

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

June 26, 2023

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee met at 8:30 a.m. on Monday, June 26, 2023, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Robert L. Canida II, *chair*; Peter E. Broadbent Jr., *vice-chair*; C. Paul Brockwell Jr.; Carol G. Finerty; Barbara Vines Little; and Blythe Ann Scott. Also in attendance were John D. Metz, Deputy for Collections and Programs; Greg Crawford, State Archivist and Director of Government Records Services; and Kathy Jordan, Digital Initiatives and Web Presence Director. Committee member Leonard C. Tengco was absent.

Ms. Jordan reported that she spent nearly a year working with Ancestry to finalize a 5-year agreement between the Library and the company to digitize, index and make publicly available materials from the Library's collections. In the first year of the project, collection materials scheduled for digitization and indexing include Virginia Personal Property Tax Records, 1782-1900; Richmond City birth and death records, 1897-1912 (June 30); Norfolk City birth and death records, 1900-1912 (June 30); Portsmouth City birth and death records, 1897-1912 (June 30); and Virginia Department of Military Affairs Organization Cards, 1876-1947. Annually, Ms. Jordan will work with our Ancestry representative, Lisa Pearl, to identify additional collections to include in this project. As each collection is completed, Virginians will have free access to the indexes and images through our Ancestry for Virginians page, as will subscribers to Ancestry's products. Original records will be scanned on-site at the Library, while microfilm will be sent to Utah for digitization. All scanning should be starting by July 1, 2023. There is no financial cost to the Library for this project, which will make very large and very valuable collections available to the public. This is a wonderful opportunity for the Library to expand digital access to collections that we would otherwise not have the resources to digitize and index ourselves.

Ms. Little asked if the Library would receive electronic copies of the images and indexes created by Ancestry. Ms. Jordan answered that the Library could request those items at any time after three years, but there were no current plans to do so since they would be available online and accessible for free for state residents through the Ancestry for Virginians portal. Mr. Broadbent asked about the time frame for collections to become available online. Ms. Jordan answered that digitization would take about three months while an additional six months would be needed to process the digital material for online access.

Mr. Crawford reported that the Records Analysis staff have drafted new Electronic Records Guidelines for state and local government agencies. The draft is currently being reviewed by records officers in these agencies for feedback. Last updated in 2009, the guidelines were in dire need of updating given the tremendous increase in the number of electronic records since then.

The new guidelines will help agencies properly identify and preserve permanent electronic records as well as properly dispose of nonpermanent electronic records.

Mr. Crawford also reported that the NHPRC grant the Library received for the Virginia Untold project came to a successful conclusion on April 30. The Library was successful in attaining the primary objectives of the project. Last year, the General Assembly appropriated funding to make the Virginia Untold Project Manager a permanent position. That means Lydia Neuroth will continue to be the Project Manager for Virginia Untold, and her position will remain in Government Records Services. The NHPRC grant was truly a collaborative project involving multiple departments at the Library, all of whom played an important role in project's success.

Dr. Metz provided an update on the State Records Center Expansion Project. The conceptual planning phase for the expansion was completed last July, and the drawings were submitted to the Department of Engineering and Buildings (DEB) for review along with a request to bring the budget in line with current costs. While the next phase of planning (working drawings) was scheduled to begin in September 2022, this project, along with all other capital projects statewide, was placed on hold pending a review of the overall revenue/funding situation. This April the Library received permission to proceed with increased funding to cover the cost of inflation. Since April, Dr. Metz; Paul Casalaspi, Information Technology Director; and David Wilson, Facilities Director; have been meeting weekly with Gil Entsminger of Enteros Design and Chris Porras of the Department of General Services (DGS) to complete the working drawings for DEB review in July. Once approved, the design team would begin the construction/bid documents phase of the project with the goal of putting the project out to bid near the end of the calendar year. With this new timeline in mind, the hope is to break ground next spring and complete the project in mid-to-late 2025.

Dr. Metz also provided an update on the Diseased Microfilm Replacement Project. Since the April board meeting, the Imaging Services team lost a member who accepted another position within the Library, leaving three vacancies which will undoubtedly have an impact on the speed with which the Imaging Services team can tackle the diseased film issue. The total number of reels evaluated as of June 2023 totaled 27,147, and nearly 71 percent of those needed replacement. To date, we have sent 21 shipments to Backstage Library Works, starting in November 2019. The first 10 shipments totaled 2,377 reels, while the last 10 shipments totaled 5,785 reels. A total of 1,135 reels have been sent to Backstage since April 3, 2023. We continue working to refine the inspection process to increase the volume of film being delivered to Backstage. Given the chronic shortage of Imaging Service technicians, we are considering pushing more of the diseased film identification to Backstage and using in-house staff to enter the reels into Infolinx once the new reels have been returned to the Library.

The final topic discussed during the meeting concerned the recommendation to revise the Regulations Governing the Destruction of Public Records Containing Social Security Numbers [17 VAC 15-120]. These regulations currently require an agency representative be on hand at the secure destruction of records containing privacy-protected information like social security

numbers. This is redundant and, in some cases, unrealistic given that the entity retained to perform the secure destruction is already required to certify or provide written assurance of the destruction. A preliminary survey of records managers regarding the change indicates overwhelming support for this change. The Library is seeking Board approval to pursue the elimination of the agency witness requirement in records destruction through the Regulatory Town Hall in FY24.

