

MINUTES
THE LIBRARY BOARD COMMITTEE MEETING MINUTES
Library of Virginia
April 3, 2017

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, April 3, 2017, at 8:30 a.m. in Conference Room C of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: K. Johnson Bowles, L. Preston Bryant, Jr., R. Chambliss Light, Jr., Barbara Vines Little, Christopher Oprison, and M. David Skiles,

The committee discussed pending agreements with Ancestry and with local circuit court records, activities relating to the WWI and WWII Commission Profiles of Honor tour and other Legacy Projects, and received an update on the Kaine email project in conjunction with the E-discovery tool in partnership with the University of Waterloo. The committee discussed the logistics behind testing the e-discovery tool and the importance of LSTA funds to the Kaine email project.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, April 3, 2017, at 8:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Mark E. Emblidge, Mohammed Esslami, Kristin Cabral, Shelley Viola Murphy, and Marcy Sims. Su Yong Min and Emily O'Quinn participated via conference call.

Public Library consultant Kim Armentrout discussed her preliminary assessment of the data that public libraries submitted through Bibliostat, stating that at the present time it appeared that most of the state aid waiver requests that the Board could expect to receive would be technical in nature and not indicative of any significant issues. One library system that had been late in completing the requisite submission had done so just before the Board meeting. She also discussed the problem that common governmental funds reporting had created for analyzing the state aid data and suggested that libraries not be penalized for funds that are not included in local library budgets.

Librarian of Virginia Sandra Treadway reported on the completion of the evaluation of the Library's Five-Year LSTA Plan and then discussed the Library's concerns about the prospect that the LSTA program may be eliminated or significantly reduced in the budget under discussion at the present time by Congress.

EDUCATION AND OUTREACH COMMITTEE

The Education and Outreach Committee of the Library Board met on Monday, April 3, 2017, at 9:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, Kristin Cabral, Mohammed Esslami, and Barbara Vines Little, Shelley Viola Murphy and Marcy Sims.

Dr. Gregg Kimball, Director of Public Services and Outreach, briefly summarized the Library's signature spring events; Strong Men Strong Women and Virginia Women in History. The committee also discussed the Irish Ancestry Day on March 17th in conjunction with the Ulster Historical Society. The day long genealogical program focused on Irish and Scots-Irish research available online through the Ulster Historical Society as well as naturalization records and immigration maps at the Library. The symposium was well received with many attendees coming from out of state. The committee discussed how to broaden the reach of these special events through leveraging information on the website. Prospective groups for future partnerships were discussed.

Finally, the Education, Outreach, and Research Services Committee took a brief tour of the newly opened Teetotalers and Moonshiners: Prohibition in Virginia, Distilled exhibition which opened April 3, 2017. Dr. Kimball especially thanked the financial partners of the exhibition which was cosponsored by ABC, Virginia Distillers Association and the Richmond Times Dispatch.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, April 3, 2017, at 9:15 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: Mark E. Emblidge, R. Chambliss Light Jr., Christopher G. Oprison, and M. David Skiles. Foundation Board member Peter E. Broadbent Jr. joined the committee for the meeting. Su Yong Min and Emily O'Quinn participated via conference call.

The committee reviewed the Library's Statement of Financial Condition, presented by Deputy of Administration, Connie Warne. The remainder of the discussion involved a review of the Board's success in having much of the Library's budget reduction restored in the recently concluded General Assembly session and the fiscal challenges that still lie ahead. The committee reviewed the summary of the impact that a loss of LSTA funds would have on the Library and library services in the state and discussed a strategy for reaching out to Virginia's congressional delegation to make them aware of the value to their constituents of the LSTA program.

NOMINATING COMMITTEE

The Nominating Committee of the Library Board met on Monday, April 3, 2017, on Conference Room C of the Library of Virginia. The following members were in attendance: Mark E. Emblidge and R. Chambliss Light Jr. After discussion, the committee agreed on the following slate of officers for 2017-2018 to propose to the full Library Board:

Chair:	Marcy Sims
Vice Chair:	David Skiles
Past Chair:	R. Chambliss Light Jr.
Executive Committee:	L. Preston Bryant Jr.
	Mark Emblidge
	Carol Hampton

MINUTES
THE LIBRARY BOARD MEETING

The Library of Virginia

April 3, 2017

The Library Board met on Monday, April 3, 2017, 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 10:37a.m., welcomed the Board and announced a quorum present.

