

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia
April 11, 2016

The Library Board met on Monday, April 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., *Chair* called the meeting to order at 10:32 a.m. and verified that a quorum was present.

The following members were in attendance:

R. Chambliss Light, Jr., *Chair*

K. Johnson Bowles
Mark Emblidge
Mohammed Esslami
Patricia Thomas Evans
Carol Hampton
Su Yong Min

Christopher Oprison
Emily O'Quinn
Marcy Sims
David Skiles
Carole Weinstein

Barbara Vines Little was absent. Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings; Jon Bowerbank participated via conference call at his home office due to health concerns, and Kristin Cabral attended via conference call at her home due to her traveling work schedule.

II. APPROVAL OF AGENDA

Mr. Christopher Oprison moved that the Board accept the agenda as proposed and Mr. David Skiles seconded. The Board approved the agenda by unanimous vote.

III. WELCOME TO NEW BOARD MEMBERS, VISITORS AND STAFF

Mr. Light greeted the Board members and staff and extended a special welcome to Mr. Peter Broadbent, a former Board member and Chair.

IV. ANNOUNCEMENTS/PUBLIC COMMENT

There were no announcements or public comments.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes of January 11, 2016**

Mr. Skiles stated that he was unable to attend the January 11, 2016 meeting and requested a correction to the minutes to reflect his absence. Ms. Carol Hampton seconded this amendment, and the Board unanimously approved the minutes of the January 11, 2016 meeting with Mr. Skiles abstaining from the vote.

VI. INFORMATION ITEMS

A. Reports of Other Organizations

On behalf of the Virginia Genealogical Society, Mr. Broadbent reminded the Board that the Friends of the Virginia State Archives and the Virginia Genealogical Society are hosting a joint conference on April 29-30, 2016. The Straight to the Source program on Friday, April 29, will feature Library of Virginia staff, and the Virginia Genealogical Society's Saturday program will feature professional genealogist Sharon Hodges. There are about 120 registrants signed up for each day.

The Friends of the Virginia State Archives have secured \$2,000 to purchase genealogical materials from contiguous states during the current fiscal year. They have pledged an additional \$3,000 for 2016-2017.

Mr. Broadbent also reported on the "Finding your Roots" session at the Richmond Forum on April 14, 2016, featuring Russell Wilson and Dr. Henry Louis Gates, Jr. There were approximately 4,500 in the audience. Dr. Gates mentioned only two repositories by name during the program, the National Archives and the Library of Virginia. The Forum also promoted the Library's new *Virginia Untold: The African American Narrative* as a resource for African-American history and genealogy.

B. Committee/Division Reports

• Archival, Collections and Records Management Services Committee

Mr. Skiles and Dr. John Metz, deputy for collections and programs, reported on the committee discussion.

The Secretary of Technology's Office has proposed that the Library of Virginia take over as the lead agency in managing the Commonwealth of Virginia's Open Data Portal. This opportunity highlights the Library's expertise in providing citizens with secure access to government information. Library of Virginia staff are in the early stages of mapping an outline for the transition of the portal from the Secretary of Technology's office to the Library, which includes examining technology issues, establishing a governance structure, identifying funding options, and promoting citizen awareness and engagement.

The Library is happy to have two new full-time staff in the Government Records Services Division. Eddie Woodward and Tracy Harter have been hired as consulting archivists to support the Circuit Court Records Program. Their primary duties are to support clerks in identifying at-risk materials and to provide quality control and oversight for items being

conserved through CCRP grants. The Government Records Division is also in the process of hiring a records coordinator to support the efforts of the records analysts.

The Library and the Virginia World War I and II Commemoration Commission are discussing collections to highlight during the upcoming celebrations. The primary archive under review is the Virginia World War II Separation Notices, a vast collection dating from 1942–1950 with upwards of 250,000 notices for discharged World War II veterans. Although it is not a complete list of Virginia World War II veterans, it is a useful research tool that provides insights into a variety of World War II experiences. The Library is exploring ways to use other collections to identify and honor individuals who served during World War II while being mindful of limited staff and fiscal resources.