Dr. Canida called for a vote from the committee to recommend that the full Board to authorize the Library to formally pursue the elimination of the agency witness requirement in records destruction through the Regulatory Town Hall in FY24. Ms. Scott made a motion to approve the recommendation and Mr. Broadbent seconded the motion. The vote of the committee members present was unanimous.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee met at 8:30 a.m. on Monday, June 26, 2023, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Marcy Sims, *chair*; Laura L.L. Blevins; L. Preston Bryant Jr.; Maya Castillo; and Shelley Viola Murphy, who attended virtually over Zoom. Also in attendance were Nan Carmack, Library Development and Networking Director, and Kim Armentrout, State Grants and Data Coordinator. Committee members Lana Real, *vice-chair*, and Suzette Denslow were absent.

The first item on the agenda, Update on Book Challenges, was tabled in deference to the many business items needing attention.

Ms. Armentrout presented the State Aid allocations and recommended the committee approve the allocations, noting that if the General Assembly votes upon a different budget this may change. Ms. Blevins moved that the allocations be approved and that any changes based on the General Assembly's actions be approved, based on the State Aid formula. Ms. Castillo seconded this motion, and the committee passed it unanimously.

In presenting the State Aid Waiver recommendations, Ms. Armentrout began with three different sets of waivers. The first set were technical waivers, in which libraries experienced a decrease in local funding due to the cost of doing business. These included vacancy savings, one-time capital expenditures in the previous year, and a reduction in contractual and travel costs. Mr. Bryant moved that these waivers be granted. Ms. Castillo seconded this motion, and the committee passed the motion unanimously.

The second set of waivers were Non-Technical Waivers. The first two of these waivers were from the Chesapeake Public Library and Mathews Public Library requesting a waiver from the three consecutive hours after 5:00 pm requirement, citing low door count and difficulty staffing. After much discussion, Ms. Blevins moved that the Mathews waiver be granted contingent on additional documentation being provided at the September meeting. Ms. Murphy seconded the motion, and the committee approved it unanimously. In regard to Chesapeake, Ms. Blevins

moved that the waiver be granted contingent on additional documentation being provided at the September meeting. Ms. Sims seconded the motion, and it was unanimously approved by the committee.

Ms. Armentrout presented the next set of Non-Technical Waivers, which dealt with missing audits. She explained that regulatory changes on the state level have caused many localities to be backlogged in accommodating the changes. Ms. Blevins moved to approve the waiver requests from Amherst, Blue Ridge Regional, Buchanan, Clifton Forge, Pamunkey Regional, Petersburg, Rockbridge Regional, Russell, and Wythe-Grayson Regional libraries contingent upon receiving the audits. Ms. Castillo seconded the motion, and it was unanimously approved by the committee.

The final Non-Technical Waiver addressed the failure to meet the Two-Thirds Requirement by Northumberland County, demonstrating a downward trend in local funding for the library. Mr. Bryant moved to approve the waiver, with the recommendation that staff provide the Northumberland County Library with a five-year plan to increase local funding to bring the library into compliance with the Board's regulations. Ms. Castillo seconded the motion, and it was unanimously approved.

Dr. Carmack presented the next agenda item, the Regulatory Reduction Proposal Discussion. Pursuant to the request of the board in the April meeting, Dr. Carmack conducted a survey of libraries to evaluate the burden placed on libraries by the three consecutive hours after 5:00 p.m. requirement. Seventy-five of 94 directors responded, with only 26 percent reporting the requirement to be a burden. Thus, this regulation was deemed relevant and not in need of changing. The Library of Virginia will ensure that all libraries are familiar with the waiver process and necessary documentation for those who do find it a burden. The second regulation considered was that of a five-year plan. The proposed regulatory change is to allow libraries who serve populations under 15,000 (approximately one third of libraries) to plan based on targets selected from the *Planning for Library Excellence* standards instead of performing a strategic planning process. Ms. Sims made a motion to acceptance this change. Ms. Blevins seconded the motion, and it was unanimously approved.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee met at 9:30 a.m. on Monday, June 26, 2023, in Conference Room A at the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., *chair*; Laura L.L. Blevins; C. Paul Brockwell Jr.; Maya Castillo; and Blythe Ann Scott. Also in attendance was Sandra G. Treadway, Librarian of Virginia, and Dan Hinderliter, Deputy for Finance and Administrative Services. Committee members Suzette Denslow, *vice-chair*, and Leonard C. Tengco were absent.

Mr. Bryant opened the meeting with a summary of the General Assembly's historic turnover anticipated for the upcoming session. Mr. Hinderliter then provided the Statement of Financial Condition as of May 31, 2023. In summary, the Library, with one month remaining in the fiscal year, has expended 93 percent of all funding. The spend pattern is consistent with complete or

almost complete utilization of funds by year end close. The planned spending for the anniversary year reflects full utilization of funds, leaving very little, if any, for pre-payments at year-end. This sets up a 2023-2024 fiscal year that will require conservative budget levels.

Mr. Hinderliter advised the committee of the General Assembly budget negotiations. The negotiations were reported to be impacted by redistricting, anticipation of recession, and primary elections among other factors. As of the Board Meeting, no resolution is imminent. The negotiators began with the House Budget, which included additional funding for local libraries as well as funding for the Library of Virginia's IT needs, and thus a resolution is desired but not expected.

