

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

September 19, 2022

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee met at 8:30 a.m. on Monday, September 19, 2022, in Conference Room B 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.; Barbara Vines Little; Blythe Ann Scott; and Leonard C. Tengco. Also attending were John D. Metz, Deputy for Collections and Programs; Kathy Jordan, Digital Initiatives and Web Presence Director; and Greg Crawford, Local Records Program Manager. Committee members Robert D. Aguirre and Carol G. Finerty were absent.

Dr. Canida called the committee to order, and Dr. Metz began by providing an update on the diseased microfilm duplication project. The adjustments to the Library of Virginia and Backstage Library Works workflow appear to have taken care of the quality control issues experienced last year. The work is proceeding smoothly, with the goal of sending 800 reels per shipment. Imaging Services was able to exceed that goal until June of 2022 when a staff member resigned. A total of 805 microfilm reels were sent to Backstage in February followed by 784 in April, 405 in June, and 530 in August. All of these have been duplicated and returned except for the 530 sent up in August, which will be returned in the October shipment. The Library has also begun the recruitment process for the first two of five open positions and expect to fill these by December. Once the new staff are trained, recruitment will begin for the remaining three.

Mr. Crawford then provided an update on the Circuit Court Records Preservation (CCRP) program. He talked about the opening of the FY23 CCRP grant cycle, which has a November 15 deadline and reported that CCRP staff conducted 118 site visits last year and examined 1,610 items and 38.65 cubic feet of loose records. All of these materials are excellent candidates for item conservation grants. He also provided an update on the Virginia Untold-related National Historical Publications and Records Commission (NHPRC) grant. All Free Black registers stored at the Library have been scanned and are currently being transcribed on the From the Page site. Mr. Crawford spoke about the project at the Virginia Court Clerks Association convention. Clerks who have Free Black registers in their offices expressed interest in collaborating with LVA to scan their registers.

Ms. Jordan provided the committee with an overview of a new digital collection the Library received in July 2022. The Richmond City Protest Collection is the result of a settlement agreement between the City of Richmond and individuals who sued the city over the use of tear gas on protestors who gathered at Stuart Circle and the Lee Monument on the night of June 1, 2020. The collection, which includes body camera footage, officer reports and narratives, radio dispatch recordings, and city policies governing the use of force and other procedures, are

available online. The collection will also grow as private individuals are encouraged to donate materials they have related to their participation in the events of that day.

Finally, Dr. Metz reported that the State Records Center (SRC) expansion project has been on hold since July because the Division of Engineering and Buildings (DEB) has not completed their project review, which is a final hurdle before the construction-drawing phase of the project can begin. We had hoped to get final planning and budgetary approval in August so that work on the drawings could begin in September. We will be able to initiate that phase of the project within two weeks of receiving DEB approval of the plan and budget.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met at 8:30 a.m. on Monday, September 19, 2022, in Conference Room C at the Library of Virginia. The following committee members were in attendance: Marcy Sims, *chair*; Lana Real, *vice-chair*; Laura L. L. Blevins; L. Preston Bryant Jr.; Maya Castillo; Suzette Denslow; and Shelley Viola Murphy. Also in attendance was Nan Carmack, Director of Library Development and Networking.

Ms. Sims called the committee to order and asked Dr. Carmack to provide an update on Find It Virginia. Dr. Carmack discussed the cancellation of the content provided by Overdrive and the reallocation of those funds to continue workforce development products acquired with American Rescue Plan Act (ARPA) funds. She also reported the swapping of our current language learning platform, Rocket Languages, for a new vendor, Transparent Languages. Benefits provided by the new vendor include a much wider array of languages. Transparent Languages also provides American Sign Language, immersion programs for children, citizenship test prep, and “Survival Spanish for Librarians.”

Dr. Carmack then reported on professional development opportunities her department is offering to public library staff for the next six months. Due to the increased stress on staff from book challenges, the pandemic, and first amendment audits, the focus will be on personal resilience, de-escalating confrontations, and skills for new, struggling or aspiring managers. She also mentioned that three LVA staff members have been trained as facilitators of Crucial Conversations and will be launching cohorts across the Commonwealth this fall. Scholarships to national conferences will continue to be featured.

Dr. Carmack then discussed the impact of the “Great Resignation” on libraries, reporting difficulties in filling front line staff and a high turnover among library directors. Ten new directors in the past 12 months is a high rate; four libraries are currently in the process of recruitment or are anticipating the loss of their director in the coming months. Dr. Carmack mentioned that her staff are coaching boards as they recruit new directors, and that Public Library Consultant Reagen Thalacker is doing a tremendous job of orienting new directors.