Finally, the Library was contacted in February by Nathan Raab, a high-end autograph dealer in Pennsylvania, offering to broker the return of a public record held by a private party. Subsequent details revealed that this item is a record book from Charles City County, which was probably taken from the courthouse during the Civil War. The private holder who initiated contact wishes to remain anonymous, but the Library is incredibly grateful for their tremendous public spirit in returning such a valuable document. The Library is consulting the Charles City County Circuit Court Clerk on how to best conserve this rare volume while providing researchers access to this new wealth of information.

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

Ms. Marcy Sims and Dr. Gregg Kimball, director of the Public Services and Outreach Division, reported for the committee. Ms. Sims welcomed Catherine Wyatt as the new Education & Programs Coordinator. She commended the Education and Outreach Department's commitment to program assessment and the way they are using data to adapt and modify programs to meet targeted needs.

Dr. Kimball reported on the Library's signature programs. The 2016 *Strong Men and Women*, the Library's signature program with Dominion, was particularly successful this year with more than 600 people attending the event on February 22. Board members were given the February 10, 2016 copy of *Urban Views Weekly* which featured the four student essay winners posing at the Strong Men and Women event with Governor McAuliffe. The *Strong Men and Women* traveling exhibition is booked at venues across the state through the rest of the year.

The 2016 *Virginia Women in History* Program honored eight distinguished Virginians including Flora Lonette Davis Crittenden, Katherine Coleman Goble Johnson, Ana Ines Barragan King, and Meyera Fran Ellenson Oberndorf. *Encyclopedia Virginia* at the Virginia Foundation for the Humanities partnered with the Library of Virginia for the first Virginia Women in History essay contest and the four student winners were invited to the March 31 program to read their essays. Dr. Kimball thanked Ms. Sims for presenting Meyera Obendorf's *Virginia Women in History* award to Obendorf's two daughters.

Dr. Kimball described some other ways in which the Education and Outreach Department is reaching out to new partners to share and expand resources. As a complement to the *First Freedom: Virginia's Statue for Religious Freedom* exhibition, the Library is hosting a panel

discussion on Religious Diversity and Immigration in Virginia in conjunction with the Virginia Center for Inclusive Communities on June 21, 2016. The program will be moderated by April Faye Manalang, a professor at Norfolk State University, and the panelists will be lay representatives from the Latino, Asian Indian, and Muslim communities from the metro Richmond area. Funding for the program is being provided through a grant from the Virginia Foundation for the Humanities and the National Endowment for the Humanities.

The Library of Virginia is also collaborating with John Tyler Community College and Virginia Commonwealth University on a history course on Civil War and Reconstruction during the fall 2016 semester. The partnership combines the college instructors with the Library's collections. Students will work in major digital collections such as *Virginia Untold*, *The James I. Robertson Jr. Civil War Sesquicentennial Legacy Collection*, and *Union or Secession: Virginians Decide*. Students will also produce digital content for the Library for a culminating public program. This course is an excellent way for the Library to explore collaborative teaching and learning with two local institutions. The partnership will introduce a new community to the library, promote the digital collection, and potentially serve as a model for additional teaching and research initiatives with nearby colleges.

- **Legislative and Finance Committee**

Ms. Connie Warne, the deputy of administration, summarized the third fiscal quarter in 2016. The Library has used 75% of its general fund appropriation, 84% of the federal appropriation by which the LSTA grants are funded, 51% of special funds from State Records Center fees, facility rental, private grants, and miscellaneous revenue, and 27% of CCRP funds. Since the revision of the CCRP grant process, awards are distributed after the Library's conservator completes a quality control check of all conserved documents. This makes the disbursement of monies slower than in the past, but does ensure that all conservation work funded by the CCRP grants is performed at the highest standard.