Mr. Hinderliter provided an overview of the Capital Outlay Decision Package that was offered to the Youngkin Administration for inclusion in the Governor's Proposed Budget, which is the starting point for the General Assembly Appropriation Act. This submission proposes a project for the renovation and update of the Library's public spaces and requests funds for the detailed design stage of the project. The preliminary design work is being completed by designLAB LLC via Library Foundation funding. The later stages of the capital project are proposed as split funding with the Commonwealth and the Foundation each contributing fifty percent of the costs.

Mr. Hinderliter discussed the other potential decision briefs for which Secretarial approval will be requested. The submission date for non-capital requests is August 21 and, if approved by the Secretary, September 5 for the Department of Planning and Budget.

The last item discussed was the Library IT decision package. Dr. Treadway discussed the various components and factors that prompted the request.

EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE

The Education, Outreach, and Research Services Committee met at 9:30 a.m. on Monday, June 26, 2023, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Robert L. Canida II, *vice-chair*; Peter E. Broadbent Jr.; Carol G. Finerty; Barbara Vines Little; Marcy Sims; and Shelley Viola Murphy, who attended virtually over Zoom. Also in attendance were Gregg D. Kimball, Public Services and Outreach Director; Angela Flagg, Marketing and Communications Director; Catherine Fitzgerald Wyatt, Education and Outreach Manager; Cara Griggs, Reference Archivist; and Ashley Craig, Community Engagement and Partnerships Specialist. Committee member Lana Real was absent.
Marcy Sims

Ms. Griggs and Ms. Craig, co-chairs of the Library's planning committee, reported on the annual conference of the National Genealogical Society (NGS) held at the Greater Richmond Convention Center between Thursday, June 1 and Saturday, June 3, with preconference activities on Wednesday, May 31. Attendance at the conference was about 1,000, down substantially from the 2,500 attendees in 2014 when the NGS conference was last held in Richmond. Still, the Library served 859 patrons in the reading rooms while the conference was in town. The co-chairs described the advance planning that took place to ensure the Library was prepared. The committee adapted workflows and redeployed staff to minimize bottlenecks at critical service points. The committee also recruited and trained non-public service staff and volunteers to help

visitors. This included 34 Library staff, 20 volunteers recruited by the Virginia Genealogical Society, 4 retired staff members, and 2 current Library volunteers. Several board members involved with NGS conveyed the many accolades they received from attendees on behalf of the Library. It was also noted that the Library received NGS's 2023 Genealogy Tourism Award at the Wednesday morning plenary session.

Ms. Wyatt reported on the second cohort of the Transforming the Future of Libraries & Archives Internship Program. As part of the Library's commitment to encourage diversity in the future workforce within libraries and archives, the Library of Virginia Foundation provides paid internship opportunities to college students from diverse backgrounds who are currently underrepresented in the library, archives, and public history fields. This summer we have seven undergraduate and graduate students working across the Library on a variety of projects from June to August. Working with their supervisor, interns will gain both work experience and skill development in their area of interest. They will also get a chance to connect with various members of the Library's staff to learn about their roles as well as their career paths and potential examples. Our cohort will also visit with professionals at the American Civil War Museum at Historic Tredegar and Black History Museum & Cultural Center of Virginia.

Ms. Wyatt reported on LVA on the Go events and future travels. The Library received the "On the Go" vehicle on April 20, 2023, and immediately took it on the road. To date, the vehicle and staff have visited seven public libraries: Washington County Public Library in Abingdon; Halifax County-South Boston Public Library, Halifax; Montgomery-Floyd Regional Library, , Shawsville; Essex Public Library, Tappahannock; Northumberland Public Library at the Heathsville Farmers Market; Botetourt County Public Library, Fincastle; and Prince William Public Libraries, Chinn Park Library, Prince William. We are looking forward to visiting seven more destinations this calendar year beginning with the Lynchburg Public Library on July 22. Staff members have registered event participants for Library cards, staffed children's activities, and delivered short introductory talks on genealogy, local history, Virginia Untold, and Virginia Chronicle. The reception has been overwhelmingly positive.

Ms. Flagg reported on several efforts to market ongoing programs especially the upcoming Celebration of Virginia Folklife, a two-day event cosponsored by the Virginia Folklife Program. The folklife event is one of the signature 2023 events tied to the Library's 200th anniversary. In addition to standard print and social media advertising, Ms. Flagg's team has also employed some bolder approaches including an electronic billboard on I-95 and TV spots on NBC affiliate stations in the Richmond, Charlottesville and Hampton Roads regions. Ms. Flagg also mentioned ongoing features that have spanned the 200th anniversary such as use of the "200 Years/200 Stories" biographies in social media and the Library's "Question of the Week" which rewards members of the public who take time to learn about the history and purpose of the Library.

THE LIBRARY BOARD MEETING

Library of Virginia

June 26, 2023

The Library Board met on June 26, 2023, in the Board Meeting Room at the Library of Virginia, 800 East Broad Street, Richmond, Virginia.

I CALL TO ORDER

C. Paul Brockwell Jr., *chair*, called the meeting to order at 10:30 a.m. The following members were in attendance:

C. Paul Brockwell Jr., *chair*
Laura L.L. Blevins
Peter E. Broadbent Jr.
L. Preston Bryant Jr.
Dr. Robert L. Canida II
Maya Castillo
Carol G. Finerty
Barbara Vines Little
Blythe Ann Scott
Marcy Sims

Shelley Viola Murphy attended virtually but had to disconnect early due to technical difficulties. Suzette Denslow, Lana Real, and Leonard C. Tengco were absent.

