

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

September 23, 2019

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, September 23, 2019, at 8:30 a.m. in Conference Room B of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; Blythe Ann Scott, *vice chair*, Robert D. Aguirre, K. Johnson Bowles, Paul Brockwell, and R. Chambliss Light Jr. Staff liaisons John Metz and Mike Strom were also present. Board member M. David Skiles was absent.

Ms. Little called the ACRMS committee to order and invited Deputy for Collections and Programs John Metz to begin his report to the committee. Dr. Metz shared that the Digital Initiatives and Web Presence staff are continuing to work with the Alma/Primo implementation, making adjustments based on feedback from staff and users alike. The team is also beginning implementation of Rosetta, the Library's new digital asset and preservation management system. With Rosetta, the Library will be able to initiate active digital preservation policies and processes to ensure the long term viability and accessibility of our digital content. This includes materials already made publicly available, as well as unprocessed electronic content yet to be made public. The addition of a digital preservation specialist this past June will greatly enhance our ability to leverage the digital preservation components of the system.

Next, Dr. Metz shared the status of the LVA/VCU Joint Storage Project. He, Mary Clark, and Connie Warne have been meeting with staff from VCU libraries as well as a team of architects to complete a more detailed plan to expand the State Records Center (SRC) to provide additional storage for low-use materials from both institutions. The expansion will allow the Library to move material from the third and fourth stacks in the main Library building and provide space for collections growth. VCU will use the facility to store books, special collections items, and artwork. Planning at this stage has estimated that the expansion with compact mobile shelving and a passive desiccant humidification system will cost \$23,000,000 (the least expensive option considered). Last month, Librarian of Virginia Sandy Treadway met with the Secretary of Education and the Department of Planning and Budget to discuss the need to expand the SRC and to answer their questions on the capital outlay budget request that the Library has submitted for inclusion in the Governor's 2020-2022 budget. If funded, the next step would be for the state to purchase land adjacent to the SRC to allow for the expansion and arrange for the preparation of construction drawings; once funded, the project will take about three years to complete.

State Archivist Mike Strom reported on the agency's budget request for processing gubernatorial records, which was submitted on September 20. The request includes funds to convert email received from the Governor's Office from PST files to PDFs and to screen the email through the artificial intelligence tool that the Library has helped the University of Waterloo to develop over the past several years. The request includes a one-time appropriation of \$400,000 to screen the

email received from the McDonnell administration and \$425,000 for email received from the McAuliffe administration. We anticipate an ongoing appropriation of \$150,000 a year would allow us to complete processing the records of Governor Northam's administration within four years. The budget request also includes four positions: three archivists to work on electronic records from the Governor's Office and one records analyst to work closely with the Governor's Office staff in managing their records throughout the term resulting in fewer non-records transferred to the Library at the end of the administration. The total funding requested for the positions is \$419,820.

Dr. Metz concluded with a brief update on the status of the Request for Proposal (RFP) for the digitization of the Library's vital records (birth, marriage, death) dating from 1853 to 1935. Work on the RFP continued over the summer, which allowed staff to incorporate suggestions about the project from methodology to procurement from Mr. Strom and Audrey Burges, the Library's new counsel in the Attorney General's Office. While a significant number of the 9,000 reels of microfilm have preservation issues, others appear to be fine. Given this, the reformatting work will be completed as much as possible using the film and original records will only be used in cases where the microfilmed image is not acceptable.

As there were no additional business items, the committee adjourned at 9:25 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee met on Monday, September 23, 2019, at 8:32 a.m. in the Conference Room C of the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair*; Mark Miller, *vice chair*; L. Preston Bryant Jr., Kristin Cabral, Mark E. Emblidge, and Mohammed Esslami. Board member Marcy Sims was absent. Staff liaison Nan Carmack, staff member Sue La Paro, and VLA Legislative Committee Chair Tom Shepley were also present.

Ms. Murphy called the committee meeting to order and re-ordered the agenda due to the delayed arrival of Mr. Shepley. Library Development and Networking Director Nan Carmack reviewed the Library Development and Networking Division organizational chart and discussed potential staffing changes for next year. Discussion was robust surrounding the duties of a proposed full time person (upgrading a current part-time position to a full-time position) as well as their location. The Committee agreed, in theory, that a Community Development and Outreach Consultant would be an appropriate position but discussed part-time versus full-time, capacity issues, and funding of benefits.