Ms. Warne was pleased to announce that the General Assembly has allocated an additional \$210,000 to the Library in the first year of the biennium and \$185,000 in the second year for a full-time digital collections security engineer in order to maintain and preserve permanent historical archival records and comply with federal and state security requirements. The funding covers the cost of needed security software. 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 accessible for the future. These additional resources will enable the Library to meet state and national security standards to ensure the preservation of this potentially vulnerable digital data.

- **Public Library Development Committee**

Dr. Mark Emblidge called on Ms. Carol Adams, head of the Library Development and Networking Division, to report on the committee discussion.

Ms. Adams began by addressing a situation that has come to light with the Roanoke County Public Library. § 42.1-35 of the *Code of Virginia* vests the management and control of local public libraries in a governing library board unless a locality is exempt from this provision

through its form of government; Chesterfield and Shenandoah Counties are also specifically mentioned as exempt from this requirement. Roanoke County has a charter form of government, which is not one that is listed in the *Code* as exempt from the governing board requirement. Since the Roanoke County Public Library is a department of county government and does not operate under the authority of a governing board, the Library believes that it may be in violation of a key state-aid requirement. The Library has recommended that Roanoke County seek an exemption through legislative action by the General Assembly. The county is reluctant to do this as the Roanoke County Attorney believes that the county's charter takes precedence over § 42.1-35 of the *Code*. It is important to resolve the matter because, if the Roanoke County Public Library is out of compliance, it could affect the Board's decision regarding the award of state aid. Also, the Library has received several queries from other localities asking why their library systems are required to have a governing board when the Roanoke County library does not, and we must be able to answer these questions definitively.

The Library intends to seek guidance from the Attorney General of Virginia on this question and plans to ask him for an official opinion on this matter. The Board discussed the potential ramifications on Roanoke County, which currently receives \$155,633.00 in state funds. If state aid is withheld from the library, it would have a significant impact on the local library system. However, the Library Board is also charged with fairly and consistently applying the standards for state aid eligibility to all library systems and must abide by the *Code*. After additional discussion, the Board agreed to wait until guidance is provided by the Attorney General. As it ordinarily takes several months for the Attorney General's Office to issue an opinion, the Board will likely not face a decision until next spring.

On behalf of the Public Library Development Committee, Dr. Emblidge placed before the Board a recommendation for the Library Board to reaffirm its Criteria for Librarian Certification. He explained that the committee is making this recommendation because of a recent request from a library director that the Board allow an alternative path toward certification. Mr. Emblidge stated that the criteria for professional certification has been in place for many decades but underwent extensive review by the Library Board between 2001 and 2005. Although alternative certification models were examined at that time by a specially appointed task force of Board members and the public library community, the Board ultimately decided that the only viable criteria for certification was an MLS degree from an ALA-accredited university program.

Ms. Sims supported the committee's recommendation, pointing out that the certification standard is an impetus for localities to provide professional developmental opportunities for library staff and that localities can use a portion of their state aid to provide financial aid grants to library staff members seeking graduate degrees. In response to the questions regarding the accessibility of ALA-approved programs, Ms. Adams stated that although Virginia does not have a library school program at an in-state university, Virginian students are able to receive in-state tuition for excellent online degree programs offered by many major universities across the United States. The rise of distance learning technology has made access to the degree both manageable and widespread. The Board accepted the Public Library Development Committee's recommendation and voted unanimously to reaffirm the ALA-approved MLIS degree as the sole criteria for librarian certification.