The final item of discussion was the prevalence and status of book banning efforts in Virginia. Dr. Carmack mentioned three “messy” ban cases that have drawn state and national attention,

highlighting the Virginia Beach lawsuit that was recently dismissed. Dr. Carmack noted that libraries are prepared, having been careful to make sure their policies, processes, and talking points are available to their boards, their staff, and the public. Dr. Carmack noted that the Virginia Library Association (VLA) is doing a remarkable job of advocating for public libraries. Library Board members are VLA members through the Library's institutional membership and may access the intellectual freedom materials made available by the VLA. Dr. Carmack will circulate supporting materials via email.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met at 9:30 a.m., Monday, September 19, 2022, in Conference Room C at the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., *chair*; Suzette Denslow, *vice-chair*; Laura L. L. Blevins; C. Paul Brockwell Jr.; Maya Castillo; Blythe Ann Scott; and Leonard C. Tengco. Also in attendance were Sandra G. Treadway, Librarian of Virginia, and Daniel Hinderliter, Deputy for Finance and Administrative Services.

Mr. Bryant called the meeting to order and asked Mr. Hinderliter to update the committee on the Statement of Financial Condition as of July 31, 2022. Mr. Hinderliter reported that the Library concluded FY22 with general fund expenditures at 100 percent and all funds combined at 94 percent (due in part to the later date for the end of the federal fiscal year). He explained that the first two months of FY23 are in alignment with the spending plan.

Mr. Hinderliter and Dr. Treadway provided an overview of the budget decision packages that were submitted to the Governor's Office for consideration. The Library will learn whether or not its requests will be included in the new budget when the budget document is released on December 15.

Mr. Hinderliter then presented the committee with the planned Library Services and Technology Act (LSTA) budget, which was developed in coordination with various division directors of the Library. An exhaustive process was conducted to identify other potential funding sources for items in excess of Virginia's allocation. One example cited was the state grant awarded by the Virginia Department of Education for the homework help program. The committee voted to adopt the LSTA budget as presented.

The last item discussed was the Honorary Patron of Letters policy. Mr. Bryant proposed language changes to present to the full Library Board. The phrase "arts, humanities" was proposed to be added to the relevant section of the Code for the Patron of Letters degree. The committee voted to recommend the policy with this change to the full Board.

EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE

The Education, Outreach, and Research Services Committee of the Library Board met at 9:30 a.m. on Monday, September 19, 2022, in Conference Room B at the Library of Virginia. The following committee members were in attendance: Robert L. Canida II, *vice-chair*; Peter E. Broadbent Jr.; Barbara Vines Little; Shelley Viola Murphy; Lana Real; and Marcy Sims. Also in

attendance were Gregg D. Kimball, Director of Public Services and Outreach; Catherine Fitzgerald Wyatt, Education and Outreach Manager; and Angela L. Flagg, Director of Marketing and Communications. Committee members Robert D. Aguirre and Carol G. Finerty were absent.

Ms. Wyatt presented a summary of the 2022 Brown Teacher Fellowship and Institute program. This past summer the Library welcomed four teachers as the Anne and Ryland Brown Teacher Research Fellows. The Fellows worked with Library staff to research and produce educational materials to be added to Document Bank of Virginia, the Library's online primary resource collection. The Fellows also assisted with the teacher institutes. Four two-day institutes were held at various locations across the state: the Prizery in South Boston on July 25 and 26; the Institute for Advanced Learning and Research in Danville on July 28 and 29; the Library of Virginia in Richmond on August 1 and 2; and the Westover Branch Library in Arlington on August 3 and 4. Ms. Wyatt emphasized how much the teachers who attended appreciated the local focus and how experts in those communities enriched the experience. She thanked the sponsors of the 2022 Institute -- Virginia Humanities, Full Spectrum Features, and the Institute of Museum and Library Services -- as well as the Library of Virginia Foundation for its ongoing support.

Ms. Little asked about the historical subjects that the Fellows pursued. Ms. Wyatt mentioned that one worked on the experience of African American women during Reconstruction, another looked at the experience of service men from Henry County, and yet another examined children's indentures. Ms. Murphy added that these can be found in the Freedmen's Bureau Records. Ms. Murphy also asked if we had connected with the various African American descendants' projects around the state. Ms. Wyatt stated that we were aware of them and that would be a good connection to make next year.

Ms. Wyatt also reported on the internship program funded by the Library Foundation this summer. The intent of the program was to bring students from underrepresented communities to the Library to experience the full range of career opportunities in our field. Over the course of ten weeks, six undergraduates from diverse backgrounds participated in projects from IT to archives to public history. Each worked on a specific project with a supervisor, gaining valuable work experience and skill development in their area of interest. They also participated in cohort learning activities. Guest speakers provided examples of innovative ways to engage with history within their communities. Supervisors and interns also toured the Maggie L. Walker National Historic Site to better understand how public history interfaces with preservation and outreach. Library staff members provided information about their roles as well as their career paths as potential examples.