Mr. Shepley arrived at 8:45 a.m. and gave a brief overview of Virginia Library Association's (VLA) legislative priority of full funding for state aid. He cited successful efforts over the past few years, tying state aid increases to STEAM investment and stated that Virginia is at about 60% funding (approximately \$16 million). Mark Miller discussed options for full funding for smaller, needier libraries but Mr. Shepley commented on focusing on raising all localities rather than open the formula up for debate and he counted Delegates Nick Rush, Mark Sickles and Senator Tommy Norment among VLA's champions. Clarifications were asked and answered and the group thanked Mr. Shepley for his time.

Children's and Youth Services Consultant Sue La Paro, demonstrated the contents of the NASA@yourlibrary STEM Kits, which were received due to her successful grant application. She led the committee in an activity that exemplified the types of things the kits and lesson plans promoted, as well as other types of arts, language, literature, and engineering activities the kits promoted. Ms. La Paro also shared the coming Day of Discovery agenda and noted that First Lady Pamela Northam would be on hand to greet the attendees.

Having completed the agenda, the meeting adjourned at 9:28 am.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, September 23, 2019, at 9:30 a.m. in the Conference Room B of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, *chair*; Robert D. Aguirre, Mohammed Esslami, Barbara Vines Little, and Shelley Viola Murphy; board member Marcy Sims, *vice chair*, was absent. Staff liaisons Gregg Kimball and Paul Casalaspi, and staff members Catherine Fitzgerald Wyatt, and Sonya Coleman were

presentations by Library staff. Ms. Coleman described some of the key partnerships and audience development that went into building Transcribe. The Institute for Museum and Library Services has provided invaluable funding. Hands-On Greater Richmond has been one of our best partners in building a base of community volunteers. Several schools, most notably Maggie Walker Governor's School, have also worked with us. Students can apply their work toward community hours that many schools require. Young professionals interested in technology and storytelling also engage with us. Retirees have the time, ability to read cursive, and dependability that a volunteer project needs. The result is a volunteer base of all ages and backgrounds. Making History currently has approximately 80,000 pages of text transcriptions in addition to 10,000 pages of forms. Ms. Murphy, who attended the anniversary event, asked how we might get the genealogical community more involved. Robert Aguirre suggested involving college classes and alumni groups. Digital Initiatives and Web Presence Director Kathy Jordan mentioned that we had discussed this at a meeting of the Library Advisory Committee of the State Council of Higher Education for Virginia (SCHEV) and received an excellent response.

Ms. Wyatt shared information about several recent genealogical programs and projects, one in cooperation with the Jamestown-Yorktown Foundation and one with Scouts USA. She also provided an overview of the Library's third annual Family History Day conference, held in collaboration with the Virginia chapters of the Afro-American Historical and Genealogical Society, Inc., the Middle Peninsula African-American Genealogical and Historical Society, and the Richmond-area congregations of the Church of Jesus Christ of Latter-day Saints. Entitled "Searching for Your Ancestors: The Genealogical Impact of Forced & Voluntary Virginia Migrations," the event was held on Saturday, September 14, 2019. An optional open house on Friday, September 13, offered computer lab sessions on topics such as newspapers and maps, one-on-one "Ask an Expert" sessions, and a tour of the Library. Ms. Little asked about the possibility of recording our various presentations and discussion followed on currently recorded events, including the Weinstein Lectures, and some that might be considered for recording in the future, as well as logistical and legal issues related to filming presentations.

Ms. Wyatt also mentioned that the Library was assisting the Executive Mansion with research to help in updating the narrative for the Mansion tours to include more content on African American history and perhaps with a project to identify descendants of the enslaved workers at the Mansion. Our staff is currently reviewing archival holdings to establish the feasibility of such a project. The committee had a lively discussion about the logistical demands of such a project. Ms. Murphy shared insights from her current involvement with such a project at the University of Virginia. Dr. Aguirre mentioned the "Mere Distinction of Color" project at Montpelier as a model. Ms. Wyatt closed her report by mentioning the Library's new genealogical Facebook group "Finding Your Virginia Roots." <https://www.facebook.com/groups/FindingYourVaRoots/> Since the page launched, membership has grown to more than 1,300.

There being no further business or questions the committee adjourned at 9:25 a.m.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, September 23, 2019, at 9:30 a.m. in Conference Room C of the Library of Virginia. The following committee

members were in attendance: R. Chambliss Light Jr., *chair*; Paul Brockwell, *vice chair*; L. Preston Bryant Jr., Kristin Cabral, Mark E. Emblidge, Mark Miller, and Blythe Ann Scott. Staff liaison Connie B. Warne and Librarian of Virginia Sandra G. Treadway were also present. Board member M. David Skiles was absent.