II APPROVAL OF AGENDA

Mr. Brockwell asked for a motion to approve the agenda. The motion was made by Mr. Broadbent, seconded by Dr. Canida, and passed unanimously.

III WELCOME TO VISITORS AND STAFF

Mr. Brockwell welcomed all visitors, staff, and special guests including Crystal Jackson, Special Assistant and Project Manager in the Secretary of Education's office; Deborah A. Love, Senior Assistant Attorney General; and Abigail Gump, Assistant Attorney General and soon-to-be primary counsel for the Board. Mr. Brockwell acknowledged that Robert D. Aguirre, formerly the Board's vice-chair, had officially resigned from the Board in order to accept a position as Provost and Vice-President of Academic Affairs at the University of Windsor in Ontario, Canada. He then announced that the Board had reached 100 percent participation in terms of member donations to the Library of Virginia Foundation in the current fiscal year, for a total of just over \$9,000. Finally, he recognized and congratulated Dr. Murphy for her recent appearances on CNN and NBC's Today Show highlighting her genealogy research for segments celebrating the Juneteenth holiday. Mr. Brockwell shared a message from Dr. Murphy thanking Dr. Crawford for an article he wrote that helped inform the research behind her media appearances.

IV PUBLIC COMMENT

There were no members of the public present who wished to make comment.

V APPROVAL OF MINUTES

Mr. Brockwell asked if Board members had any additions or corrections to make to the minutes for the April 17 meeting. Ms. Little pointed out a grammar error on page three and asked that it be corrected. Mr. Brockwell asked for a motion to approve the minutes with Ms. Little's correction. The motion was made by Ms. Scott, seconded by Ms. Sims, and passed unanimously by the Board.

VI INFORMATION ITEMS

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Conley Edwards, President of the Friends of the Virginia State Archives, reported that the Friends are planning their 23rd annual Fall Slatten Lecture program in early November. The program honors the memory of Dr. Richard Slatten, one of the founders of the Friends and the organization's first president. The Facilities staff at the Library have been helpful in identifying a date for the program and the Friends are making arrangements with a potential speaker, who was just recently on the program at the National Genealogical Society (NGS) conference in Richmond. More information will be forthcoming.

At the Friends' board meeting earlier in June, the board confirmed its commitment to support the conservation of The Virginia Convention of 1776 Records. Last year, the Friends donated \$10,000 to this project and plan to donate an additional \$10,000 this year. The Friends are pleased to join with the Roller-Bottimore Foundation, the Virginia Law Foundation, and others in this worthwhile effort.

Since January 2023, through the extremely dedicated efforts of Mr. Broadbent, the Friends have expended \$12,500 for the acquisition of printed genealogy and family history materials for the Library collections. An additional \$5,000 for book purchases was authorized at the last Friends board meeting, which will bring the total support to approximately \$83,000 since 2019.

Mr. Edwards thanked the Library's staff for their help and cooperation during the NGS annual meeting in early June.

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Dr. Canida, committee chair, reported that the agreement between the Library and Ancestry has been signed and that scanning of the first group of records should begin soon. He also reported that the Library's records analysts have drafted a revision to the Electronic Records Guidelines, which will soon be reviewed by records officers in other state and local agencies. With regard to Virginia Untold, Dr. Canida stated that the Project Manager position associated with the program is now a permanent funded

position at the Library, rather than an NHRPC grant-funded position. He also noted that the State Records Center project is anticipating construction to begin in spring 2024 with a move-in date in 2025 should everything proceed according to plan.

Speaking on the diseased microfilm project, Dr. Canida reported that since the April Board meeting the Imaging Services team lost a member, which leaves a total of three vacancies. This will have a negative impact on the speed with which they can process the diseased reels. As of June 2023, the total number of reels evaluated for replacement need is 27,147, and nearly 71 percent of those were identified as needing replacement. To date, the Library has sent 21 shipments to Backstage Library Works, starting in November 2019. The team continues working to refine the inspection process to increase the volume of film being delivered to Backstage. Given the chronic shortage of Imaging Service technicians, they are considering pushing more of the diseased film identification to Backstage and using in-house staff to enter the reels into Infolinx once the new reels have been returned to the Library.

Mr. Brockwell, a member of the ACRMS Committee, reminded the Board that the Library has been reviewing all of its regulations in order to support an initiative from the Governor's Office which seeks to reduce the regulatory burden on state and local governments. One of the recommendations the committee considered regards requirements concerning destruction of documents. Acting on this recommendation, Dr. Canida made a motion for the Board to authorize the Library to formally pursue the elimination of the agency witness requirement in records destruction through the Regulatory Town Hall in FY24. Mr. Brockwell noted that because the motion came from a committee it did not need a second, and asked if there were any questions or discussion. Ms. Love reminded Mr. Brockwell that per the Board's bylaws he should recognize virtual participants when taking votes. He did so, but Dr. Murphy was experiencing technical difficulties and was not responsive, so Mr. Brockwell noted that she would not be participating in the vote. There being no questions or discussion, Mr. Brockwell called for a vote on the motion, and it passed unanimously.