Ms. Flagg shared the Library's new 2023 anniversary logo and other branding materials with the committee. She showed versions of the logo and branding as it might be used on a rack card, in email signatures, and the Broad Street display window. These new designs included language and design elements based on Brand Federation's recommendations. The Library's 200th anniversary branding will also be used next year on the light poles along Broad Street between

2nd and 12th streets. Ms. Flagg also mentioned that each employee and Board member will receive a polo shirt with the logo. In December, staff will wear the shirts in a group photo that will be used for marketing purposes.

Members of the Board asked about progress on LVA on the Road and Dr. Kimball summarized the work to date.

THE LIBRARY BOARD MEETING

Library of Virginia
September 19, 2022

The Library Board met on Monday, September 19, 2022 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. He noted there was a quorum of the Library Board physically present. 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
Suzette Denslow
Barbara Vines Little
Shelley Viola Murphy
Lana Real
Blythe Ann Scott
Marcy Sims
Leonard C. Tengco

Robert D. Aguirre, *vice-chair*, and Carol G. Finerty were absent.

II. APPROVAL OF AGENDA

Mr. Brockwell asked for a motion to approve the agenda. The motion was made by Ms. Sims and, after receiving a second, passed unanimously.

III. WELCOME TO VISITORS AND STAFF

Mr. Brockwell welcomed all visitors, Library staff, and special guests including Deborah A. Love, Senior Assistant Attorney General, and Conley L. Edwards, President of the Friends of the Virginia State Archives. He then recognized two new appointments to the Board: Peter E. Broadbent Jr., a partner with Christian & Barton who had previously served on the Board from 1996 to 2006 and again from 2010 to 2015, and Carol G.

Finerty, a longtime State Department official who was not able to attend the meeting. Mr. Brockwell also noted that he had been reappointed to a second five year term.

IV. PUBLIC COMMENT

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

V. APPROVAL OF MINUTES

Mr. Brockwell asked if Board members had any additions or corrections to make to the minutes for the June 27 meeting as distributed in the Board packet. There being none, Mr. Brockwell asked for a motion to approve the minutes. The motion was made by Laura L. Blevins, seconded by Blythe Ann Scott, and was passed unanimously by the Board.

VI. COMMITTEE/DIVISION REPORTS

A. Reports from Other Organizations

Conley Edwards, President of the Friends of the Virginia State Archives, reported that the Friends held their 22nd annual Slatten Lecture on September 10 at the Library. The speaker was Rebecca Whitman Koford, who delivered four engaging lectures to thirty-three participants during the day-long event. Mr. Edwards stated that a goal of the Friends' programs is to draw researchers to the Library to learn about the resources here, and that, for some, these programs are their first experience with the Library. Those attending the program benefitted from the new audiovisual equipment in the conference rooms. Mr. Edwards mentioned that the new screens were wonderful for those in the audience and that the technology worked smoothly.

Mr. Edwards reported that largely due to the efforts of Mr. Broadbent, the Friends continued their support of the Library's collections by identifying and purchasing published genealogical and family history materials from contiguous states. During 2019, the Friends contributed almost \$15,000 for the purchase of new books and to support the processing of archival records. In 2020, they contributed almost \$20,000 for book purchases, conservation, and purchase of archival materials. So far in 2022, the Friends have contributed \$13,719 to support book purchases. Lists of the purchases for the collection appear in issues of *Archives News*, the Friends' newsletter.

Mr. Edwards noted that the Virginia Genealogical Society has scheduled its fall conference for October 21-22. It is a virtual conference featuring eight speakers, among them Lydia Neuroth, Project Manager of Virginia Untold, whose presentation will be "Understanding and Utilizing *Virginia Untold* Records at the Library of Virginia."

B. Committee/Division Reports

• Archival, Collections, and Records Management Services Committee

Committee Chair Robert L. Canida II asked John Metz to report on the committee meeting. Dr. Metz provided an update on the diseased microfilm project and stated that the Library would soon be hiring the several additional positions funded by the General Assembly to make significant progress in replacing the affected film. He

then addressed the State Records Center expansion, reporting that we are now in the final stages of schematic design, with the Department of General Services (DGS) having submitted the designs to the Division of Engineering and Buildings (DEB) for review. Unfortunately we have been in a holding pattern with DEB since mid-July and there is no real indication of when their review will be complete. This is not a problem unique to the Library, as similar state projects have been delayed due to issues with inflation and the supply chain.