Ms. Warne reviewed the details of the two budget decision requests that the Library has submitted to the Secretary of Education and the Department of Planning and Budget for inclusion in the Governor's budget. The request for the State Records Center expansion, which the Library is undertaking in partnership with Virginia Commonwealth University Libraries, is estimated to cost about \$23 million. The request for staffing and technology assistance to reduce the processing backlog of gubernatorial records totals more than \$800,000 for each year of the coming biennial budget, due to the need to catch up work on more than 16 million electronic files transferred from the McDonnell and McAuliffe administrations. The ongoing costs of working with the gubernatorial records once the review of these earlier administrations is completed would be \$569,800. Dr. Treadway described the briefings that she and others have provided on the State Records Center capital outlay request to the Secretary of Education, the Department of Planning and Budget, and the Real Estate group and the Buildings and Engineering team from the Department of General Services. She also thanked Board Chair Preston Bryant for arranging for a tour of the current facility for the Secretary of Finance. At the suggestion of committee chair Mr. Light, the committee agreed unanimously to lend their full support to these budget proposals.

Ms. Warne then presented and provided some background on the Library Services and Technology Act budget included in the Board packet. Virginia's allotment in this invaluable federal program for the coming year is \$3,958,075. After reviewing the project categories to which this funding would be applied, Blythe Ann Scot motioned that the committee approve the LSTA budget as submitted, Kristin Cabral seconded same, and the motion passed unanimously.

Ms. Warne then reviewed the Library's Statement of Financial Condition as of July 31, 2019. Only one month in to the new fiscal year, there was not much to highlight, but she noted that as usual the expenditures for July reflect the payment of our yearly rent to DGS and the issuance of the first quarter state aid payments to Virginia's public libraries. There were no questions on the financial statement, and the committee adjourned at 10:13 am.

THE LIBRARY BOARD MEETING

Library of Virginia

September 23, 2019

The Library Board met on Monday, September 23, 2019, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

L. Preston Bryant Jr., chair, called the meeting to order at 10:30 a.m., welcomed the Board, and led everyone in the Pledge of Allegiance to the U.S. flag.

The following members were in attendance:

L. Preston Bryant Jr., *chair*
K. Johnson Bowles, *vice chair*
Robert D. Aguirre
Paul Brockwell
Kristin Cabral
Mark E. Emblidge
Mohammed Esslami
R. Chambliss Light Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Blythe Ann Scott

Board members Marcy Sims and M. David Skiles were absent.

II. APPROVAL OF AGENDA

Mr. Bryant asked for a motion that the meeting agenda be approved; this motion was made by Paul Brockwell, seconded by Mark Miller, and the agenda was approved by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Bryant welcomed members of the Library staff who were present, Assistant Attorney General Audrey Burges, and Conley Edwards from the Friends of the Virginia State Archives. Since this was the first Library Board meeting that Ms. Burges was attending as the liaison from the Attorney General's office, Mr. Bryant invited her to introduce herself. Ms. Burges gave a brief summary of her professional experience and that she was looking forward to working with everyone.

IV. APPROVAL OF THE LIBRARY BOARD MINUTES OF JUNE 24, 2019

Mr. Bryant asked if there were any additions or corrections to the June 24, 2019 Board meeting minutes. As no comments or corrections were offered, he asked for a motion to approve the minutes of June 23, 2019 as submitted. Ms. Scott motioned to approve the minutes, Ms. Murphy seconded the motion, and the minutes were approved unanimously.

V. PUBLIC COMMENT

None given.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives (FVSA), shared some highlights from their very successful 20th Annual Slatten Lecture which was held on Saturday, September 21st. He announced that the Friends' spring program, "Straight to the Source," is scheduled for March 20, 2020 here at the Library, and that over the past

summer the Federation of Genealogical Societies (FGS) merged with the National Genealogical Society (NGS) which, as previously announced, has selected Richmond as the site for its annual meeting in 2021; this will be their first joint meeting and anticipated number of attendance will be around 3000+.

Mr. Edwards was pleased to report that due to the steady efforts of board member Peter Broadbent, the Friends continue to add published genealogical materials to the Library's collection. Since January 2019 book donations have exceeded \$5,200.00.

He also shared with the Board the retirement announcement of long-time member of the Friends, board member J. Claiborne (Jay) Johnston, who is also a past Library Board member; Mr. Edwards remarked appreciatively about Mr. Johnston's long standing support of the Library.

B. Committee/Division Reports

Mr. Bryant thanked everyone for communicating their committee preferences for this year's committee assignments; he was able to honor almost all those requests with a few exceptions. He also relayed that as there may be one or two board appointments in the near future, some additional adjustments may be made if and when they are announced. He asked for any questions about committee assignments; as no questions were forthcoming he proceeded with committee reports.

