

MINUTES
THE LIBRARY BOARD MEETING

The Library of Virginia

January 11, 2016

The Library Board met on Monday, January 11, 2016, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Mr. R. Chambliss Light, Jr., *Vice Chair* called the meeting to order at 10:40 a.m. He announced that a quorum was present.

The following members were in attendance:

R. Chambliss Light, Jr., *Vice Chair*

K. Johnson Bowles
Kristin Cabral
Mark Emblidge
Mohammed Esslami
Patricia Thomas Evans
Carol Hampton

Barbara Vines Little
Su Yong Min
Christopher Oprison
Marcy Sims
Carole Weinstein

Jon Bowerbank and David Skiles were absent.

II. APPROVAL OF AGENDA

Mr. Light asked that the Board approve one a change to the meeting agenda, requesting that the Legislative and Finance Committee report be moved to the top of the list of committee reports. Mr. Mohammed Esslami moved that the Board accept this change and Ms. Marcy Sims seconded. The Board approved the amended agenda by a unanimous vote.

III. WELCOME TO NEW BOARD MEMBERS, VISITORS AND STAFF

Mr. Light welcomed visitors and staff present and recognized the three new Board members, Ms. K. Johnson Bowles, Mr. Mohammed Esslami, and Ms. Barbara Vines Little. Board members introduced themselves and shared information about their professional experience and service. Ms. Barbara Teague, the new Director of Government Records, was also introduced to the Board.

IV. ANNOUNCEMENTS/PUBLIC COMMENT

Mr. Conley Edwards, president of the Friends of the Virginia State Archives, announced that the Friends and the Virginia Genealogical Society are sponsoring a joint conference at the Library on April 29-30, 2016. The Straight to the Source program on Friday, April 29, will feature Library of Virginia staff highlighting topics such as the records related to the probate process, the Virginia Chronicle Newspaper Database, Virginia Militia records from the

colonial period through World War I, and the new African American Narrative digital collection. The Virginia Genealogical Society's Saturday program will feature professional genealogist Sharon Hodges.

In the upcoming year, the Friends of the Virginia State Archives will support the work of the Library by identifying and purchasing published genealogical and family history materials from contiguous states. Fifty-eight volumes have already been identified and include material related to New England, South Carolina, and Tennessee. The Tennessee materials are being donated to the Library of Virginia in memory of former staff member Robert Y. Clay.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the September 28, 2015 meeting upon a motion made by Ms. Sims and seconded by Ms. Carol Hampton.

VI. NOMINATING COMMITTEE

On behalf of the Nominating Committee, Dr. Mark Emblidge proposed the election of Vice Chair R. Chambliss Light, Jr. to fulfill the term of service of the late Board Chair Ernestine Middleton. Ms. Patricia Evans seconded the motion and after brief discussion regarding the transition, the board voted unanimously in favor of Mr. Light's election. Mr. Light thanked the Board for their confidence while expressing his sorrow at the circumstances. He urged each Board member to become actively engaged on behalf of the Library and to make the most of the upcoming year as an opportunity for involvement.

VII. INFORMATION ITEMS

A. Reports of Other Organizations

There was no comment from any other organization.

B. Committee/Division Reports

- **Legislative and Finance Committee**

Ms. Connie Warne, the Deputy of Administration, summarized the first fiscal quarter in 2016. The Library has used 52% of its general fund appropriation, which she reminded the Board is always the case during the first quarter due to the upfront rent payment of \$2.5 million to the Department of General Services. The Library has used 56 percent of its federal funds due in part to the difference between the close of the state fiscal year at the end of June and the federal fiscal year at the end of September. Thirty-one percent of special funds, which include those from State Records Center fees, facility rental, private grants, and miscellaneous revenue, has been spent.

Ms. Warne briefly discussed the Circuit Court Record Preservation fund of slightly more than \$3 million, which represents monies that are restricted to the preservation and access

of permanent circuit court records. The program distributes grants to the commonwealth's circuit court clerks to help them address the conservation and protection of the historical records housed in their localities.

The Library had submitted two requests for new funding in the Governor's budget. The first request was for \$375,000 in the capital outlay budget to help the Library move forward in planning and designing changes to the public spaces on the first and second floors. This work would need to be done before state or private funds could be raised to implement the changes. The second request was for \$235,000 in the first year of the biennium to hire an Information Security Officer and the one-time cost for security software, with a lesser amount needed for succeeding years. The Library currently maintains 64 million electronic records comprising more than 160 terabytes of permanent data that the Library is responsible for keeping stable and preserved for the future. Unfortunately, neither request appeared in the Governor's budget, which was released on December 18, 2015.

