

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

April 7, 2014

The Library Board met on Monday, April 7, 2014, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Dr. Mark E. Emblidge, Chair, called the meeting to order at 10:32 a.m. and announced there was a quorum present.

The following members were in attendance:

Mark E. Emblidge, Chair
Peter E. Broadbent Jr., Vice Chair

Carolyn S. Berkowitz	Christopher G. Oprison
Patricia Thomas Evans	M. David Skiles
Robert Chambliss Light Jr.	Marcy Sims
Ernestine Middleton	Patricia M. Wood
Su Yong Min	Kathryn C. Watkins

Board members Jon Bowerbank, Emily O'Quinn, and Carole Weinstein were absent.

II. APPROVAL OF AGENDA

Mr. M. David Skiles moved to approve the agenda. The motion was seconded by Mr. Peter E. Broadbent Jr. The Board approved the agenda with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Dr. Emblidge welcomed visitors and staff who were present and also introduced two new Board members who were attending their first meeting, Mr. Skiles and Ms. Carolyn S. Berkowitz. Each new member spoke a few minutes about their background and expressed their pleasure and excitement at being appointed to the Library Board. Dr. Emblidge also asked all the Board members to introduce themselves for the benefit of the new members.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board approved the minutes of the January 13, 2014, meeting upon a motion made by Mrs. Marcy Sims, seconded by Mrs. Ernestine Middleton. Mr Skiles and Ms. Berkowitz abstained from voting as they had not been at the January 2014 meeting.

VI. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Conley Edwards offered a brief report as president of the Friends of the Virginia State Archives. He stated that fifty-four people attended the Straight to the Source program on March 28. A number of Library staff members had made presentations about Library collections and activities during the day-long event and they were very well received by the attendees. He expressed the Friends' appreciation to the Library for its willingness to have staff members make these presentations at a time when there are so many demands placed on them. The next Friends program is the annual Slatten Lecture, which will be held on September 20. This year's speaker will be Pamela Boyer Sayre, a noted genealogist and the author of *Online Root: How to Discover Your Family's History and Heritage with the Power of the Internet*. The new Friends newsletter, which will be published in advance of the upcoming National Genealogical Society meeting in Richmond, will highlight collections and research opportunities at the Library. It is intended to assist conference attendees who may not have visited the Library of Virginia before.

Mr. Broadbent reported on behalf of the Virginia Genealogical Society that the National Genealogical Society conference will be in Richmond May 7-10, 2014, and he expressed his confidence that the Library would be ready for the influx of conference attendees who would be visiting the Library to conduct research during the conference period. He said that conference registration was significantly higher than most years with 2,100 registrants signed up five weeks in advance of the meeting. He also announced that the fall VGS conference would be in Staunton in September, with more information about this to come later.

B. Committee/Division Reports

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

Mrs. Kathryn Watkins reported that the committee had met earlier in the morning and heard presentations from Anita Vannucci, the Library's records management coordinator, and Paul Casalaspi, director of information technology services, on the transition of electronic records from Governor McDonnell's administration.

Also on the agenda was an update on the Virginia Circuit Court Records Program and the proposed changes to the Library Board's recordation standards. She asked Dr. John Metz, director of Archives, Records, and Collections Services, to provide the Board with additional information.

Dr. Metz told the Board that some of the issues that we had initially with the transfer of McDonnell administration records stemmed from miscommunications between VITA and Northrop Grumman and that once those were worked out, things started to run much more smoothly. As of April 7, the archives had taken in 700 gigabytes of data, which is a bit less than the Library had expected to receive. We may not have all the files yet as some officials retained them on personal laptops, and VITA has not yet identified and transferred those files. In addition to the electronic files, the Library has received 533 cubic feet of paper records from the administration. Dr. Metz thanked Paul Casalaspi, Anita Vannucci, and archivist Roger Christman for their efforts to secure and inventory these records. He also reported on the relationship the Library has established with the McAulliffe administration to make certain that key officials understand the importance of records management at the outset of the administration. The result has been a directive from the Governor's Office to all Cabinet secretaries and agencies to name a records officer within the next few weeks and to work with the Library in the coming months to review and revise the records schedule for each office.