- **Archival, Collections, and Records Management Services Committee**

Committee Chair Barbara Vines Little reported that the committee had received an update on implementation of Rosetta, the digital asset management system tied to the Library's new integrated library system. She next reported that the joint storage project with VCU is moving forward, with a budget request in to the Governor's Office for planning and construction money. A budget request for funds to accelerate the pace of processing gubernatorial electronic records has been submitted as well. If this request is approved, it will secure funding to hire three additional archivists and one records analyst and for technological support, which will be necessary to bring the gubernatorial records backlog current within the next four to six years.

The Vital Records Project Request For Proposals should be going out in the next week or so. This project would make vital state records from as far back as 1853 available online. She described the benefit this project will have for researchers, especially for African American family history research.

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

Committee Chair K. Johnson Bowles began her report by commending Library staff on how well they continue to make the Library of Virginia relevant to the everyday lives of Virginians. She highlighted two recent events such as the 10th anniversary of the Anne and Ryland Brown Teacher's Institute and the 5th anniversary of the Transcribe program.

The Brown Teacher's Institute this year was titled "Votes for Women" and examined the history of women, their impact on the commonwealth with a focus on suffrage and women's role in social reforms. Thirty-five teachers attending explored how to use primary sources to enhance student learning in the classroom, discovered new digital resources and learned about the lives of women who have shaped more than 400 years of history in anticipation for the Library's upcoming exhibition, *Suffrage in Virginia* in January 2020. Related to this, this year's two Brown Teacher Research Fellows developed teacher resources that examined the history of women in Virginia and both created a set of documents from the period that will be added to the online primary resource collection Document Bank of Virginia, which helps teachers and librarians make history relevant to students, developing critical thinking skills as they analyze original documents and draw their own conclusions about Virginia's past. The 'Transcribe-a-versary' Celebration on August 24th celebrated the 5th anniversary of the Transcribe program: to date 80,000 pages have been transcribed and one million lines of OCR text corrected. Ms. Johnson expressed admiration for how the Education and Outreach team have worked successfully to engage different constituent groups, from high-school, college, young professionals, and retirees, fostering community and engagement by bringing these diverse groups together on this project.

Also reported on during the committee meeting were a number of genealogical offerings held during the summer, several in conjunction with the Jamestown-Yorktown Foundation, as well as the successful Virginia Family History conference where Board member Ms. Little presented on migration patterns. Finally, she shared that the Governor's Office has approached the Library about collaborating on a descendants' history project on the Executive Mansion to include more content on African American history and perhaps launch a project to identify descendants of the enslaved workers at the Mansion. Library staff are currently reviewing archival holdings to establish the feasibility of such a project.

In closing, Ms. Johnson reminded all about the Women's Monument dedication on October 14th on the Capitol grounds and encouraged everyone to attend if possible.

- **Legislative and Finance Committee**

Committee Chair R. Chambliss Light Jr. indicated that they would later be voting on the Library Services and Technology Act (LSTA) Budget, but first invited Deputy of Administration Connie Warne to proceed with the Library's financial report.

Ms. Warne reviewed the Library's Statement of Financial Condition as of July 31, 2019, and noted that as they were one month into their fiscal year as of this report, there was not much to highlight. She commented that as usual the expenditures for July reflect the payment of our yearly rent to the Department of General Services and the issuance of the first quarter state aid payments to Virginia's public libraries. Ms. Warne then provided an overview of the two budget decision requests that the Library has submitted to the Secretary of Education and the Department of Planning and Budget for inclusion in the Governor's budget. The request for the State Records Center expansion, which the

Library is undertaking in partnership with Virginia Commonwealth University Libraries, is estimated to cost about \$23 million. The request for staffing and technology assistance to reduce the processing backlog of gubernatorial records totals more than \$800,000 for each year of the coming biennial budget, due to the need to catch up work on more than 16 million electronic files transferred from the McDonnell and McAuliffe administrations. The ongoing costs of working with the gubernatorial records once the review of these earlier administrations is completed would be \$569,800.

Mr. Light then proposed that the Board take a vote of affirmation to document its support for both funding requests and made a motion to that end which Mohammed Esslami seconded. Mr. Bryant asked for any comments or discussion; none being offered, the vote was taken and the motion of affirmation for both budget requests passed unanimously.

Ms. Warne next reviewed the LSTA grant proposed budget which was followed by brief discussion. Mr. Bryant then asked for a vote to approve the 2019-2020 LSTA budget, which was approved unanimously.