Kathy Jordan then reported that the new grant cycle has begun for the Circuit Court Records Preservation program (CCRP). The paperwork has been submitted to the clerks, and we expect the grants to be awarded in December. Last year the Library awarded 121 grants totaling \$4.7 million to 115 localities, and we are looking to award a similar amount this year. She also noted that in August, Greg Crawford, Local Records Program Manager, attended a convention for Circuit Court clerks in Williamsburg to report on the CCRP program as well as the Virginia Untold project. His presentation was very well received, and afterward several Supreme Court clerks offered to donate their free registers to the project.

Ms. Jordan also reported on a collection the Library received in early July as a result of a settlement agreement between the City of Richmond and a group of several protesters who sued the city after they were tear-gassed at the Robert E. Lee Monument during a protest over the death of George Floyd. As part of the settlement agreement, records from the city including body camera footage, radio communications, policy documentation, narrative reports from officers, aerial footage, and more have been delivered to the Library and are now processed and available to the public. The agreement also permits members of the public who were present at the protest to donate additional records to the collection. The Library has received items from several of these protesters and will process and make them available in a similar fashion. Mr. Brockwell commented that it speaks highly of the Library that we were chosen to be the custodians of these very important records.

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

Committee vice-chair Robert L. Canida II, filling in for committee chair Robert D. Aguirre, invited the Library staff present at the committee meeting to update the Board. Education and Outreach Manager Catherine Fitzgerald Wyatt reported that earlier this summer the Library hosted Brown Teacher Institutes in four locations across the state. The focus of these institutes was “hidden histories,” namely the stories that shape our history that local educators may tell their students but which are largely unknown throughout the commonwealth. Ms. Wyatt also reported that, thanks to the support of the Foundation, the Library hosted six undergraduate interns over the summer as part of its Transforming the Future of Libraries and Archives program. Each intern worked on a special research project designed to inspire interest in pursuing a career in libraries and archives.

Angela Flagg, Marketing and Communications Director, reported that her team has been working on implementing changes to the Library’s branding based on

recommendations from the Brand Federation to enhance our ability to market the Library. She shared a few examples of the new branding, including updated rack cards, exterior window displays, event flyers, and advertisements. She also shared a new logo her team developed for the Library's 200th anniversary and added that they are working on a communications plan for how to market the anniversary and related events. The anniversary logo will feature in staff email signatures, on light pole banners outside the building, and on polo shirts that all staff will be given to wear for a group photo that will be used in the marketing. Ms. Flagg noted that these are just some of the preliminary items from the communications plan and that the Board can expect more as we get closer to the anniversary. L. Preston Bryant Jr. asked if there was any need to legally protect the new logo. Mr. Broadbent replied that he did not think that would be necessary since the logo will only be used for one year.

- **Legislative and Finance Committee**

Committee Chair L. Preston Bryant Jr. reported that there were three items the committee discussed: 1) the FY22 year-end expenditures, 2) decision packages that the Library is submitting for possible inclusion in Governor Youngkin's upcoming budget, and 3) the FY23 LSTA budget. He then asked Dan Hinderliter, Deputy for Finance and Administration, to provide further details.

Mr. Hinderliter stated that in terms of the decision packages, we are currently at the stage where we are seeking approval from the Secretary of Education's Office. Mr. Bryant noted that funds are being requested to cover increased IT costs and to support the 200th anniversary commemoration. Mr. Hinderliter added that these budget requests totaled approximately \$1.6 million in increased funding.

Mr. Hinderliter stated that the Library had a successful close to last fiscal year with all allocated general funds from the state spent prior to June 30. At this point, the Library has spent 94 percent of its federal funds, but the federal fiscal year does not end until September 30 and the remainder of the funds will be spent by that deadline. The Circuit Court Records Preservation Program (CCRP) funds are distributed through a separate process. The Library approves grants to localities but each locality expends the funds on conservation projects first and the Library reimburses the locality with the approved grant funds. Mr. Hinderliter commented that the Library is in a very safe position with the CCRP because we do not allocate those grant dollars before they come in, and the program is designed to ensure the funding is expended in a conservative manner. He noted that CCRP revenues are on a downward trend this year but this is to be expected due to last year's drop in of home sales and refinancing.

Mr. Hinderliter then directed the Board to the proposed LSTA budget included in their packets. The amount Virginia received for the coming year is \$4,066,564. In preparing the proposed budget the Library prioritized projects that were deemed most relevant to our Five Year Plan and that would best meet the needs of the libraries throughout the commonwealth. Mr. Brockwell then highlighted Find It Virginia, one of the largest expenditures in the proposed budget, which includes a significant

number of online resources and databases that we make available to libraries across Virginia. Mr. Hinderliter added that there is very little in the proposed budget that is new, as most of the programs are continuations of what the Library already does. Mr. Brockwell asked if the Board had any questions. Hearing none, he moved that the LSTA budget be approved as presented. The motion passed unanimously.