Dr. Metz discussed the decision that the Library has made to postpone the spring grant cycle for the Circuit Court Records Program (CCRP), explaining that a loss of key personnel on the project, the surprisingly downturn in project revenue due to the slowness in the housing market, and quality control issues that have come to light relating to vendors who have conserved historical records in several localities made it important for the Library to pause and assess the entire program. The quality control issue relating to the conservation work is paramount, and the Library's new in-house conservator will be conducting a thorough review of recent conservation work in courthouses across the state to determine how pervasive this problem might be. Any changes the Library would like to propose will be discussed with the circuit court clerks who sit on the CCRP Grant Review Panel at a meeting later this summer.

He then directed the Board's attention to the material behind the "Regulations and Bylaws" tab in the printed Board packet for a copy of the new recordation standards, which represent a consolidation of three regulations into one. There is a lengthy review process before these are externally approved and officially returned to the Library Board for adoption. Dr. Metz said that the regulation was currently under review by the Secretary of Education's Office and expressed the hope that all steps in the process will be completed in time for the Board to vote on the new standard at its June meeting. If not, this vote will be taken at the September meeting.

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

Committee chair Ms. Patricia Thomas Evans reported that the committee heard a presentation on new social media projects at the Library and saw a terrific new video about the Library that staff had recently finished. She expressed the wish for the full Board to see it, and Dr. Gregg Kimball, director of Public Services and Outreach, was able to locate the video and play it for the group. Ms. Evans asked Dr. Kimball to add additional information about the topics discussed at the committee meeting. Dr. Kimball discussed the various ways in which Library staff are using social media, including crowdsourcing, to advance the Library's mission and described several new videos that have been mounted on the Library's YouTube site that are intended to orient new researchers before they first visit the Library. He also invited Board members who had not been at the committee meeting to tour the Library's new exhibition, *Flora Virginia*, which is the result of a collaboration with the *Flora Virginica* Project team. This group included some of the artists who had drawn the images contained in the new book by that name (the first comprehensive guide to the flora of Virginia since the eighteenth century), one of whom had executed an original work of art which the Library has used as the image for the exhibition.

Finally, Dr. Kimball announced the Library has been awarded a \$100,000 grant from the National Endowment for the Humanities to enable its upcoming exhibition, *To Be Sold*, to travel across the state.

Dr. Emblidge called the Board's attention to a recent article in the *Richmond Times-Dispatch* highlighting a tour that Kimball is conducting in partnership with the National Park Service on the Union and Underground Railroad sites in Civil War-era Richmond. This tour will take place as part of the Civil War and Emancipation Day commemoration in Richmond on April 12.

- **Legislative and Finance Committee**

Mr. Broadbent asked Deputy of Administration Connie Warne to update the Board on the status of the Library's budget and the Statement of Financial Condition as of February 28, 2014. Before doing so, Mrs. Warne reviewed the categories in the financial report and graph contained in the Board packet for the benefit of the new Board members. She said that everything was in order and there were no issues or concerns with where our numbers are tracking. She explained that although it might appear that we were close to spending out in our special revenue line, which indicated 92 percent of special funds spent with four months still to go in the fiscal year, these are funds that are paid out and then reimbursed from subgrants after the fact, and the reimbursements were not yet reflected in this budget line.

Mr. Broadbent asked Librarian of Virginia Sandra Treadway to bring the Board up to date on the space planning work and the feasibility study that the

Foundation is undertaking to assess the Foundation's prospects for raising private dollars to support the Library's future needs. Dr. Treadway reviewed the space planning process that the Library and Foundation underwent last year and explained that the Foundation had contracted with the Curtis Group, a consulting firm based in Virginia Beach, to conduct the feasibility study. A final report is due this summer, and a presentation on its findings will be made to the Library Board in the fall. Mrs. Sims asked whether the architect's rendering of the proposed changes to the Library's space were available on the website, which they are not at the present as they are only conceptual but not final plans. Ms. Berkowitz asked if the Foundation had an endowment in place, and Dr. Treadway responded that there was one but that it was earmarked for other purposes and that the money for the space planning and other future needs would need to be raised to augment the existing investments. Ms. Patricia Wood asked about the problems that the Library is trying to solve with adjusting the use of space on the second floor. Dr. Treadway described the need to use the space much more efficiently and in a way that requires fewer staff, the importance of relocating the Archives Research Room to a more enclosed and secure area, and the desire to create more flexible and smaller meeting room space for staff and the public to use.

