

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

July 12, 2023

LIBRARIAN SEARCH COMMITTEE

The Librarian Search Committee met at 8:30 a.m. on Wednesday, July 12, 2023, virtually over Zoom. The following committee members were in attendance: C. Paul Rocco Jr., *chair* (Moderator). Roadbent Jr. (L. Weston Bryant Jr.) (Robert L. Canida) (Lythe, Ann Scott (and) Emily, Anne Mullicson, Deputy Secretary of Education, Deshaun, Imee Ostad - Uidera, Secretary of Education. Also in attendance were Sandra - Treadway, Librarian of Virginia (Deborah, . Loe, Senior Assistant Attorney General (Donessa, Anderson, Human Resources Director (and) Taylor Melton, Executive Assistant to the State Librarian.

Mr. Rocco Jr. opened the meeting with introductions and asked for a motion to approve the agenda. Ms. Scott moved the approval of the agenda (Mr. Canida seconded the motion, and the committee approved the agenda unanimously. Mr. Rocco Jr. noted that with the committee's consent he has asked that Mr. Melton be appointed as acting secretary. Without objection, Mr. Melton was appointed acting secretary.

Counsel for the committee, Ms. Loe reviewed the Confidentiality, Agreement and Code of Ethics distributed to committee members and staff supporting the search. Each committee member and staff member supporting the search will be required to sign, and she noted that the chair has discretion to remove committee members for failure to comply with the terms. She also reviewed the Freedom of Information Act 879+, and record retention requirements of the committee. A brief period of questions and discussion followed.

Mr. Rocco Jr. detailed the timeline for the committee's work. On June 13, the Library Board's Executive Committee met and during their meeting reviewed materials provided by Mr. Treadway to assist in the committee's work. The committee decided the search could be done without hiring an external search firm and could, instead, be handled internally. At the Library Board meeting on June 2, Mr. Treadway publicly shared her intention to retire from her position before the end of the calendar year. The goal of today's meeting is to approve the job description and announcement. Looking ahead, the committee plans to post the job announcement by July 1, screen candidates and select several top candidates by August 21 for first-round interviews in late August. Following the electronic first-round interviews, the committee will schedule on-site visits and interviews for the top 2-3 finalists in September, with the goal of asking the board to extend an offer and authorize the chair to negotiate the contract for the top finalist.

Mr. Rocco Jr. shared the current draft of the job announcement so that the committee could review it, make edits, and approve it by the end of the meeting. He noted significant updates made, including the addition of language suggested by Moderator Roadbent and created with Sandy Treadway's help to highlight the Librarian's role in preserving historical records and building and maintaining relationships with state and national historical organizations. He also brought

u/ "or consideration a su\$\$estion made by 2 r. &roadbent: to remo e the re6uirement that the ne3t Librarian hold a 2 aster o" Library and +n"ormation Science de\$ree "rom an , L , =accredited uni ersity. , "ter brie" discussion, the committee a\$reed to ma'e the de\$ree credential ?stron\$ly /re"erred@ rather than re6uired.

, nother 6uali"ication on the 5ob announcement re6uired a minimum o" 10 years o" /ro"essional e3/erience in a lar\$e state, academic, or /ublic library, archi es, historical society, or museum, #ith some o" that time as the director or to/=le el mana\$er. . e/uty Secretary - ullic' son as'ed #hether this minimum mi\$ht be too restricti e "or a//licants #ith si\$ni"icant years o" e3/erience 5ust belo# 10 years. 2 r. &roc' #ell a\$reed #ith that and as'ed #hether identi"yin\$ a ran\$e o" e3/erience "rom se en to 10 years #ould be amendable to the committee. The committee a\$reed to u/date the re6uirement to a minimum o" se en to 10 years o" e3/erience.

The committee brie"ly discussed the salary listed on the 5ob announcement. 2 s. Lo e con"irmed that the Library o" Oir\$inia 7oundation could su//lement the listed salary #ith additional "unds i" it desired /endin\$ #ritten a//ro al by the -o ernor, and . r. Tread#ay added that the 7oundation had done so once, "or her /redecessor.

, t . r. Canida4s su\$\$estion, the committee chan\$ed an instance o" ?himAher@ on the announcement to ?their@ in order to be more inclusi e o" all /otential a//licants. 2 r. &roc' #ell noted that /rior to the meetin\$ he had added su//ort sta"" to a bullet /oint detailin\$ the Librarian4s role in /ro idin\$ leadershi/ and strate\$ic o/erations mana\$ements to the arious di ision #ithin the Library, #hich #as another recommendation "rom . r. Canida.

. e/uty Secretary - ullic' son as'ed #hether the ?Bey . uties and Job *es/onsibilities@ #ere listed in order o" im/ortance to the 5ob. . r. Tread#ay res/onded that the current list re/resents her best attem/t to /rioriti>e duties that are all itally im/ortant, and she "eels it is /articularly im/ortant to list the bullet on maintainin\$ the Library4s collections "irst. . e/uty Secretary - ullic' son su\$\$ested ele atin\$ the "inal bullet hi\$her in the list o" duties(#hich deals #ith maintainin\$ an acti e /resence in library, archi es, \$enealo\$ical, and historical communities at the local, state, and national le el(hi\$her on the list. The committee a\$reed and made the chan\$e.

2 r. &roc' #ell #al'ed throu\$h a section o" the announcement titled ? , bout *ichmond,@ #hich hi\$hli\$hts the city in an attem/t to e3cite /otential a//licants #ho mi\$ht be relocatin\$ to the area "or the role. , t 2 r. &ryant4s recommendation, the committee added lan\$ua\$e notin\$ that the \$reater *ichmond area is home to at least "i e colle\$es and uni ersities, as that mi\$ht attract the interest o" academic-minded candidates.

. r. Tread#ay su\$\$ested /ushin\$ bac' the /riority consideration date to allo# a//licants more "le3ibility in submittin\$ their materials. The committee a\$reed to mo e the deadline "rom 7riday, , u\$ust 18 to 2 onday, , u\$ust 21, 2023. They also added lan\$ua\$e clari"yin\$ that submissions #ere due by C:00 /.m.) astern . ayli\$ht Time.

, "ter a\$reein\$ to one "inal amendment made by 2 r. &ryant D addin\$ /a\$e numbers D the committee held a ote to a//ro e the announcement. 2 s. Scott made the motion, 2 r. &roadbent

seconded, and the committee approved it unanimously. Mr. Brockwell shared he will provide the list of places to advertise the position to the committee electronically.

There being no further business, Mr. Brockwell adjourned the meeting.