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Dr. Canida, committee vice-chair, reported that the Library received the National Genealogical Society's Genealogical Tourism Award during the NGS conference in Richmond. He applauded Dr. Kimball and his team for the program and outreach work they do that contributed to the Library receiving this honor. At the committee meeting, Ms. Wyatt discussed the Transforming the Futures of Libraries and Archives internship program, which is currently in its second year. She also shared that the LVA On the Go bus made its eighth stop recently, and that in 2024 they hope to take the bus to all of the Pow Wows held throughout the Commonwealth. Ms. Flagg updated the committee on communications and marketing activities, including recent news reports and multimedia advertisements highlighting the 200th anniversary and related events and programs.

Mr. Brockwell noted that Dr. Murphy had, at this point, disconnected from Zoom due to technical issues and was therefore no longer participating in the Board meeting.

- Library Finance Committee

Mr. Bryant, committee chair, reported that the Statement of Financial Conditions shows the Library is on track and contains nothing out of the ordinary. He also noted that primary elections for the General Assembly were just held and as a result there will be a lot of new faces in the House and Senate, and the Library will need to begin reaching out to form relationships with new members. He suggested the Library reach out to both Clerks' offices to see if we could be of assistance during new member orientation after the November elections. New committee assignments will be revealed in January 2024. Additionally, the General Assembly may be coming back for a special session to address lingering budget issues, and the Library has a few items that may be affected including funding for IT and state aid. Mr. Bryant reported that planning continues on the State Records Center project, and that the groundbreaking is anticipated to occur sometime next spring.

Mr. Hinderliter reported that the Library is spending a lot to promote the 200th anniversary, but it is resulting in a lot of attention, and so the efforts are paying off. While we have spent 95 percent of our general funds with one month remaining in the fiscal year, this was planned and is nothing to be concerned about. Overall, the Library is at 93 percent spent across all of our funding types, but we never get to 100 percent because of the difference in the closing dates for the state and federal fiscal years. Additionally, a large portion of what we spend is Circuit Court Records Preservation (CCRP) dollars that are paid out based on grants from local circuit courts, which means these payments are not necessarily aligned with total spend each year. Mr. Hinderliter reviewed the Statement of Financial Condition and reiterated that everything is as it should be.

Mr. Hinderliter reported that the House Appropriations and Senate Finance negotiators are working on the budget. During the initial negotiations the House had included \$1.4 million in their budget for the Library, and the House and Senate had both included additional money for state aid. Mr. Hinderliter noted that if both houses agree to a budget, then it is likely that we would see that additional money for state aid. The potential \$1.4 million is there to enable the Library to pay for the services it provides and for administrative items like rent to DGS, but mainly it is meant to offset IT needs, particularly online subscriptions that are not really funded through legislation. We remain hopeful that the budget negotiations produce a good result for the Library.

The final item discussed in committee were possible decision briefs that the Library would be submitting to the Governor's Office requesting additional dollars for the Library be included in the budget bill for the 2024-2026 biennial budget. Mr. Hinderliter reported that the Library currently has three items identified for potential decision briefs. One item would not be needed if the General Assembly approves the funding for IT needs. Since the starting point of negotiations is always the House budget, the \$1.4 million is guaranteed to be a point of discussion. Another potential decision brief deals with the Library's capital needs. Mr. Hinderliter noted that the

Library building is outdated in terms of design which negatively impacts patron experience. The architectural firm designLAB will be speaking during the coming luncheon about ways to redesign the building for better use, and the Library has already submitted a request to the Governor's Office to move from our preliminary design documents to detailed design planning. If approved, this request would go on as part of the introduced budget for General Assembly negotiations. The third and final decision brief deals with the aligning of our future plans and resources from an administrative and operational standpoint. This would involve hiring a consultant to develop a plan around our operations that would also support the capital construction.

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Committee chair Marcy Sims reported that the committee had seven motions to bring to the Board relating to State Aid waiver requests and FY 24 State Aid allotments. She then asked Ms. Armentrout to proceed with the report, and she began by recognizing Scott Firestine, Director of the Richmond Public Library, who was visiting and wanted to be available as a subject matter expert in the field to answer any questions the Board may have.

Ms. Armentrout started with technical waiver requests received from several public libraries who were not in compliance with the Library Board's requirement that "local operating expenditures from taxation or endowment for any library or library system, shall not fall below that of the previous year." The first category of waivers to this requirement involved revenue decreases due to one-time expenditures in the previous fiscal year. Galax-Carroll had extensive repairs done, Jamerson had computer hardware expenditures, Manassas Park City opened a new library, and Samuels purchased computer hardware and furniture.

The second category related to common government decreases, which are decreases in in-kind expenses from a locality to help maintain a library, such as grounds maintenance or janitorial services. There were several libraries last year that were recognized as having met the cap in the formula. When that happens and they continue to claim these additional in-kind expenses, they do not benefit from reporting those expenses, but the per capita lines for the entire state go up. This results in smaller libraries having much more difficulty trying to meet minimum levels because that number keeps climbing. The libraries requesting technical waivers in this category have backed out those common government figures, and so granting the waivers will do no harm to them and will help smaller library systems bring the per capita number back down. The 12 libraries requesting this category of waiver were listed in the Board packet.

The third category is position vacancies / lower salary hires, and there were four libraries impacted by that. The final category is other, which encompasses everything else. Central Virginia had lower traveling expenses, Iris Brammer had lower maintenance costs, and Nottoway had reductions in contractual pricing. Ms. Sims, on behalf of the committee, moved that the Board approve all technical waivers as presented. Mr. Brockwell, noting no need for a second, asked if there were any

questions or discussion. There being none, he asked for a vote, and the motion passed unanimously.