The following members were in attendance:

R. Chambliss Light, Jr., *Chair*

K. Johnson Bowles

Kristin Cabral

Mark Emblidge

Mohammed Esslami

Carol Hampton

Barbara Vines Little

Shelley Viola Murphy

Chris Oprison

Marcy Sims

David Skiles

Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings; Mr. Jon Bowerbank participated via conference call at his home office in Abington due to work conflicts, Su Yong Min participated via conference call from her office in Seoul, Korea due to a delayed flight back to the USA, and Emily O'Quinn participated via conference call from her office in Bristol, Tennessee due to scheduling conflicts. L. Preston Bryant and Carol Hampton were absent.

II. APPROVAL OF AGENDA

Ms. Marcy Sims moved that the Board accept the agenda as proposed and Dr. Mark Emblidge seconded. The Board approved the agenda by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Light extended a warm welcome to newly appointed Board member, Shelley Murphy and invited Dr. Murphy to share information with the Board about her background and interests. Mr. Light also extended a welcome to the new Manager of Human Resources, Vanessa Anderson.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the January 9, 2017 meeting upon a motion made by Mr. David Skiles and seconded by Ms. Barbara Vines Little

VI. Information Items

A. Reports from Other Organizations

Conley Edwards spoke on behalf of the Friends of the Virginia State Archives reporting a successful 25th annual Straight to the Source program which took place on March 24, 2017. Staff presentations focused on immigration and naturalization records in the collections, resources relating to WWI, the discovery of Revolutionary War military bounty land suits among the chancery record collection, and the conservation and digitization of the Charles City County record book. The Friends also took the opportunity during the program to recognize and honor three archivists who left the Library's staff in November. They represent a combined service of more than 90 years and all of them had supported the Friends in various ways during their tenure. Chris Kolbe, Minor Weisiger, and James Greve were recognized with Friends bookplates in volumes acquired for the collections. They also each received an engraved glass book award expressing appreciation for their contributions to the Friends.

Finally, Mr. Edwards expressed thanks on behalf of the Friends to R. Chambliss Light, David Skiles, Peter Broadbent, and many others for their dedicated work with various members and committees of the General Assembly to secure the funding necessary to enable the Library to resume its normal operating hours in the coming fiscal year.

Mr. Peter Broadbent announced the upcoming Virginia Genealogical Society Conference scheduled for April 21st and 22nd. The Friday program at the Library will focus on providing individual assistance for beginners and offering strategies for difficult genealogical problems. The Saturday program will feature Shannon Combs-Bennett, who will share her knowledge of Genetic Genealogy, DNA, and Social Media.

B. Approval of Resolutions of Appreciation

Mr. Light introduced and read a number of resolutions related to the successful passage of House and Senate budget amendments 239 and 240 in the General Assembly which will provide funding for the Library to reopen six days a week after July 4, 2017 and for two mission critical records management and private papers positions.

The first two resolutions were to Delegate James P. Massie and Senator Jill H. Vogel, who were patrons of the amendments in the House and the Senate. Mr. Light read the resolutions for Delegate Massie and Senator Vogel and moved that they be adopted by the Board as written.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturdays and Mondays and also continuing to lack sufficient personnel to provide certain mission critical services to the public; and

WHEREAS Delegate James P. Massie III was advised in depth by representatives of the Library of the severity of these service reductions to the public; and

WHEREAS Delegate Massie agreed to be the patron for budget amendments to secure the funding necessary to restore these services; and

WHEREAS House Budget Amendments 239 and 240 were successfully steered through the legislative process by Delegate Massie and the aforementioned services will be restored to the use and benefit of the public; now and therefore

BE IT RESOLVED by the Library Board on this the 3rd day of April 2017 that the Library Board expresses its deepest appreciation and respect to Delegate Massie for his leadership in helping the Library serve the public and its mission; 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 Delegate James P. Massie III as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturdays and Mondays and also continuing to lack sufficient personnel to provide certain mission critical services to the public; and

WHEREAS Senator Jill H. Vogel was advised in depth by representatives of the Library of the severity of these service reductions to the public; and

WHEREAS Senator Vogel agreed to be the patron for budget amendments to secure the funding necessary to restore these services; and

WHEREAS Senate Budget Amendments 239 and 240 were successfully steered through the legislative process by Senator Vogel and the aforementioned services will be restored to the use and benefit of the public; now and therefore

BE IT RESOLVED by the Library Board on this the 3rd day of April 2017 that the Library Board

expresses its deepest appreciation and respect to Senator Vogel for her leadership in helping the Library serve the public and its mission; 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 Delegate James P. Massie III as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Mr. Christopher Oprison seconded the motion to adopt these resolutions and the Board voted unanimously in favor of the motion.