- **Public Library Development Committee**

Committee Chair Shelley Viola Murphy indicated that there were no action items for the Board today and that the reports given at the committee meeting covered a number of project updates and included a STEM kit demonstration by Children's and Youth Services Consultant Sue La Paro shared with the committee, which was great fun. She also reported that a representative from the Virginia Library Association (VLA) had attended the committee meeting and shared VLA's intention to advocate for a substantial increase in State Aid funding during the upcoming General Assembly session. Full funding of the State Aid formula would be \$27 million, but currently that line item has only \$16 million. VLA will be working to have the additional \$11 million added to the appropriation over the next few years.

- **Report of the Foundation**

Mr. Bryant welcomed R. Scott Dodson, the new Executive Director of the Library Foundation and asked that he introduce himself to the Board. Mr. Dodson expressed his enthusiasm to be at the Foundation and shared that his most recent experience was in overseeing fund raising and marketing with the Richmond Symphony. He praised the good work currently being done by the Foundation and that his focus in the short term is to look at funding opportunities to see how the Foundation can best support the Library and its efforts. He reminded all that the Literary Awards were coming up next month on October 19 and that he hoped to see Board members there. The Foundation Board had a meeting earlier in September and their next meeting will be the joint board meeting of the Library and Foundation boards on November 21st. Mr. Bryant shared that both Ms. Scott and Ms. Cabral would be the Library Board's liaison's with the Foundation Board. Ms. Cabral reminded everyone that last year they had reached 90 percent participation by the Library Board and congratulated them on that achievement. Since a new fiscal year was

now here, she encouraged all to consider making their financial contributions so that they could reach 100 percent.

Mr. Dodson closed his comments by acknowledging and thanking Dr. Treadway, the Foundation staff, and everyone at the Library for being so welcoming to him.

- **Report of the Librarian**

Dr. Treadway provided an update for the Board on new security protocols that are being put into place in all buildings owned by the Department of General Services (DGS) in downtown Richmond, including the Library building. The new protocols require any visitors to state buildings to be escorted to their destinations within the buildings with staff members remaining with them at all times. However, a subsequent discussion with the head of DGS and Chief of the Capitol Police, who understand that the Library is different from most agencies, communicated that given our security screening on entering the building they are comfortable for visitors to have access to the public areas of the first and second floor without escorts. Library staff members will need to comply with the requirement for wearing staff ID badges at all times within the building and for signing in and escorting all guests going to non-public areas.

Dr. Treadway acknowledged the highly successful summer programs mentioned earlier and directed everyone to the Outreach, Media and PR tab in the board packet which highlighted traveling exhibits planned for the fall and next year, as well as upcoming fall events here at the Library, including the annual Literary Awards Celebration on October 19. She also shared that the First Lady has attended several Library programs over the past few months, including the Virginia Family History Day, and has been extremely appreciative of the Library's work. Dr. Treadway mentioned that the Library hosted meetings of the Virtual Library of Virginia (VIVA) and of the Library Advisory Council of the State Council of Higher Education in September in connection with the twenty-fifth anniversary of VIVA. Library staff made presentations to the Advisory Council on our work with the gubernatorial electronic records and the Virginia Untold project, and the response from the group was extremely positive. It is likely that staff will be asked to make presentations about our work to faculty and student groups on campuses across Virginia in the coming months as a result. Mr. Light inquired about whether there had been any discussion with VIVA about the databases in Find It VA and if they could be folded into and be supported by that consortium. Dr. Treadway explained that was considered when VIVA first began but the databases the academic libraries need are very different than those that are helpful to public libraries and VIVA could not justify using its resources to support public libraries, which fall outside their purview.

Dr. Treadway expressed her appreciation to Mr. Bryant, who has been working hard to advocate for the Library since becoming chair in July, especially with regard to the State Records Center. In closing, she reminded all that the next Board meeting will be the Joint Retreat of the Library and Foundation Boards on the afternoon of November 21.

- **Report of the Chair**

Mr. Bryant stated that there was one remaining action item for today's meeting and that was the approval of the proposed membership of the Nominating Committee as listed in the Board's meeting packet: L. Preston Bryant Jr., *chair*, Kristin Cabral, Mark E. Emblidge, Blythe Ann Scott, and M. David Skiles (*past chair*). He then asked if there were any questions or discussion. There being none, he asked for a motion to vote to accept the proposed nominating committee as submitted; Mr. Miller made that motion, which was seconded by Ms. Little. The proposed slate was approved unanimously.

VII. OLD OR NEW BUSINESS

None.

VIII. ADJOURNMENT

There being no further business, Mr. Bryant thanked everyone and asked for a motion to adjourn the meeting. Mr. Light motioned to adjourn, Ms. Murphy seconded, and the motion passed unanimously; the meeting adjourned at 11:32 a.m.