Mr. Bryant then turned to the agenda item relating to the Honorary Patron of Letters degree. He reminded the Board that many years ago, the Board had, at the suggestion of Governor Baliles, been given authority in the Code to grant honorary Patron of Letters degrees to recognize extraordinary men and women who had made significant accomplishments in fields related to the Library's mission. He noted that the Board has only exercised this authority once and opined that the Board was missing an important opportunity. He reported that a small group of Board members had been appointed to discuss how the Board might begin to exercise this authority and that they had reviewed the criteria colleges and universities use when they award honorary degrees as a point of reference. A draft policy for the Board's consideration was included in the meeting packet. Summarizing the proposal, Mr. Bryant said that the degrees are meant to recognize significant contributions by individuals who have distinguished themselves in areas referenced in the Code section; that anyone, be they Board members or civilians, would be able to submit nominations; that the nomination and consideration processes would be confidential; and that the Board chair would appoint a special committee composed of two Board members to work collaboratively with senior Library leadership to review nominees and make recommendations to the full Board. He added that the degrees would be presented at the annual Literary Awards gala or another similar high-profile event.

Mr. Bryant then drew the Board's attention to the first paragraph of the draft proposal, which cites the language in the Code giving the Board the authority to confer the Honorary Patron of Letters degree to someone who has contributed in the areas of "library or archival science." He expressed the concern that the language was limiting and felt that it would not allow recognition of contributions in literature. To address this concern, the committee recommended amending the Code to grant the Board the authority to confer a degree to any person who has "made an outstanding contribution in the realm of arts and humanities, or library or archival science." Mr. Bryant said that while "arts and humanities" is not explicitly defined in Code, it is generally agreed to include literature, history, art history, and other subjects associated with the Library.

Mr. Brockwell stated that the deadline had already passed to pursue this change through the administration's legislative process, but that the Board could still pursue this through the General Assembly. He also noted that a vote to approve the language change would be separate from a vote to consider the full policy. He asked if the Board had any questions for Mr. Bryant. Mr. Broadbent stated that he supports the concept and noted that when he was on the Board in the 1990s he had supported using the honorary degree authority to honor Alan Voorhees who was a notable transportation engineer and urban planner from Richmond. He said that his only

concern with the proposed change is limiting the degrees to arts and humanities and not mentioning history, since in the past the Virginia Department of Education (VDOE) had decided that history and political science were not part of the arts and humanities. Mr. Bryant countered that political science is considered to be a social science, while history is widely considered to be part of the humanities. He asked Dr. Treadway if she had any insight, and she replied that while she was not aware of the prior VDOE interpretation, it might be worth adding “history” back into the language in light of that. Mr. Bryant noted that Suzette Denslow made the same recommendation during the committee discussion. He reiterated that history is considered to be in the humanities, and Mr. Broadbent replied that while that may be true there is still the possibility of disagreement, as the past shows. Ms. Sims commented that it is better to be inclusive than exclusive.

Dr. Treadway asked to confirm that the new proposed language would be “history, arts and humanities, or library or archival science.” Seeing approval from the Board, Mr. Bryant asked if Ms. Denslow wanted to make the motion to amend the language in the committee’s recommendation to include the word “history.” Ms. Denslow made the motion, and Mr. Broadbent seconded it. Mr. Brockwell called for the vote, and the motion passed unanimously. Mr. Brockwell then moved that the Board approve, with the updated language, the committee’s recommendation to pursue a Code change regarding the Board’s authority in granting Patron of Letters degrees. There was no discussion, so he called for a vote, and the motion passed unanimously. Mr. Brockwell stated that the Board will work on the proposed legislative change prior to the upcoming General Assembly session.

- **Public Library Development Committee**

Committee Chair Marcy Sims reported that the committee meeting began with a discussion of a recent update to Find It Virginia, a collection of online resources available to libraries across the state, paid for by the Library of Virginia. The update entailed a realignment of resources within the online collection, shifting focus to more education-centric resources. The committee also discussed Homework Help, a service that connects public school students to tutors via live chat. Ms. Sims shared that in the coming year the Department of Education will provide funding for this service, rather than the Library of Virginia. Rocket Languages, an online language learning tool, will be dropped and replaced by Transparent Languages, as it has a number of superior features such as English as a Second Language (ESL) taught in the learner’s native language, inclusion of several indigenous languages, and additional resources to support immigrants.

The committee also discussed professional development plans for public library staff throughout Virginia over the next six months. Ms. Sims stated that one piece of development training that is severely needed in the Commonwealth is the ability of library staff to converse civilly with disgruntled patrons who may have complaints about particular books or policies. The training to address this need will be delivered via a system called Crucial Conversations which will have both virtual and in-person components. This round of professional development will also feature leadership and

management training for library middle management, as well as additional training opportunities for reference librarians.