Mr. Light then introduced a resolution to recognize Mr. Peter Broadbent for his outstanding contributions in support of the legislation on behalf of the Library.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturdays and Mondays and also continuing to lack sufficient personnel to provide certain mission critical services to the public; and

WHEREAS Peter E. Broadbent Jr. recognized the severity of these service reductions to the public; and

WHEREAS Peter E. Broadbent volunteered to work the legislative process in a number of ways to advance budget amendments in the Virginia General Assembly to secure the funding necessary to restore these services; and

WHEREAS House and Senate Bills 239 and 240 were successfully steered through the legislative process and the aforementioned services will be restored for the use and benefit of the public; therefore

BE IT RESOLVED by the Library Board on this 3rd day of April 2017 that the Board expresses its deepest appreciation to Peter E. Broadbent Jr. for his leadership in helping the Library serve the public and fulfill its mission; 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 Peter E. Broadbent Jr. as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

The Board unanimously seconded and approved the motion for Mr. Broadbent. Mr. Skiles added his personal commendation on Mr. Broadbent's indefatigable spirit in championing the Library's needs to General Assembly members. Mr. Broadbent was presented with framed lined drawing of the Library in recognition of his support.

Mr. Light introduced and read a resolution to be adopted on behalf of Mr. Skiles for his outstanding contributions in support of the legislation on behalf of the Library. Ms.

Marcy Sims seconded the motion and the Board voted unanimously in favor. Mr. Skiles was presented with framed lined drawing of the Library in recognition of his support.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturdays and Mondays and also continuing to lack sufficient personnel to provide certain mission critical services to the public; and

WHEREAS David Skiles recognized the severity of these service reductions to the public; and

WHEREAS David Skiles volunteered to work the legislative process in a number of ways to advance budget amendments in the Virginia General Assembly to secure the funding necessary to restore these services; and

WHEREAS House and Senate Bills 239 and 240 were successfully steered through the legislative process and the aforementioned services will be restored for the use and benefit of the public; therefore

BE IT RESOLVED by the Library Board on this 3rd day of April 2017 that the Board expresses its deepest appreciation to David Skiles for his leadership in helping the Library serve the public and fulfill its mission; 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 David Skiles as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Mr. Light also introduced a resolution to recognize Dr. Sandra G. Treadway for her leadership in navigating the introduction of the amendments and presenting the Library's case to the legislature. The Board unanimously seconded the motion and voted in favor of adopting the following resolution.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2017-2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturday and Monday and also continuing to lack sufficient personnel to provide certain mission critical services to the public, and;

WHEREAS Dr. Sandra G. Treadway, Librarian of the Commonwealth of Virginia, recognized the severity of these service reductions to the public, and;

WHEREAS Dr. Treadway heroically lead her team to deal with the impact of these budget reductions in the least negative manner to the services to the public, and;

WHEREAS Dr. Treadway and her team responded to requests by the Board of the Library of Virginia and from numerous members of the Virginia General Assembly to explain how the proposed budget requests would affect the delivery of services to the public, and;

WHEREAS the information provided by Dr. Treadway and her personal credibility contributed significantly to the legislative process in the Virginia General Assembly to secure the funding necessary to restore the afore mentioned services were secured; now therefore

BE IT RESOLVED, by the Library Board on this 3rd day of April 2017 that the Library Board expresses their deepest appreciation and professional respect to Dr. Sandra G. Treadway and her team for their leadership in helping the Library serve the public and carry out its mission;

BE IT FURTHER RESOLVED that a copy this motion shall be spread upon the minutes of this meeting of the Library and a copy of it transmitted to Dr. Sandra G. Treadway.

Ms. Sims introduced and read a resolution to recognize Mr. Light for his leadership and advocacy during the legislative process. The Board was unanimous in seconding the motion and voted in favor of the following resolution. Mr. Light was presented with framed lined drawing of the Library in recognition of his support.

