term on the Board in 2020 by Governor Ralph S. Northam; and*

WHEREAS *she has served faithfully and with distinction over the past decade as a member of several Board committees, including as chair of as both the Archives, Collections and Records Management Services Committee and the Communication, Education, Outreach, and Research Services Committee; and*

WHEREAS *Ms. Little has been a professional genealogist since 1982, specializing in the Commonwealth of Virginia and the State of West Virginia, and accredited as a Certified Genealogist; and*

WHEREAS *she served as board member and president of both the Virginia Genealogical Society and the National Genealogical Society, and is a nationally recognized lecturer on Virginia records and genealogical research; and*

WHEREAS *she has been the editor of the "Magazine of Virginia Genealogy" for many years, writing numerous articles on Virginia genealogy and several books on Virginia court records, with her comprehensive book on historic Virginia records to be published later this year; and*

WHEREAS *she has been a fierce advocate for the research community, representing the needs of genealogists and other researchers with tenacity and genuine enthusiasm and has been steadfast in her support of the Library and its important role as steward of collections with rich, vital historical records that shed light on personal history of people in the Commonwealth; now therefore*

BE IT RESOLVED *by the Library Board on this 23rd day of June 2025 that the Library Board recognize Barbara Vines Little for her exemplary decade of service and spirited leadership; 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 Barbara Vines Little as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.*



BYLAWS OF THE LIBRARY BOARD

Amended and re-enacted June 23, 2025

ARTICLE I: ESTABLISHMENT

The Library Board (“the Board”) is established under Title 42.1 of the *Code of Virginia* (1950), as amended. It is governed specifically by this Title and more generally by the laws of the Commonwealth of Virginia.

ARTICLE II: LIBRARIAN OF VIRGINIA

The Board appoints the Librarian of Virginia (“Librarian”) who serves at its discretion. The Librarian carries out the responsibilities defined in Article 2, Chapter 1 of Title 42.1 of the *Code of Virginia*, and any additional duties assigned by the Board. The Board may enter into an employment agreement with the Librarian. Each year, the Board will evaluate the Librarian’s performance according to its established policies and may award a discretionary bonus based on the results.

ARTICLE III: OFFICERS

1. The Board elects from its members each year a Chair and a Vice Chair.
2. The Chair is responsible for:
 - a. Presiding over the Board and Executive Committee meetings, identifying items for Board attention, serving as an ex officio member of all Board committees and of the Library of Virginia Foundation Board of Directors.
 - b. Arranging for annual financial audits of the Library, performed either by a certified public accountant or the State Auditor of Public Accounts.
 - c. Appointing all standing and special committees and naming their chairs (excluding the Executive Committee), with Board approval.
 - d. Acting as liaison between the Board and the Librarian of Virginia, sharing the Board’s views and receiving input from the Librarian on the Library’s needs and priorities.
 - e. If the Chair is unavailable, the Vice Chair will preside over meetings and assume other responsibilities as needed. The Chair may delegate specific tasks to the Vice Chair.

3. The Librarian of Virginia serves as Secretary of the Board. The Secretary maintains accurate records of all Board and committee proceedings and ensures that meeting notices are sent in a timely manner.
4. The Library's funds and securities are held by the appropriate state official, in accordance with Virginia law. Special funds may be managed separately by the Board or Executive Committee consistent with any terms attached to them.

ARTICLE IV: COMMITTEES

(See Addendum A for Committee Roles and Responsibilities)

1. With Board approval, the Chair appoints the following standing committees each year and selects their chairs:
 - a. Collections and Archives Committee
 - b. Bylaws Committee
 - c. Researcher and Public Engagement Committee
 - d. Government Relations and Finance Committee
 - e. Public Library Development Committee
2. The Executive Committee will appoint a Nominating Committee each year, with Board approval, and designate its chair.
3. The committee chairs must be Board members. While the Executive, Governmental and Finance, and Nominating Committees are composed only of Board members, other committees may include non-Board members. No committee shall have fewer than four members.
4. The Executive Committee consists of at least five members: the Board Chair (who also chairs this Committee), the Vice Chair, and additional Board members recommended by the Nominating Committee and approved by the Board. The immediate past Chair remains on the Executive Committee if still a Board member.
5. The Executive Committee may act on the Board's behalf between regular meetings, provided it does not conflict with any specific Board directive. Actions taken by the Executive Committee must be reported to the Board at or before the next meeting.