Next, the committee discussed library director vacancies throughout Virginia, which have increased in recent years. At this time there are ten new library directors with several director positions likely to become vacant in the near future. Ms. Sims reported that the Library is working to help build community among these new directors so that they are supported as they acclimate to their new jobs.

Finally, the committee added an agenda item to their meeting to discuss the increasing number of book challenges facing libraries in Virginia. Nan Carmack stated that there were currently three challenges serious enough to warrant the state's attention. Ms. Sims concluded by noting that with the rise of such challenges across the county it is important to stay ahead of the issue.

Mr. Canida asked for further clarification on the Crucial Conversations program. Mr. Brockwell commented that he had participated in the program as part of his job and that it is essentially a model to encourage civil and productive dialog. Dr. Carmack agreed and added that the program is designed to give staff a framework for handling tense, high-stakes, or emotionally-charged conversations and conflicts while remaining calm so that they can contribute to the conversation in a meaningful way, rather than engaging in negative back-and-forth.

- **Bylaws Committee**

Committee Chair C. Paul Brockwell Jr. stated that the Board would be considering two action items that came out of the Bylaws Committee, the first of which was approval of a new policy on all-virtual Library Board meetings. Having a policy such as this is now required for all public bodies who may wish to hold an all-electronic meeting. Mr. Brockwell said that the policy formally implements the new Code requirements for holding virtual meetings and establishes the Library Board's expectations with regard to such meetings. He then directed the Board to the draft policy included in their packets and asked if there were any questions. Dr. Treadway noted that the Board had not been authorized to hold all-virtual meetings until the Governor's declared state of emergency allowing them, but since that declaration has now expired, boards are required to meet in-person again unless they adopt a policy explicitly authorizing virtual meetings. Mr. Brockwell added that under the proposed policy the Board can only hold two virtual meetings each calendar year and those cannot be consecutive. There being no further comments, Mr. Brockwell called for a vote, and the Board voted unanimously to adopt the all-virtual meeting policy.

Mr. Brockwell reported that the committee had also reviewed other sections of the Bylaws to see if there were additional updates that might be helpful. As a result, the committee is proposing a number of minor, technical changes (updating committee descriptions and changing the spelling from "by laws" to "bylaws). The only substantive change was to the provision mandating the Board pursue a yearly audit of the Library by the Auditor of Public Accounts (APA). Currently the APA has deemed

an audit is only needed every three years due to the Library's excellent fiscal stewardship. The committee is thus recommending the wording be changed to ensure that the Library is audited on a schedule the APA deems appropriate but providing for additional audits if circumstances warrant. There were no questions or comments about the proposed changes. Mr. Brockwell asked for a vote, and the vote to approve the proposed changes was unanimous.

- **Library of Virginia Foundation**

Scott Dodson, Executive Director of the Library of Virginia Foundation, reported that the Foundation raised close to \$2.6 million in FY 22, compared to just under \$800,000 the previous year. One of this year's gifts was in the seven-figure range and the Foundation also received a large bequest, but even without those contributions the numbers were significantly higher than where they have been historically. Mr. Dodson reported that expenditures were a bit higher than the previous year with a good amount spent in support of Library programs and the Virginia Shop. Mr. Bryant asked if the seven-figure gift was earmarked for anything in particular. Mr. Dodson replied that it was given as an unrestricted gift and that the Foundation, with the donor, earmarked the funds towards endowments, 2023 projects, and long-term special projects. He noted the bequest was also unrestricted and there is flexibility in spending those funds as well.

Mr. Dodson stated that even with a realized investment loss of \$669,000, the Foundation still ended the year up \$1.7 million. He presented a breakdown of the Foundation's budget and noted the biggest portion is going towards special projects. He highlighted some of the larger figures that have been recently raised to support Library programs, including a \$315,000 National Endowment for the Humanities (NEH) grant to support the WWII separation notices project; \$120,000 for the Virginia Commonwealth of 1776 Conservation; \$33,000 for the expansion of the Brown Teacher Institutes; \$35,000 for the summer internship program; \$173,000 for the LVA on the Road vehicle; \$168,000 for the 200 Years, 200 Stories exhibit; and additional funds for the Freeman photograph collection.

Mr. Dodson announced several new members of the Foundation Board: Wendy Auerbach from Norfolk, Jeff Dreyfus from Charlottesville; Charlotte Porterfield, a community leader in Roanoke; Shareef Tahboub from Charlottesville; and Matt Williams from Richmond, as well as a new member of the Foundation staff: Senior Advancement Officer Erin Whiteman who will be helping build the donor base in Northern Virginia. He also added that the Can Can Café was supposed to open downstairs that morning but due to supply chain issues they were forced to delay.