*The Commonwealth of Virginia
A Resolution of the Library Board*

WHEREAS the budget submitted by the Governor of Virginia for fiscal year 2018 would have resulted in the Library of Virginia continuing to be closed to the public on Saturdays and Mondays and also continuing to lack sufficient personnel to provide certain mission critical services to the public; and

WHEREAS R. Chambliss Light Jr. recognized the severity of these service reductions to the public; and

WHEREAS as Library Board chair he led the Board in developing a legislative strategy for the 2017 General Assembly session and worked closely with Board members to secure and advance budget amendments to restore the Library's public services; and

WHEREAS House and Senate Bills 239 and 240 were successfully steered through the legislative process and the aforementioned services will be restored for the use and benefit of the public; therefore

BE IT RESOLVED by the Library Board on this 3rd day of April 2017 that the Board expresses its deepest appreciation to R. Chambliss Light Jr. for his leadership in helping the Library serve the public and fulfill its mission; 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 R. Chambliss Light Jr. as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Mr. Light thanked the entire Board for their support and for everyone's personal contributions in appealing to their local legislators. Ms. Kristin Cabral, Ms. Marcy Sims, Ms. Emily O'Quinn, Ms. Su Yong Min, Mr. Mohammed Esslami, and Mr. Oprison were all thanked by name. Mr. Light and Mr. Skiles in particular thanked Ms. Barbara Vines Little for using her connections and influence in the genealogical community to promote a ground swell of individual engagement which spurred legislators into action.

Ms. Cabral inquired about thank you letters to the House and Senate co-patrons as included in the Board packet. Mr. Light moved that the board authorize his sending the following thank you letter to each co-patron on behalf of the Board. Ms. Cabral seconded the motion and the Board voted unanimously in favor of it.

On behalf of the Board of the Library of Virginia, I write to thank you for being a co-patron of Senate budget amendments 239 and 240, which restored the funding necessary for the Library of Virginia to re-open six days a week and for two additional mission-critical staff positions.

The Library of Virginia has 1.9 million library items, 121 million archival items, 205,046 in-person visitors in 2016, and 4 million users of our online digital collections. Due to funding reductions, the Library has lost 42 percent of its staff over the last ten years. The most recent proposed reduction would have dealt a near fatal blow to the Library's capacity to fulfill its mission and provide the level of service that the public depends on.

The Library is considered by historians and genealogical researchers to be one of the most important historical repositories in the country. Without this much-needed funding, the Library's collections would not have been conveniently accessible and the Library would not be in a position to properly serve the citizens of the Commonwealth who use our resources, especially on Saturdays.

We know it was a challenge to balance the demands of the state budget during the past General Assembly session, and the Library Board is extremely grateful to you for recognizing and supporting the needs of the Library of Virginia and the public that it serves.

Sincerely,

*R. Chambliss Light Jr., Chair
The Library Board*

C. Committee/Division Reports

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

Mr. Skiles asked Dr. John Metz to summarize the morning committee meeting, stating that the committee had discussed pending agreements, activities relating to the WWI and WWII Commission, and received an update on the Kaine email project in conjunction with the E-discovery tool partnership with the University of Waterloo, which is being tested a tool to aid in processing archival records.

Dr. Metz reported that discussions are ongoing to make several kinds of records available in online formats, including the pre-1913 Virginia vital records as well as local Probate records in conjunction with the National Historic Probate Project. The latter initiative involves outreach and individual agreements with local circuit courts clerks to authorize digitization. Kathy Jordan has been working closely with Ancestry to establish a partner page which would make the Confederate Pension Records, the post-1913 vital records that the Department of Health has made available, and the Colonial Records Project freely available to Virginia users with a valid Virginia Driver's License or ID.

The Library is also working with the Virginia National Guard to identify and locate service records known as Form 724-1 A.G.O., which is an important source of information on Virginians who served in the armed forces between 1916 and 1921. The cards, authorized by Congress, were returned to the state of the soldier's origin by the U.S. Adjutant General's Office following the war for pension and benefit purposes. The cards are especially important because they serve as the only link to a soldier's service

University of Waterloo. The E-discovery tool has been thoroughly tested on previously processed batches of emails and they are now conducting new trials with unprocessed batches of Kaine emails. Since December, the tool has sorted 180,000 emails into various folders and has reduced Mr. Christman's review work by approximately seventy-five percent. The committee discussed batches of emails and parameters chosen for each folder as well as how central LSTA Funds are to support of the Kaine Email project.