ARTICLE V: MEETINGS, ELECTIONS, AND QUORUMS

1. The Board holds a minimum of four and no more than twelve regular meetings each year. The number, dates, times and locations are determined by the Board.
2. The annual meeting of the Board takes place in June. The Executive Committee meets at the Chair's discretion or at the request of three of its members.

3. Special meetings of the Board may be called by the Chair or at the written request of five Board members.
4. Board officers and members of subsidiary or affiliated bodies are elected at the annual meeting, with their terms beginning at the end of the meeting. Those elected at special meetings serve until the next annual meeting or until successors are chosen.
5. As stated in the Library of Virginia Foundation Bylaws, the Chair and Vice Chair of the Library Board also serve on the Foundation Board of Directors. If either is unable to serve, the Chair of the Library Board, in consultation with the Librarian and the President of the Board of Directors of the Library of Virginia Foundation, will appoint another Board member to fill the vacancy. The Librarian of Virginia serves as ex officio member of the Foundation Board and its Executive Committee.
6. A quorum for Board meetings requires a majority of members. Committees also require a majority of their members to be present for a quorum.
7. Board meetings follow the Virginia Freedom of Information Act and be governed by the most recent edition of *Robert's Rules of Order*.

ARTICLE VI: POLICIES

1. The Board may designate certain statements as official policies, listed in Addendum B.
2. To designate, amend or revoke an official policy:
 - a. the proposal must be announced at or before the Board meeting preceding the meeting where the action is to be taken, and
 - b. notice must be sent to the Board at least ten days before the meeting, and
 - c. a quorum, as required for Bylaw amendments, must be present for any action.
3. If any Board policy is formalized through a regulation, it is subject to the Administrative Process Act and the Virginia Register Act, and this Article does not apply.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended by a vote of at least two-thirds of the members of the Board then in office provided the proposed changes are sent to all members at least ten days before the meeting where the vote will take place.

LIBRARY BOARD BYLAWS ADDENDUM A:

COMMITTEE ROLES AND RESPONSIBILITIES

COLLECTIONS AND ARCHIVES COMMITTEE

The Collections and Archives Committee shall:

- (a) Collaborate with the Chief of Collections and Archives to assess the Library's needs related to collection development, preservation, conservation, digitization, access, processing and description.
- (b) Review the Library's Collection Development Policy and related policies recommend updates that support the Library's mission.
- (c) Identify appropriate funding levels for these programs and report recommendations to the Board for considerations during budget planning.
- (d) Promote public understanding of the importance and value of the Library's collections and archives.
- (e) Monitor conservation and preservation needs for archival and printed materials, artwork, newspapers, and other items in the Library's care.
- (f) Review and evaluate, the status of Library programs supported by Special Funds – such as the Circuit Court Records Preservation Program and the Virginia Newspaper Project – and provide regular updates to the Board.
- (g) Periodically assess compliance with the Virginia Public Records Act and suggest recommendations to the Library's records management policies and procedures.
- (h) Stay informed about technological developments that may affect how public records and collections are managed.
- (i) Oversee the physical conditions in which archival materials and records are stored.

BYLAWS COMMITTEE

The Bylaws Committee shall:

- (a) Review the Board's bylaws on a regular basis and recommend revisions as needed to ensure they remain effective and up to date.

RESEARCHER AND PUBLIC ENGAGEMENT COMMITTEE

The Researcher and Public Engagement Committee shall:

- (a) Work with the Chief of Researcher Engagement to evaluate the Library's public services including reference, research, interlibrary loan, and circulation, and advise on major policy updates in these areas;
- (b) Collaborate with the Senior Leadership Team to develop and implement strategies for reaching target audiences with Library content, programs, exhibits, and special events.
- (c) Review and provide input on educational outreach initiatives and help strategies to expand their reach and effectiveness across the Commonwealth.
- (d) Support efforts to enhance customer service and monitor user satisfaction with Library services on an ongoing basis.
- (e) Recommend adequate funding levels for education, outreach, and public service efforts and report these recommendations to the Board.
- (f) Track relevant changes in technology that could influence how the Library delivers services and engages with the public.

EXECUTIVE COMMITTEE

The Executive Committee shall:

- 1) Convene as directed by the Board or in response to urgent matters.
- 2) Evaluate overall operations at The Library of Virginia.
- 3) Conduct an annual performance review of the Librarian of Virginia

LIBRARY OF VIRGINIA FOUNDATION COMMITTEE

This two-person committee consists of Board Chair and Vice Chair, or their designees, who serve as ex officio members of the Library of Virginia Foundation Board of Directors.