Ms. Armentrout then addressed the non-technical waivers, which have to be looked at on a case-by-case basis. One of the requirements for State Aid is that libraries must keep open a headquarters library or centrally located branch at least 40 hours a week for a full range of library services. This schedule must include at least three consecutive evening hours, which are defined as the hours after 5:00 p.m. Two libraries applied for a waiver from this requirement: Chesapeake Public Library and Mathews Memorial Library. Ms. Armentrout confirmed that the Board would have to vote on each of these waivers separately. Ms. Sims moved that a contingent waiver be granted to Chesapeake pending receipt of additional survey data and analysis, since the committee was confused by some of the initial data presented to them and wanted further clarification. Ms. Armentrout noted that Chesapeake has the data but recently changed to a new system and do not have access to the data, but as soon as they regain access, they will provide it. Mr. Brockwell, noting no need for a second, asked for a vote, and the motion passed unanimously. Ms. Sims stated there were similar data questions from Mathews, specifically that they surveyed for the month of December, which the committee felt was not an appropriate month to survey because of fluctuations in attendance during the holidays. As such, she moved that a contingent waiver be granted pending receipt of specific hours of operation and additional survey data on library traffic patterns. There being no questions or discussion, Mr. Brockwell asked for a vote, and the motion passed unanimously.

The next non-technical waiver category concerned missing audits. Ms. Armentrout stated that library systems in Virginia are required to submit statistical and financial reports including audits and progress on planning as requested. Normally we might see one or two library systems who have not yet submitted an audit; however, this year was an exception. Because this was so unusual Ms. Armentrout reached out to the Auditor of Public Accounts (APA) and according to their staff there were two main reasons for so many audits being late this year: 1) there was significant turnover among finance and accounting staff as well as key management positions, and 2) there was a new GASB 87 accounting standard for reporting, which created a delay for localities since many did not have expertise reporting according to this standard. Ms. Sims moved that the missing audit waivers be approved contingent upon receipt of the audits. Mr. Brockwell asked for clarification about how that contingency would affect State Aid. Ms. Armentrout responded that if the motion were approved, we would hold the state aid payments until we receive the audits, and then the libraries would receive their full State Aid amount. With no questions or discussion, Mr. Brockwell called for a vote, and the motion passed unanimously.

Ms. Armentrout reported that an additional requirement for state Aid is that libraries must have local operating expenditures of at least 50 percent of the median statewide and local operating expenditures per capita. Two-thirds of these expenditures must come from taxation or endowment. She explained that the purpose of this requirement is to ensure that libraries are not relying on bake sales, for example, or other means of

private funding. The only library being considered for a waiver on this requirement was Northumberland. Ms. Sims noted that each Board packet contains a copy of a letter to the Northumberland library detailing a plan for meeting this requirement. She moved, on behalf of the committee, to approve the waiver and encourage the use of the plan provided by the Library of Virginia to increase their percentage of local funding over five years. There being no questions or discussion, Mr. Brockwell called for a vote, and the motion was passed unanimously.

Ms. Armentrout stated that the final State Aid item was approval needed for this year's state aid allocations. While both houses of the General Assembly proposed increases to State Aid in their respective budgets, the conference committee did not reach an agreement on a final budget so State Aid funding for FY 24 remains the same as for this current year. Dr. Treadway asked whether the proposal for State Aid allocations before the Board today should include language allowing for adjustment according to the formula should additional money be appropriated by the General Assembly during the summer. Ms. Armentrout replied that it would be a good idea. On behalf of the committee, Ms. Sims moved to approve the State Aid allocations as presented with an amendment that if additional state funds are received, then the allotments would be adjusted accordingly. There being no questions or discussion, Mr. Brockwell asked for a vote, and the motion passed unanimously.

Ms. Sims reported that the committee was asked to review two regulatory recommendations from the Library. The first pertains to the requirement that all public libraries prepare and submit a five-year plan. She said that smaller libraries throughout the state have voiced concern that, due to their smaller staffs and budgets, this requirement puts an undue burden on them. As a result, Ms. Sims, on behalf of the committee, moved that the Board approve a change to this requirement that would allow libraries serving a population of less than 15,000 to have an alternate approach to planning based on improvement metrics found in *Planning for Library Excellence*. Mr. Bryant asked to confirm that the libraries affected by this change would amount to about one-third of all public libraries in Virginia, and Ms. Sims agreed that was accurate. Mr. Brockwell asked for a vote on the motion, and it passed unanimously.

The second regulatory recommendation dealt with the evening hours requirement. Ms. Sims stated that the committee recommended there be no change to this regulation, and that any libraries that cannot meet the requirement continue to seek a waiver from the Board. Mr. Bryant asked if there was a particular process for reporting these regulatory reviews back to the Governor's Office, since this is an initiative of the Youngkin administration. Dr. Treadway responded that the Governor had created an Office of Regulatory Management and that the Library reports regularly to them.