One of the Foundation's biggest focuses last year was hosting cultivation events across the state, and Mr. Dodson thanked the Library staff for allowing them to exhibit select items from the collection at these events. He said that they will continue this effort next year with events in Northern Virginia, Washington D.C., and more locations to come. Mr. Brockwell commented that the Foundation recently hosted a wonderful event at the Library with author Beth Macy, which was so well-attended

they had to open an overflow room. Mr. Dodson added they also held a packed-house event with former poet laureate Rita Dove, and highlighted an upcoming event on Thursday with author Scott Reynolds Nelson. In closing, he reminded the Board of the Library's Literary Awards gala on October 15 and said that he hoped to see everyone there.

VII. REPORT OF THE LIBRARIAN OF VIRGINIA

Dr. Treadway reported that in addition to the Foundation's cultivation events, the Library had hosted a tour of Special Collections for a judge on the Fourth Circuit Court of Appeals and her staff and that Secretary of Education Aimee Guidera has also visited the Library for a tour and conversation with Dr. Treadway. The Library will also be hosting the Virginia Municipal League (VML) during their annual conference for a tour and records management workshop. Dr. Treadway said it has been a very busy summer at the Library and that she has been heartened by the high attendance at recent events and programs. In addition to this week's Weinstein lecture the Library will be holding a program titled "Sweet Bitter Blues" which will feature a blues musician discussing his book as well as performing songs.

Dr. Treadway reported that much of her time has been focused on working with the new administration to get them up to speed and to accommodate their requests and interests. One of their projects is a review of all state agency regulations on citizens and localities. The Library only has a few of these, which include the requirements public libraries must meet in order to receive state aid as well as standards that localities must follow relating to permanent paper and microfilm records. Dr. Treadway stated that the administration would like to reduce agency regulations by 25 percent. She said that though the Library will not be able to get rid of its regulations completely, it may be possible to remove some provisions in the regulations in order to accommodate this goal. The administration is also trying to hold quarterly meetings with all state agencies in small groups in order to better familiarize themselves with the work they do. Dr. Treadway attended the first meeting last week, which she said went very well and added that Deputy Secretary of Education Sarah Spota has been wonderful to work with and has been very supportive of the Library.

Dr. Treadway stated that the Library's 200th anniversary will be the major focus of the upcoming Joint Board Retreat with the Foundation Board, and that we should soon have a nearly final schedule of events throughout the year which will allow Board members to determine where they can interface, interact, and collaborate to support the anniversary. . The anniversary kickoff will be the opening of our new exhibit "200 Years, 200 Stories" on January 24, with a preview of the exhibit the night before with General Assembly members and, hopefully, the Governor. The Library is in the final stages of drafting a resolution to commemorate the anniversary, and Delegate Betsy Carr has offered to introduce it during next year's session. Delegate Barry Knight, whose mother served on the Library Board, has agreed to cosponsor the resolution. Mr. Brockwell has reached out to Senator Jennifer McClellan for support on the Senate-side, and we hope to be able to line up additional sponsors as well. Dr. Treadway noted that we reached out to Delegate Carr and Senator McClellan first because the Library is located in each of their districts.

Dr. Treadway noted that after Ms. Denslow was appointed to the Board mid-year in 2021 we decided not to hold an official orientation until the other new members were appointed this past summer. Now that all the appointments have been made the Library will be hosting a new member orientation in the near future, though Mr. Broadbent may not need to attend, this being his fourth term on the Board.

VIII. REPORT OF THE CHAIR

Mr. Brockwell reported that it has been a busy fall working with Dr. Treadway on preparations for the 200th anniversary year. He added that he was informed by Dr. Treadway that the Board used to hold one of its meetings each year outside of Richmond but that this was discontinued in 2008 due to budget cuts. He hopes that the Board can resume this tradition and hold its April meeting somewhere in Roanoke, and that the Board can collaborate with the Foundation to host a cultivation event in that community. He asked for reactions from the other Board members and all were extremely supportive of the idea.

Mr. Brockwell stated that there were four action items left for the Board to consider, the first of which being the Honorary Patron of Letters degree policy. He said he hoped the Board could approve the policy as a framework in advance of the coming year so that the degree could be awarded in conjunction with the 2022 Literary Awards gala. He highlighted one suggested change to the policy, which was to update the language from “his/her designee” to “the Library Board Chair’s designee.” Another suggestion was that the word “living” be deleted from the policy so that degrees could be awarded posthumously, but the Board did not agree to make this change. There being no further discussion from, Ms. Denslow made a motion to adopt the policy. Ms. Scott seconded, and the motion passed unanimously.