Ms. Adams also reported the committee's discussion of changes that the Library would be making in how local libraries report their common government expenditures. These are funds spent on the direct operation of a library that do not appear in the library's budget during the reported fiscal year. Items usually include utilities, building and grounds maintenance, and library staff wages or benefits provided through local municipal funds. However, all expenditures must be directly related to the operation of the library and can not include any indirect services such as HR, IT support, or county administration. Localities that report data from a cost allocation plan must use the plan from the same fiscal year in which they are reporting their expenditures and include only direct costs. By outlining what can be included in common government expenditures, the Library hopes to level the playing field for all localities to receive their fair share of state aid. Because of these changes, the waiver requests for next year may contain some variation in numbers from past awards.

Library of Virginia Foundation

Ms. Amy Bridge, executive director of the Library of Virginia Foundation, reported on the Foundation's recent activities. The Foundation has hired Ms. Dawn Gregg as development manager, filling a position that has been vacant since November 2014. Ms. Gregg was selected from a total of eight candidates interviewed, and the Foundation is looking forward to her support and expertise.

The Foundation's Executive Committee has begun developing a long-range strategic plan. The last strategic plan was created in 2006.

There are six Foundation Board vacancies becoming available on July 1, and Ms. Bridge distributed nomination forms and a job description to the Library Board. Board members are encouraged to nominate viable candidates to the Foundation Board. Foundation Board terms run for three years. The focus of the Foundation Board is fundraising, as well as opening up networking and partnership opportunities for the Library. Candidates who could represent Southwest Virginia, the Valley, Charlottesville, and Tidewater are particularly welcome.

The annual Literary Awards are scheduled for October 15, 2016, and the Lifetime Achievement winner has confirmed her participation. Sponsorships are still available and the Foundation is particularly interested in developing contacts with companies that might sponsor a table for the luncheon or the evening event.

- **Nominating Committee**

On behalf of the Nominating Committee, Mark Emblidge proposed the following slate of officers for the 2016-2017 biennium.

R. Chambliss Light, *Chair*

Marcy Sims, *Vice Chair*

Executive Committee: Christopher Oprison, Emily O'Quinn, and M. David Skiles

The committee recommends that R. Chambliss Light serve a full term as chair, since for this past year he has been completing Ernestine Middleton's term. Mr. Light thanked the

committee for their confidence. The 2016-2017 slate of officers will be voted upon at the June meeting.

B. Report of the Librarian of Virginia

Dr. Treadway outlined a variety of ways in which the Library is utilizing resources to connect with other organizations and build brand awareness. One major asset the Library brings to partnerships is the use of physical space in the building. For example, the Library recently partnered with the *Richmond Times-Dispatch* by providing the Lecture Hall for the 42nd Annual *Times-Dispatch* Spelling Bee on March 12, 2016, and the Library was mentioned in the newspaper's coverage of this event. On March 19, 2016, the American Civil War Museum held its 2016 Symposium at the Library. The event was broadcast nationally on C-SPAN's Book TV, and the Library received additional publicity through this co-sponsored event. In both cases, by providing event space, the Library received regional or national exposure at no cost to the Library.

On April 6, the Library co-sponsored with Hope in the Cities/Initiatives of Change a program on the new National Museum of African American History and Culture, which is slated to open this fall in Washington D.C. Hope in the Cities arranged for Dr. John Franklin, of the museum's Office of External Affairs, to speak at a lunchtime forum on the role of museums in addressing healing, history, and culture. The Library was very pleased to offer this event as it aligned closely with our vision of engaging the past to inspire the future. Dr. Treadway also mentioned the upcoming opening reception for the *First Freedom* exhibition on Wednesday night, April 13, 2016. Board and Semper Virginia members are invited for a preview of the exhibition and Chief Deputy Attorney General Cynthia Hudson will be offering welcoming remarks.

Dr. Treadway emphasized how pleased the Library is to have received the budget amendment from the General Assembly to move forward on hiring an Information Security Officer. With this need met, the Library will be able to focus on securing funding to further our planning efforts for the redesign of our spaces on the first and second floors. As we move forward with changes to our reading room service model, it is clear that reconfiguration of the space is needed to help the staff adapt to present and future patron needs. The Library is committed to leveraging all its resources, including physical space, to increase its presence within the community.