The Legislative and Finance Committee recommended that the Library seek a General Assembly patron for the Information Security Officer position. The risks to the data are too great and the Library must come into compliance with state security regulations. Budget proposals to the General Assembly are due January 15, 2016.

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

Christopher Oprison reported that the Archival, Collections, and Records Management Services Committee discussed several initiatives as well as an interesting example of library staff research. He called on Dr. John Metz, Deputy of Collections and Records, to elaborate.

Dr. Metz reported on the Circuit Court Record Preservation Grant Process, announcing that the Grants Review Board met at the Library on December 14, 2015, to consider a record number of sixty-three applications from thirty localities. The board approved fifty-eight projects totaling \$904,232.20. By combining FY 2015 revenue with unspent funds, a total of \$3,872,896.47 will be carried over in the Circuit Court Records Preservation fund for use in FY 2016.

Dr. Metz also summarized the research of Ms. Meghan Townes, the State Art Collection Registrar, who used the Library's collections to identify the unknown subject of a portrait in the State Art Collection. Using the Virginia World War I History Commission questionnaires online and the Virginia Chronicle website, Ms. Townes identified the subject as Lt. James B. Cleary, a Richmonder who died in France during World War I. The Board was invited to view the portrait immediately following the meeting.

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

Marcy Sims reported that the Education, Outreach, and Research Services Committee had met and discussed several programs that demonstrate the statewide outreach of the Library of Virginia, both in sending staff out to support local communities and making the collections available to all citizens. Three specific outreach efforts discussed were the

Library's work with the network of 340 public libraries across the state, the Virginia Newspaper Project, and the Government Records Management team. Through these and other efforts, the Library demonstrates that it is a leader in digitizing local history and performs a vital service to all state and local agencies.

Dr. Gregg Kimball, director of the Library's Public Services and Outreach Division, distributed a chart and maps with data indicating the impact of the Library throughout Virginia. Although interlibrary loan has been a mainstay of access, recent digitization projects are making the Library's collections accessible to people on a state, national, and even global level.

Ms. Carol Weinstein commented how important public libraries are toward building and maintaining local communities and how libraries are one of the few places in a community where one can be known on a first name basis. The impact of local libraries on children's programs, educational resources, support for job searching, and continuing enrichment programs cannot be underestimated.

- **Public Library Development Committee**

Dr. Emblidge introduced Ms. Carol Adams, the assistant director of the Library Development and Networking Division, to summarize the report of the Public Library Development committee.

Ms Adams reminded the Board that Library Development staff was reviewing the annual statistical data submitted by public libraries to assure compliance with the Board's requirements for libraries to receive state aid. Any waiver requests from libraries that have an issue will be presented during the April meeting. She also discussed the allocation of federal LSTA funds, much of which are dedicated to providing an array of licensed databases at no cost to libraries and schools across the state. The remaining fund of approximately \$1.7 million is allocated by the Library to statewide projects which are in line with priorities set at the national level. For the past several years, these priorities have closely corresponded with providing accessible education, promoting early literacy, and supporting Science, Technology, Engineering, and Math (STEM) initiatives. In keeping with these priorities, the Library has used LSTA funding to partner with state agencies such as the Science Museum and the State Parks system, and has supported the First Lady's 'No Kid Hungry' campaign. In summer 2015, twenty-six libraries served as food distribution sites in conjunction with the Summer Reading Program and the No Kid Hungry campaign. Community-based digital projects are also increasing in number as the Library lends scanning equipment so that local libraries can make progress in digitizing their local collections, such as year books.

Ms. Hampton commented that all of these projects demonstrate how libraries are rising to the challenges of meeting local needs. It will continue to be important to let policy makers know of the work that libraries are doing in their communities to provide education, health resources, mental and emotional wellness programs, early childhood development and literacy programs, workforce development initiatives, and access to new technology. Mr.

Light commended the Library staff for the support they provide to millions of people across Virginia.

- **Library of Virginia Foundation**

Amy Bridge, executive director of the Library of Virginia Foundation, distributed a Development Report summarizing Foundation activities from July 1, 2015, through January 2016. She outlined the percentage of giving from various groups, the planned mailings, as well as net revenue from Foundation shops, café, and the Literary Awards events. In addition, Ms. Bridge expressed the need for more friend-raising development events across the state to introduce the Library's services and resources to local communities. There are several of these events planned for Lynchburg, Alexandria, and Tidewater.

Ms. Bridge reported that the 2015 Literary Awards raised a total of \$47,500 due to some cuts in expenses and a more aggressive bidding process for vendors. She also announced that the 2016 Literary Awards Celebration will take place on October 15, 2016, and the Foundation eagerly looks forward to the 2017 Literary Awards, which will mark the event's twentieth anniversary.