- **Library of Virginia Foundation**
Pia Trigiani, President of the Library of Virginia Foundation, reported that the Foundation has had a very successful year. Highlights include supporting the 200th anniversary by funding the LVA On the Go vehicle, hosting numerous cultivation

events, grossing \$130,000 from the 2022 Literary Awards, investing significant time and resources into the space planning study, bringing food back to the Library via the Can Can Café, and securing grant funding. In FY23 the Foundation submitted over 26 grant applications and the Library was awarded \$206,000 with an additional \$150,000 outstanding. These grants fund Library programs like the Transforming the Future of Libraries and Archives internship, conservation of the Virginia Convention of 1776 records, digitization of WWII separation notices, the Brown Teacher Institute, and the upcoming Indigenous Perspectives exhibit.

Ms. Trigiani stated the Foundation had revenues of \$1.4 million, compared to \$2.7 million last year which was due to an unusually large gift and a sizable bequest. This year, the Foundation has \$4.9 million in investment funds, \$1.5 million in operational expenditures with a deficit of \$28,000, though the latter figure depends on where expenses are because in FY23 the Foundation absorbed roughly \$538,000 in bicentennial activities and WWII records expenses. The Virginia Shop is currently operating in the black, despite the Capitol location remaining closed due to construction. The Foundation hosted nine different events at the Library, ranging from donor collection events, affinity group coffee, and professional groups. The last Collections Up Close event had more than 50 people in attendance. The Foundation also hosted five out-of-town cultivation events in Fairfax, Norfolk, Alexandria, Wytheville, and Washington DC.

VII REPORT OF THE LIBRARIAN OF VIRGINIA

Dr. Treadway reported that since the April Board meeting, LVA On the Go has participated in events in Halifax, South Boston, Montgomery, Floyd, Essex, Northumberland, Botetourt, and Prince William, and at the end of July will be at another event in Lynchburg. We have had excellent engagement during these events, as both Virginians who are familiar with the Library and others who have never heard of us stop by the vehicle to see what we are about. Events for the 200th anniversary continue to roll out, and the efforts of our marketing and communications team, led by Ms. Flagg, continue to pay off in terms of attendance numbers. The Library will host the Virginia Folklife Festival on July 7 and 8 in partnership with Virginia Humanities.

Dr. Treadway highlighted the Transforming the Future of Libraries and Archives paid internship program, which is funded by the Foundation and gives young men and women who come from backgrounds not traditionally well-represented in the library profession the opportunity to work in a library setting and, hopefully, inspire them to pursue this work professionally. She recently met the seven interns the Library is hosting this year and was very impressed by them.

The Library is working hard to address funding needs through the Governor's budget process. Dr. Treadway is hopeful for a positive outcome because of the ambitious goals the Library has set for the next few years, and noted that the budget conferees will be returning to Richmond soon to resume negotiations.

VIII REPORT OF THE CHAIR

Mr. Brockwell reported that the Executive Committee met on June 13 to review recommendations from a selection committee for the Library's honorary Patron of Letters degree. Since the 1980's, the Library Board has had the authority to award this degree to individuals who have made outstanding contributions to the fields of history, library, or archival science. Following the policy the Board adopted in September, the selection committee reviewed nominations that were submitted through the online portal this spring before forwarding recommendations to the Executive Committee. The Executive Committee worked with Dr. Treadway to confirm the proposed recipients could attend the Literary Awards this fall to receive this honor in person and voted unanimously to recommend that the Library Board award the honorary degree to the following individuals: David Baldacci, Michelle Baldacci, Nikki Giovanni, and Meg Medina. Mr. Brockwell pointed the Board to the short biographies of these individuals included in their packets and briefly highlighted their respective accomplishments. Mr. Brockwell moved for the Board to accept the Executive Committee's recommendation to award the degree to these four individuals. There being no questions or discussion, the Board voted unanimously to approve the motion.

Mr. Brockwell stated that at their meeting, the Executive Committee also conducted their annual evaluation of the Librarian of Virginia. The committee concluded that Dr. Treadway has served the Library with distinction and has strengthened the agency's reputation for excellent service and positioned the Library to have productive and trusting relationships with our partners across state and local government and the public that we serve. It is belief of the Executive Committee that the Library has been extraordinarily fortunate to have her steady leadership at the helm since 2007. After a brief discussion, the committee voted unanimously to recommend the Board exercise its right to award a one-time discretionary bonus of 5 percent pursuant to the Librarian's contract and the Code of Virginia. The committee strongly recommended the Board consider this as a small way to recognize her tremendous service and dedication to the Library. Mr. Brockwell moved to approve the committee's recommendation, and the Board voted unanimously to do so.

Mr. Brockwell then reported that Dr. Treadway informed the Executive Committee that she plans to retire by the end of the calendar year. She shared this information with the Library's Executive Management Team last week and will be informing all Library staff via email shortly after the Board meeting. Mr. Brockwell expressed his gratitude for Dr. Treadway's many years of service to the Library. He stated that one of the Board's most important duties is hiring the Librarian of Virginia, and that the Executive Committee is committed to conducting a national search to find the next Librarian. The committee has begun to organize for the search and in doing so has reviewed research on compensation for the role as well as how other states have handled the hiring process. They discovered that the current level of compensation is very competitive with comparable positions across the country. The committee believes that they, along with human resources and other key staff, are well equipped to handle the search internally, without the need to bring in an outside firm.