GOVERNMENT RELATIONS AND FINANCE COMMITTEE

The Government Relations and Finance Committee shall:

- 1) Collaborate with the Librarian of Virginia and designated staff to shape legislative strategies and funding priorities that impact the Library or public libraries across the Commonwealth.
- 2) Assess the fiscal needs for the Library's programs and services and help establish appropriate funding levels.
- 3) When appropriate, meet with officials from the Executive and Legislative branches of state government, to advocate for legislation and funding that support the Library of Virginia and library services statewide.
- 4) Monitor technological developments that could influence the committee's area of responsibility.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee shall:

- 1) Work with the Chief of Library Development to identify trends in public library service and usage across the state.
- 2) Develop and maintain appropriate criteria for state aid to libraries and recommend action to the Board on requests for waivers to those requirements when appropriate.
- 3) Support state aid legislation for public libraries and communicate these efforts to the Government Relations and Finance Committee.
- 4) Recommend policies and strategies to the Board that encourage collaboration and networking among libraries.

ADDENDUM B: THE LIBRARY BOARD OFFICIAL POLICIES

POLICY REGARDING PUBLIC ACCESS TO THE INTERNET: NOTICE TO PATRONS REGARDING OBSCENITY AND CHILD PORNOGRAPHY

WHEREAS the possession and distribution of obscene materials (see *Code of Virginia*, Section 18.2-374 *et seq.*) and child pornography (see *Code of Virginia*, Section 18.2-374 *et seq.*) are both illegal in the Commonwealth of Virginia; and

WHEREAS such illegal materials may be available on the Internet and may be accessed by patrons at public library terminals; and

WHEREAS the *Code of Virginia*, Section 42.1-1(4) authorizes the Library of Virginia to furnish to Virginia's public libraries "assistance, advice and counsel as to the best means of establishing and administering such libraries and collections"; and

WHEREAS proper library administration requires that electronic access by library patrons to obscene materials and/or child pornography be in no way facilitated; therefore

BE IT RESOLVED that it is the policy of the Library of Virginia that local and regional libraries shall make available to patrons adequate notice through written policies or postings which remind patrons that no library terminal shall be used to access such illegal materials.

/S/ Nolan T. Yelich
Secretary to the Library Board
September 16, 1998

**POLICY REGARDING ACCESS TO THE INTERNET IN PUBLIC LIBRARIES IN
VIRGINIA AND PREVENTION OF HARM TO MINORS**

WHEREAS there is an increasing concern in the public library community that minors may be harmed by materials available through the Internet; and

WHEREAS the public policy of The Commonwealth as stated in Section 18.2-390, *et seq.* of the *Code of Virginia* is to insulate minors from materials that may be harmful to them; and

WHEREAS it is the policy of the Library of Virginia to preserve for all patrons the right to read, while at the same time advancing the family's right in each library community to determine, for itself, what information may be age-appropriate for minors; and

WHEREAS most public libraries do currently or in the near future plan to furnish Internet access to adults and to minors alike; and

WHEREAS the *Code of Virginia*, Section 42.1-1(4) authorizes the Library of Virginia to furnish to Virginia's public libraries "assistance, advice and counsel as to the best means of establishing and administering such libraries and collections"; and

WHEREAS the issue of electronic access to the Internet by minors strongly implicates issues of collection development and proper library administration; and

WHEREAS the Library of Virginia Board is mindful that minors' access to electronic information is a controversial topic which implicates sensitive and important constitutional issues involving freedom of speech and fundamental parental prerogatives; and

WHEREAS unfettered access by minors to the Internet may subject them to materials which are harmful to minors (juveniles) within the meaning of Section 18.2-390 *et seq.* of the *Code of Virginia*, and that preventing such exposure in public libraries serves a compelling state interest; therefore

BE IT RESOLVED that it is the policy of the Library of Virginia that each local and regional library board shall adopt acceptable use policies for Internet access which minimize harm to minors by providing either for (a) parental consent before minors are furnished unfettered access to the Internet or (b) other measures which the local or regional library board determines are appropriate to minimize harm to minors.