The next item was to approve the Board’s Nominating Committee members, which were provided in each Board member’s packet. Mr. Brockwell noted that each year the Board is required to appoint a Nominating Committee which is tasked with identifying the Board’s elected officers and its Executive Committee members. Ms. Denslow moved to approve the nominees, Shelley Viola Murphy seconded the motion, and the Board voted unanimously to approve the committee membership. Mr. Brockwell stated that the Board is also required to nominate two members to serve as its representatives on the Foundation Board, and that the current nominees are himself and Ms. Denslow. Before voting on the nominations he thanked Leonard C. Tengco for serving as one of the past representatives. Ms. Sims moved to approve the nominations, Lana Real seconded, and the Board passed the motion unanimously.

The last two items to consider were resolutions honoring past service on the Board. The first was to honor former member Mark Miller who was appointed by Governor Terry McAuliffe in July 2017 and completed his term this past June. Mr. Brockwell added that Mr. Miller was very active in the Public Library Development Committee and the space planning task force, and was a champion of the CCRP program. Ms. Blevins moved to

approve the resolution, Ms. Scott seconded, and the Board voted unanimously to approve. The resolution, as approved, reads as follows:

WHEREAS Mark Miller was appointed by Governor Terence R. McAuliffe in July 2017 to a five-year term on the Library Board; and

WHEREAS he served faithfully as a member of the Board during this period and provided the Board and Library staff with sound advice based on his experience serving on several local government boards in Loudoun County; and

WHEREAS during his tenure on the Library Board, he was an active member of the Education, Outreach, and Research Services Committee, the Legislative and Finance Committee, and the Public Library Development Committee, serving as that committee's chair from July 1, 2020 to June 30, 2022; and

WHEREAS he served with distinction for six years as chair of the Loudoun County Public Library Board, during which time he oversaw the opening of two new state-of-the-art libraries in the county system; and

WHEREAS he has been a strong advocate for public libraries across Virginia and has been recognized for his advocacy with the Virginia Library Association Trustee Award in 2016 and the American Library Association Trustee Citation in 2017; now therefore

BE IT RESOLVED by the Library Board on this 19th day of September 2022 that the Board recognize Mark Miller for his leadership and 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 Mark Miller as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

The second resolution was to honor Ms. Scott for her service as Library Board chair from July 1, 2021, through June 30, 2022. Mr. Brockwell asked Mr. Tengco to read the resolution aloud to be entered into the record. He did so as follows:

WHEREAS Blythe Ann Scott was appointed to a five-year term on the Library Board in 2018 by Governor Ralph S. Northam; and

WHEREAS since that time she has been an active and enthusiastic member of the Board and has provided her Board colleagues and Library staff with excellent advice based on her experience within city government in Norfolk and her service on the boards of numerous other educational and cultural organizations in the Tidewater area; and

WHEREAS during her tenure she has served on the Library Board's Archival, Collections, and Records Management Services and the Legislative and Finance Committees and for the past two years on the Board's Executive Committee; and

WHEREAS she was elected vice chair of the Library Board by her peers in June 2020 and chair of the Board in June 2021, serving as chair from July 1, 2021 through June 30, 2022; and

WHEREAS as chair she provided guidance and leadership on a variety of important issues, reinvigorated the Library's space planning efforts, oversaw a smooth transition back from virtual to in-person meetings, and hosted a successful cultivation event for the Library of Virginia Foundation in her home; now therefore

BE IT RESOLVED by the Library Board on this 19th day of September 2022 that the Library Board recognize and thank Blythe Ann Scott for her steady and thoughtful leadership of the Library Board and for her continued service to the Commonwealth; 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 Blythe Ann Scott as a token of the Board's gratitude for her service to the Library and to the Commonwealth of Virginia.

Mr. Brockwell, speaking to Ms. Scott, said that it has been a joy to work with her in her capacity as chair, and he is glad she is not going far and will continue on as a member of the Board. Mr. Tengco made a motion to approve the resolution, the motion received a second, and was passed unanimously by the Board. Mr. Brockwell said that, since he knew Ms. Scott would be in attendance he asked Dr. Treadway and her staff to prepare the presentation copy of the resolution, and presented it to Ms. Scott, who expressed her gratitude.

IX. OLD OR NEW BUSINESS

There was no old or new business.

X. ADJOURNMENT

Before adjourning Mr. Brockwell stated that he and Dr. Treadway had decided to bring back an old tradition of the Library Board, which is to exhibit select treasures from the collection for Board members to view after each meeting. The particular item for this meeting was an incunabula predating the printing press. He encouraged Board members to stop by Special Collections to view the incunabula on their way downstairs for lunch.

There being no further business, Mr. Brockwell adjourned the meeting at 12:03 p.m.