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

Ms. Sims extended a warm welcome to incoming Board member Shelley Murphy and noted that a major theme through the committee meeting was recognizing the partners and sponsorships that enable the Library to conduct such a variety of outreach programs. Among these are the Library's ongoing partnerships with Dominion, the *Richmond Times Dispatch*, and the Virginia Business and Professional Women's Foundation Fund, as well as some newer partnerships with the Irish National Archives, the Virginia ABC Board, and the Virginia Distillers Association. Ms. Sims asked Dr. Gregg Kimball to summarize the Library's spring events and the opening of the "Teetotalers and Moonshiners: Prohibition in Virginia, Distilled" exhibition.

Dr. Kimball gave a brief recap on the Library's signature spring events Strong Men Strong Women and Virginia Women in History and directed the Board's attention to the accompanying traveling exhibitions which will be located throughout the state over the next year. The statewide reach of these programs is also reflected in the nearly 3,000 posters of the 2017 recipients sent to public and private schools, libraries, and educational co-ops throughout the state. The Virginia Women in History essay contest had a record number of 400 entries thanks to the support of classroom teachers who encourage their students to participate.

The Library hosted an Irish Ancestry Day on March 17th in conjunction with the Ulster Historical Society. This day long genealogical program focused on Irish and Scots-Irish available online through the Ulster Historical Society as well as naturalization records and immigration maps at the Library. The symposium was well received with many attendees coming from out of state. The committee discussed how to broaden the reach of these special events through leveraging the information for the website.

Finally, he reported that the Education, Outreach, and Research Services Committee took a brief tour of the newly opened "Teetotalers and Moonshiners: Prohibition in Virginia, Distilled" exhibition, which opened this week. Dr. Kimball especially thanked the financial partners of the exhibition, the ABC, Virginia Distillers Association, and the *Richmond Times Dispatch*. Board members are encouraged to take note of the event flyers in the Board packet related to the exhibitions and the genealogical workshops.

In closing Dr. Kimball extended a warm thank you from the public service staff members to the Board for their efforts with the General Assembly to secure funding to restore public service in the reading rooms to six days a week.

- **Legislative and Finance Committee**

R. Chambliss Light Jr. asked Deputy for Administration Connie Warne to review the Statement of Financial Condition and the budget year-to-year comparison numbers.

Ms. Warne reported that the Library has spent approximately 73% of the general budget as of February 28, 2017. The special funds budget received an additional \$671,284 from the 2019 Commemoration and the WWI and WWII Commissions for special projects. The CCRP line is showing only 49% spent, but there is approximately 2 million more dollars that have been reserved for preservation grants for localities, but the payout process is being slowed by the evaluations on the past two very large award cycles. In terms of yearly comparisons between 2016 and 2017, there is some variance in the amount of federal funds and special funds spent.

Mr. Light also reported that the committee had reviewed the LSTA budget to better understand how the \$3.7 million that the Library receives is allocated and which services would be adversely affected should the LSTA program be eliminated by Congress.

- **Public Library Development Committee**

Dr. Emblidge reported that the committee had focused on state aid and LSTA topics instead of the more interesting statewide initiatives that they often discuss due to the risk of losing LSTA funding from the federal government.

Kim Armentrout, public library consultant, provided the Board with details about the financial data that the public libraries have reported through the Bibliostat collection tool. She gave the Board an overview of what they might expect at the June meeting in terms of waiver requests from public libraries. She also brought the Board up to date on the city of Richmond's audit issues that are still outstanding and having an impact on state aid to the Richmond Public Library and on the intent of the Smith-Bland Regional Library to dissolve as of July 1, 2017 and create two separate county systems.

Finally, the evaluation of the Library of Virginia's Five Year LSTA Plan was completed and submitted to the Institute of Museums and Library Services. The Library is currently working on the Five Year Plan for 2018-2022, despite the concern over the future of the LSTA program. The President's budget did not include funding for the Library Services and Technology Act, the National Endowment for the Humanities, or the National Endowment for the Arts, all of which are very closely tied with the Library's mission and have served as funding sources for major initiatives in the past.

The Board was directed to the impact statement on what the loss of LSTA funding would mean for Virginia included in their packet. Virginia receives 3.7 million annually, which is used to support the Commonwealth's public libraries, statewide library services, and to provide a wide array of information resources. The impact statement has been shared with the Secretary of Education's Office, with each member of Virginia's Congressional

delegation, and the library community across the state. The Board discussed potential follow up actions to increase awareness by state legislators of the importance of LSTA. .