/S/ Nolan T. Yelich
Secretary to the Library Board
September 16, 1998

POLICY ON ELECTRONIC PARTICIPATION IN LIBRARY BOARD MEETINGS

(Originally adopted September 28, 1998; amended and re-adopted February 5, 2025)

WHEREAS it is the policy of the Library Board that individual Library Board members may participate in meetings of the Library Board by electronic means as permitted by Virginia Code § 2.2-3708.2 and § 2.2-3708.3; and

WHEREAS this policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

THEREFORE, BE IT RESOLVED whenever an individual member wishes to participate from a remote location pursuant to this policy, the law requires a quorum of the Library Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. A member who is unable to attend the meeting: 1) due to a medical condition or temporary or permanent disability as defined in § 51.5-40.1 and uses remote participation, counts toward the quorum as if the individual was physically present; 2) due to a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance and uses remote participation, or an individual member who is a caregiver for a person with a disability preventing the member's physical attendance and uses remote participation, count toward the quorum as if the individual was physically present; 3) a member's residence is more than sixty (60) miles from the meeting location identified in the notice and does not count toward the quorum; 4) or a personal matter and identifies with specificity the nature of the personal matter, may participate in the meeting electronically by notifying the chair of the Library Board and the Office of the Librarian of Virginia on or before the day of the meeting, and does not count towards the quorum.

BE IT ALSO RESOLVED that the Chair, or in the Chair's absence, the Vice Chair, is authorized to approve individual members' remote participation. Any request for remote participation that the Chair believes does not meet the criteria for remote participation shall be put before the Board for a vote. An individual member's approved or disapproved remote request must be identified and recorded in the meeting minutes with specificity.

BE IT ALSO RESOLVED that for any approved requests the reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. If the reason for the electronic participation is due to a personal matter (not a temporary or permanent disability or other medical condition) the nature of the personal matter must be identified with specificity. **BE IT ALSO RESOLVED** that such participation by a member due to a personal matter shall be limited to two meetings each calendar year.

BE IT ALSO RESOLVED that this policy shall apply to any committee, subcommittee, or working group established by the Library Board. Committees may have remote attendance with the consent of the Library Board chair as long as such attendance complies with all Code requirements. The Library Board shall at least once annually adopt a policy by recorded vote at a public meeting for all-virtual public meetings and remote attendance of Board members pursuant to § 2.2-3708.3

/S/ C. Paul Brockwell Jr.
Chair, Library Board

/S/ Dennis T. Clark
Secretary to the Library Board

February 5, 2025

POLICY ON ALL-VIRTUAL LIBRARY BOARD MEETINGS

(Originally Adopted September 19, 2022; Amended and Re-adopted February 5, 2025)

WHEREAS it is the policy of the Library Board that the Board may on occasion elect to hold an all-virtual meeting as permitted by Virginia Code § 2.2-3708.3 and shall at least once annually adopt a policy by recorded vote at a public meeting for all-virtual public meetings and remote attendance of Board members.

THEREFORE, BE IT RESOLVED that when the Board approves its yearly schedule of meetings, it will indicate on the schedule which, if any, future meetings are planned to be all virtual. At any point during the year after the schedule has been set, the Library Board chair may request that a meeting be changed from in-person to all-virtual, as long as public notice of this change is made at least three working days in advance of the meeting and complies with Code of Virginia § 2.2-3707. Unless the commonwealth is under a declared state of emergency, the Board may hold no more than two all-virtual meetings in a calendar year and those shall not be consecutive.

BE IT ALSO RESOLVED that the Library Board will comply with all Code requirements for all-virtual meetings of a public body. Every all-virtual meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. The packet of meeting materials will be posted on the Library's website in advance of each meeting. The Library's website will also provide information about submitting written public comments in advance of an all-virtual meeting. Any comments received will be shared with all Library Board members in advance of the meeting and posted online with the meeting materials. Minutes of all-virtual meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held.

BE IT ALSO RESOLVED that this policy shall apply to any committee, subcommittee, or working group established by the Library Board. Committees may hold all-virtual meetings with the consent of the Library Board chair as long as the meetings comply with all Code requirements. Public notice of an all-virtual committee meeting will be posted at least three working days in advance of the meeting. Every all-virtual committee meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. Committee meeting materials will be posted on the Library's website in advance of each meeting. The Library's website will also provide information about submitting written public comments in advance of an all-virtual committee meeting. Any comments received will be shared with all committee members in advance of the meeting and posted online. Minutes of all-virtual committee meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held. A committee may hold no more than two virtual meetings in a calendar year and those shall not be consecutive.

/S/ C. Paul Brockwell Jr.
Chair, Library Board

/S/ Dennis T. Clark
Secretary to the Library Board

February 5, 2025