Mr. Broadbent also commented on the handgun privacy legislation that had been passed during the 2013 General Assembly session, requiring the Library to remove more than 300 reels of microfilm containing

the Library is piloting with ten public libraries, and discussed the broadband mapping project that the Secretary of Technology has invited public libraries to participate in to determine where the weaknesses are in terms of citizen connectivity through libraries to the Internet. IN 2009, when the first speed test were done for libraries, nearly 90 percent of Virginia libraries had insufficient bandwidth to accommodate citizen needs; that percentage has fallen dramatically to about 15 percent. Public library consultant Kim Armentrout then brought the Board up to speed on her work applying Harwood Institute training in community engagement with public libraries in a year-long project with the Richmond Public Library to assess community needs. Children and Youth Services consultant Enid Costley also spoke to the Board about STEM training for librarians that she had planned and implemented in partnership with the Science Museum of Virginia.

- **The By-Laws Committee**

Mr. Cham Light reminded the Board on behalf of the By-Laws Committee about the proposed change to the Board's By-Laws (found behind the "Regulations and Bylaws tab in the Board packet), which he had presented to the Board at the January meeting. The change is being proposed to bring the Board's representation on the Library of Virginia Foundation Board into compliance with the commonwealth's open meeting laws. The change would adjust the number of Library Board members serving on the Foundation Board from three to two. As the change comes to the Board as a recommendation of the By-Laws Committee, Dr. Emblidge called for a vote and the change was approved unanimously.

- **Nominating Committee**

In the absence of committee chair Emily O'Quinn, Ms. Evans reported on the committee's meeting earlier in the morning and presented the following slate of officers for the Board's consideration: Chair, Peter E. Broadbent Jr.; Vice Chair, Ernestine Middleton; for Executive Committee, in addition to Mr. Broadbent and Mrs. Middleton, R. Chambliss Light Jr., Su Yong Min, and Kathryn C. Watkins. The Board will vote on officers for the 2014-2015 year at the June Board meeting.

C. Report of the Librarian of Virginia

Dr. Treadway was pleased to announced that the Library of Virginia Foundation has hired a new executive director, who will begin work on May 1. Her name is Amy Bridge and she is very well known and respected in Virginia. She is currently serving as director of the Richmond Public Library Foundation but for many years was director of the Virginia Executive Mansion. Dr. Treadway also reported on the State Electronic Records Advanced Institute sponsored by the Council of State Archivists and hosted at the Library March 31 – April 4. The institute brought 39 archivists from across the country to an intensive week-long workshop on the techniques and challenges of managing electronic government records. Finally, Dr. Treadway briefed the Board members on issues relating to

requests for tours of the Library from members of the legislature during the session, often on short notice. While the Library is delighted at the interest and the fact that legislators very much want to share the Library's treasures with their constituents, she described the need to develop a more standard experience that would allow us to accommodate requests but not overly burden staff and the collections.

Dr. Treadway then introduced Susan Gray Page, the Library's digital archives coordinator, and Roger Christman, senior state records archivist, who provided the Board with an overview of the portal through which the public can now access the e-mail and electronic records of the administration of former Governor Tim Kaine. They also discussed the process of preparing the records for release and the wealth of information about public policy in Virginia and the research potential that they contain. The Board received the presentation with a round of applause. Dr. Treadway also thanked Assistant Attorney General Carrie Nee for her help and guidance as we worked through a number of issues that arose in our work.

D. REPORT OF THE CHAIR

Dr. Emblidge announced that he had nothing to add to the items already discussed.

VII. OLD OR NEW BUSINESS

None.

VIII. ACTION ITEMS

None.

IX. ADJOURNMENT

There being no further business, the Board adjourned at 12:22 p.m.