- **Library of Virginia Foundation**

Ms. Amy Bridge, executive director of the Library of Virginia Foundation, reported that on March 23rd, the Foundation hosted a corporate prospect event. Those who attended were all a result of a personal contact with a Board member. The group had a special collections tour and left with a deeper understanding and appreciation of the Library. In April, the Foundation will be hosting a meeting for members of Encorpneur, a networking group of executives or retired executives. She also asked Board members to save the date for the 20th Annual Literary Awards, which will take place on October 14th, featuring David Baldachi as the Lifetime Achievement Award winner. Board members will soon be receiving information regarding sponsorship opportunities.

Finally, Ms. Bridge reminded the Board of the importance of have full Board participation in annual giving. Four Board members have already contributed this fiscal year and Ms. Bridge extended special thanks to Shelley Murphy who updated her membership at her Board orientation. Board members are encouraged to review their membership this spring so that she will be able to report 100 percent participation at the June meeting.

- **Nominating Committee**

Mr. Emblidge reported on the discussion of the Nominating Committee which proposed the following slate of officers for the Library Board year July 1, 2017 – June 30, 2018.

Chair: Marcy Sims

Vice-Chair: M. David Skiles

Past Chair: R. Chambliss Light

Executive Committee:

Carol Hampton

Mark Emblidge

L. Preston Bryant

VII. Joint Board Retreat Follow Up – Information Technology Challenges

Mr. Paul Casalaspi, director of information technology, provided a presentation following up on an issue discussed at the Board's November retreat with the Foundation Board pertaining to the Library's technology challenges. .

He described the ways in which technology underpins all the work at the Library of Virginia, both online and in-house, from processing to providing access, from agency administration to public engagement. Technology is central to the future of the Library and its mission-critical work will require technology that is flexible, sustainable and secure. Thanks to the Virginia Public Records Act, the Library of Virginia has a code-mandated requirement to "own and operate any equipment necessary to manage and

retain control of electronic archival records in its custody.” These archival electronic records are stored permanently at higher cost than paper records because they not only have to be migrated between system changes and updates, the servers also have to be protected against hackers and physically secured in a safe environment.

The most critical technology applications that require funding at the present are: the Integrated Library System (ILS-ALEPH) library catalog, the Digital Asset Management System (Digitool), and the Library’s Archives and Records Center Box Management System (Infolinx). The ILS-ALEPH manages the print, archival, and manuscript collections, tracks location and status of the print collections, and manages patron circulation and remote online database access. Digitool ensures responsible management and free public access to the Library’s vast digital collections, including born electronic archival content, photographs, historical manuscripts, and electronic state publications. The Infolinx system provides an enterprise solution to manage the entire life cycle of physical records from creation to disposition.

Mr. Casalaspi also briefly discussed the growth of the IT infrastructure over the last twenty years and compared critical applications expenditures between 1998 through 2007. In 1998 21 percent of the Library technology budget was supported by federal funds, whereas today the dependence on federal funding has grown to 59 percent. Ultimately, the IT budget needs to be balanced between federal funds and general funds. A long-term goal to achieve this balance would be the creation of a Technology Endowment of 5,000,000, which would allow the Library to have more consistency in maintaining and growing services.

Board members asked Mr. Casalaspi a number of questions regarding the software and uses of technology in the Library’s work. Ms. K. Johnson Bowles inquired about the ability to create a risk assessment to report on demonstrated IT needs with concrete measures to demonstrate need. Ms. Sims inquired about the technology required for FOIA requests and the ability to access the records that are stored in Library facilities. Mr. Casalaspi also noted that the Information Security Supervisor position has been filled due to the additional money provided by the General Assembly in the FY 2017 state budget, and thanked Ms. O’Quinn for her assistance in securing that funding.

VIII. Report of the Librarian of Virginia

Dr. Treadway assured the Board that she would stay in touch regarding developments relating to federal funding. She also directed the Board’s attention to a complimentary letter from a long-time patron regarding her experience at the Library and the excellent service she consistently receives from the public service staff. She also drew attention to the extensive amounts of press coverage and social media promotion just between January and March 2017 and acknowledged the team effort involved among the staff in maintaining a consistent media presence, despite the loss of the public information officer in December.

IX. Report of the Chair

Mr. Light remarked on an article by Frank Brown on Robert Carter, III from the February edition of *Virginia Lawyer* in which he spoke very highly of the public service staff at the Library of Virginia, and he thanked Tina Miller and Anna Moulis by name for their assistance in his research.

X. OLD OR NEW BUSINESS

Mr. Mohammed Esslami inquired about whether it would be possible for the Library to provide