Ms. Hampton complimented the Library on the coverage of the *Strong Men and Women Program* in the local newspaper and expressed the hope that Board members could receive more advance notice of Library events and programs so that they can better plan to attend.

C. Report of the Chair

Mr. Light commended Ms. Sims for her participation in the *Virginia Women in History* event and complimented Ms. Hampton for her attention to detail in reviewing the Board minutes. The entire Board is urged to make the most of opportunities to be active participants in Library events and interests. Mr. Light called attention to one particular Board member who has provided an exemplary example of engagement over the past ten years during her tenure on the

Board and read the following resolution in recognition of her accomplishments:

THE COMMONWEALTH OF VIRGINIA
A Resolution of the Library Board

WHEREAS § 42.1-3.1 of the Code of Virginia gives the Library Board authority to confer an honorary degree of patron of letters to anyone who, in the Board's opinion, has made an outstanding contribution in the realm of history, library, or archival science; and

WHEREAS the Library Board has identified an ideal recipient of this special award in Carole M. Weinstein, who will complete her tenth and final year on the Library Board on June 30, 2016; and

WHEREAS Carole Weinstein has brought her vast experience with many other organizations and on many other boards to her work with the Library of Virginia and has helped the Library improve its programs, activities, outreach, and communications.

WHEREAS she has provided wise counsel and suggested new ways of doing things, always with an eye toward making the Library the best that it could be; and

WHEREAS through her service on the Library Board and her eight years as a member of the Library of Virginia Foundation Board she has been an exemplary ambassador for the Library within the philanthropic and cultural community, sharing her enthusiasm and commitment to the Library with all. By lending her name to our endeavors, she has signaled to others that the Library of Virginia is an educational and cultural treasure worthy of their investment and support; and

WHEREAS her personal passion for literature and the talented writers who create it as well as her unfailing support for the Library's signature Literary Awards Celebration each year has helped the Library forge important relationships within the literary community; and

WHEREAS her generosity in establishing the Carole M. Weinstein Virginia Authors Fund – the first million-dollar endowed fund within the Library of Virginia Foundation – will immeasurably strengthen the Library's programming for readers and writers and enable the Library to sponsor innovative programs in Richmond and across the state, in partnership with public libraries, museums, and other local organizations; and

WHEREAS Carole M. Weinstein has enthusiastically embraced every aspect of the Library's mission and has done more than any other citizen during the past ten years to advance the Library and its programs; now therefore

BE IT RESOLVED by the Library Board on this 11th day of April 2016 that the Board recognizes Carole Weinstein's outstanding service to the Library by conferring on her the inaugural honorary patron of letters degree; 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 Carole M. Weinstein and that the patron of letters degree be awarded to Carole M. Weinstein by the Library Board at the Library's annual Literary Awards Celebration on October 15, 2016.

Mr. Light moved that the Board adopt this resolution as proposed and the entire board seconded, voted unanimously in favor, and gave Ms. Weinstein a standing ovation for this exceptional honor.

Ms. Weinstein accepted the Patron of Letters degree with an open heart and gratitude stating that since the Literary Awards have been so important to her, she is very proud to be the recipient and it is a perfect conclusion to her decade of service. She and her husband, Marcus, enjoy making gifts during their lifetimes so that they can feel the excitement of the recipients and see the good that it does in the community.

Mr. Light stated on behalf of the Board that he looks forward to formally presenting the Patron of Letters degree to Ms. Weinstein at the Literary Awards Celebration in October.

VII. OLD OR NEW BUSINESS

The Board reaffirmed that they planned to honor Ms. Ernestine Middleton at the Annual Board Luncheon by displaying the two books conserved in her memory.

IX. ADJOURNMENT

There being no further business, Mr. Light adjourned the meeting at 12:21 p.m.