Ms. Bridge recognized Board member Carole Weinstein and thanked her for her generous pledge to raise the Carole M. Weinstein Authors endowment to \$1 million over the next several years. The Board gave Ms. Weinstein a standing ovation for her outstanding generosity. Ms. Weinstein thanked the Board for their recognition, and said that she and her husband Marcus have always had a philosophy of giving while they are alive to see the investment develop and grow. They take great joy in enriching organizations such as the Library of Virginia which do so much for the community.

The Board briefly discussed ways to stay informed about giving levels, such as including a regular Foundation report in the meeting materials and a personalized update for each board member on their individual level of giving. The Board also expressed an interest in receiving ongoing updates about events sponsored by the Library in between Board meetings. Mr. Light called attention to the 47 percent giving rate of the Library Board and urged members to make a financial contribution before the fiscal year's end. There are many more opportunities available to the Foundation when there is 100 percent support from the Board.

C. Report of the Librarian of Virginia

Librarian of Virginia Sandra Treadway provided an update on securing the remaining records from Governor McDonnell's administration that are contained on the former governor's personal gmail account. The Board expressed concern that there has not been any progress on this transfer to date. Dr. Treadway reported that she has spoken with the former governor's current attorney and has provided him with a clear definition of what comprises a public record to facilitate the work of identifying the electronic records that should be transferred to the Library. She also provided the attorney with the date of the

next Board meeting of April 11, 2016, stating that the Library Board expected to see progress on the transfer of these electronic records before then.

The Library is providing support for the World War I Advisory Committee and the World War II Commemoration Commission. The Civil War 150 Legacy scanning project was such a success that members of these two groups have expressed the hope that something similar could be done in connection with the upcoming commemorations. The Library is not in a position to replicate the legacy scanning project, but is considering some other ways to help facilitate the providing of access to privately held materials documenting the two world wars.

The Library is also involved with advance planning for 2019, the 400th anniversary of the founding of the Virginia General Assembly, the importation of the first African Americans to the Virginia colony, and the arrival of the first contingent of women colonists. Dr. Treadway met with the executive director of Commemoration 2019, part of the Jamestown-Yorktown Foundation, and has been asked to serve on one of the planning committees focusing on the impact of women on Virginia history. The Library will likely be involved in events and activities to mark the other two milestones as well. The surviving records of the first legislative body, which over time became a two-house General Assembly, are among the Library's most prized collections.

D. Report of the Chair

Mr. Light thanked the Board once again for his election as chair and proceeded to introduce two action items regarding the 2016 Nominating Committee and a resolution regarding Ernestine Middleton.

Mr. Light moved that the following members be appointed to the 2016 Nominating Committee, with a request that the Board confirm their appointment.

Mark Emblidge, *chair*
Su Yong Min, *vice chair*
Patricia Evans
Christopher Oprison
Carole Weinstein

Ms. Sims seconded the motion, and the Board voted unanimously in favor of the proposed slate.

Mr. Light asked Dr. Treadway to read the following resolution in memory of Ms. Ernestine Middleton for the Board's consideration:

THE COMMONWEALTH OF VIRGINIA A Resolution of The Library Board

WHEREAS Ernestine K. Middleton was appointed to the Library Board by Governor Robert F. McDonnell in 2011; and

WHEREAS *she was elected chair of the Library Board in 2015, and*

WHEREAS *she was an avid and effective supporter of the Library of Virginia; and*

WHEREAS *her passion for the role of libraries in a democracy was evident to all; and*

WHEREAS *her expertise with issues related to public libraries helped the Library Board move the Library of Virginia forward; and*

WHEREAS *Ernestine K. Middleton gave willingly of her time and expertise to further the common good; and*

WHEREAS *Ernestine Middleton died on October 30, 2015 after a brief illness; and now therefore*

BE IT RESOLVED *by the Library Board on this the 11th day of January 2016 that we recognize Ernestine K. Middleton's thoughtful service on the Library Board and her unwavering 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 the family of Ernestine K. Middleton, as a token of the Board's gratitude for her service to the Library Board and to the Commonwealth of Virginia.*

Mr. Oprison moved that the resolution be adopted as proposed with Ms. Weinstein seconding. The Board voted unanimously in favor of the resolution and indicated that they would like to extend an invitation to Delegate Knight to attend the Annual Board Luncheon where he could view the volumes being restored in honor of his mother, Earnestine Middleton.

VIII. OLD OR NEW BUSINESS

None.

X. ADJOURNMENT

There being no further business, Mr. Light adjourned the meeting at 12:24 p.m.