Mr. Brockwell appointed the following Board members to serve on the Librarian Search Committee: L. Preston Bryant Jr., Peter E. Broadbent Jr., Robert L. Canida II, Blythe Ann Scott, and himself. He noted that all of these members, with one exception, had served as Library Board Chair, and that the other has been a key member on the Executive Committee. He also invited Aimee Rogstad Guidera, Secretary of Administration, to serve on the committee or have a designee stand in. Typically, in searches like this, the relevant section chief from the Office of the Attorney General serves as counsel to the committee, and Mr. Brockwell confirmed that Ms. Love will be doing so. The Library will be issuing a press release by the end of the week to publicly announce Dr. Treadway's coming retirement. After that goes out, Mr. Brockwell plans to hold an organizational meeting of the Search Committee to prepare the position announcement for distribution, and then he will send out an agency-wide message to update Library staff on the search process. The search will be conducted in two phases: 1) advertising the position in at sixteen different places, collecting applications for review of applicants' qualifications, and initial screening of candidates, then 2) interviewing finalists, inviting them to visit the Library as part of the process, and identifying the top candidate for the job. Mr. Brockwell reiterated his thanks for Dr. Treadway's service, and the Board gave her a round of applause. Ms. Little stressed the importance of having a Librarian that values both the library collections as well as our wealth of archival records. Dr. Canida asked if the Library has an equity advocate program whereby an individual sits on search committees to help guide them and ensure the search is conducted in an equitable way. Dr. Treadway responded that policies and procedures for ensuring equitable recruitment practices are followed are built into the state hiring process already, but as the Librarian is hired directly by the Board this recruitment is outside the standard process. Mr. Brockwell said that he would speak with Vanessa Anderson, Human Resources Director, about equity concerns.

Mr. Brockwell then presented two resolutions of appreciation for outgoing Board members Robert D. Aguirre and Marcy Sims for the Board's consideration. He asked Ms. Scott to read aloud the Resolution for Ms. Sims:

WHEREAS Martha J. "Marcy" Sims was appointed to a five-year term on the Library Board in 2013 by Governor Robert F. McDonnell and reappointed to a second term on the Board in 2018 by Governor Ralph Northam; and

WHEREAS she has served with distinction over the past decade as a member of each of the Board's committees and several times as chair of the Public Library Development Committee; and

WHEREAS she was elected chair of the Library Board by her peers, serving as chair from July 1, 2017, through June 30, 2018, during which time she led the Board in developing a successful legislative strategy that secured funding to restore public service hours following a reduction in the Library's state appropriation; and

WHEREAS prior to joining the Library Board, Marcy was the director of the Virginia Beach Public Library for thirty-seven years and just weeks before her retirement opened a pioneering state-of-the-art new library jointly operated by the city of Virginia Beach and Tidewater Community College; and

WHEREAS throughout her career Marcy has been a strong advocate for public libraries, literacy, and the humanities across Virginia and has been recognized for her advocacy with the Liberty Bell Award given by the Virginia Beach Bar Association and the Award for Excellence in the Humanities by Virginia Humanities; and

WHEREAS both as a community leader, a Library Board member and as chair of the Library Board, she has been an enthusiastic, knowledgeable, and effective supporter of library ethics and values; now therefore

BE IT RESOLVED by the Library Board on this 26th day of June 2023 that the Library Board recognizes Marcy Sims for her dedicated and thoughtful 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 Marcy Sims as a token of the Board's gratitude for her service to the Library and to the Commonwealth of Virginia.

Mr. Brockwell asked for vote, and the Board voted unanimously to approve the resolution. He then noted that he would be waiving the reading of the resolution for Dr. Aguirre, due to his absence at the meeting. The resolution reads as follows:

WHEREAS Robert D. Aguirre was appointed to a five-year term on the Library Board in 2018 by Governor Ralph Northam; and

WHEREAS he served faithfully as a member of the Board during his term and provided the Board and Library staff with sound advice based on his more than twenty-five years' experience in university teaching and administration; and

WHEREAS during his tenure on the Board, he was a member of all of the Board's committees, serving as chair of the Education, Outreach, and Research Services Committee from July 1, 2022 to June 30, 2023, as a member of the Executive Committee, and as the Board's vice chair from July 1, 2022 to June 30, 2023; and

WHEREAS he has been an advocate for 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 26th day of June 2023 that the Library Board recognize Robert D. Aguirre for his 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 Robert Aguirre as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia

Mr. Brockwell asked for a vote, and the Board voted unanimously to approve the resolution for Dr. Aguirre.

I / **NOMINATING COMMITTEE**

Ms. Sims, chair, recognized and thanked the other members of the committee: Laura L.L. Blevins, L. Preston Bryant Jr., Robert L. Canida II, and Blythe Ann Scott. She then presented the committee's proposed slate of officers for FY24: C. Paul Brockwell Jr. for chair; Blythe Ann Scott for vice chair; and Laura L.L. Blevins, L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow for the Executive Committee. Ms. Sims asked if there were any additional nominations from the floor. There being none, she asked for a vote to approve the slate of officers, which passed unanimously.

/ **OLD OR NEW BUSINESS**

Mr. Brockwell briefly discussed the proposed Board meeting dates for FY24, which were included in the Board packet. He then asked for a motion to approve the proposed dates. The motion was made by Ms. Scott, seconded by Ms. Blevins, and approved unanimously by the Board.

/ I **ADJOURNMENT**

There being no further business, Mr. Brockwell asked for a motion to adjourn. Ms. Scott made the motion and asked that the Board adjourn in honor of Dr. Treadway's tremendous service to the Library and the Commonwealth of Virginia. Ms. Sims seconded the motion, the Board voted unanimously to approve it, and the meeting adjourned at 12:31 p.m.