

## **THE LIBRARY BOARD COMMITTEE MEETING MINUTES**

Library of Virginia

June 19, 2017

### **ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE**

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, June 19, 2017, at 8:30 a.m. in the Orientation Room 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., Carol Hampton, R. Chambliss Light, Jr., Barbara Vines Little, and Christopher Oprison. M. David Skiles participated remotely via conference call.

Kathy Jordan provided a brief update on the World War I-World War II Legacy Scanning Project for the Profiles of Honor Tour in partnership with the Virginia World War I and World War II Commemorative Commission. Ms. Jordan detailed some of the similarities of this legacy project with the Civil War 150 project, the exception being that the commission has the responsibility to do the off-site scanning at their events. The project is reaching a wonderful audience who are very personally invested in saving memories and memorabilia from their parents and grandparents. The Library is also receiving personal accounts and collecting stories and information from WWII veterans.

Ms. Jordan also updated the Board on the LSTA Five-Year evaluation and how the positive comments from the audit regarding the electronic data and partnerships are driving the development of several goals for the next Five-Year Plan, which the Library will submit to the Institute for Museum and Library Services later this month.

Leslie Courtois, the Library's conservator, discussed her efforts to conserve a rare manuscript map of Richmond drawn in 1817 by Richmond city surveyor Richard Young. The map is significant not only because it is unique, but because it shows an extensive view of Richmond as it was in the process of being developed and gives researchers not only an idea of what structures existed in 1817, but also what direction the city anticipated growing. The map was first brought to attention several years ago when some proposed developments threatened a variety of historic sites in Shockoe Bottom. It was nominated in 2015 as one of Virginia's Top 10 Endangered Artifacts. Ms. Courtois explained the conservation treatment the map received and expressed the Library's gratitude for donations from the Friends of the Virginia State Archives and the Genealogical Research Institute of Virginia which made the conservation possible.

### **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

The Public Library Development Committee of the Library Board met on Monday, June 19, 2017, at 8:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: Mark E. Emblidge, Kristin Cabral, Su Yong Min, Shelley Viola Murphy, and Marcy Sims.

Public Library consultant Kim Armentrout presented the requests submitted by public libraries for waivers from the Library Board's state aid requirements. The first group of waivers reviewed by the committee were those categorized as technical waivers. Ms Armentrout explained that the technical waiver list was longer than usual as a result of changes in the way libraries were asked to report common governmental funds. The remainder of the technical waivers were all resulting from staff changes, vacancies, or one-time expenditures that did not occur in the following year. After brief discussion, the committee voted unanimously to approve all the technical waivers and to bring this recommendation to the full Board.

Ms. Armentrout then presented seven waivers for libraries for failure to meet the 66.6 percent income from taxation or endowment and thirteen waivers for failure to meet 50 percent of the median local expenditures per capita. As several of the libraries on these lists have appeared before, the Library has counseled them on how they might improve. Ms. Armentrout explained that they have each agreed to a five-year plan to improve their financial condition and to demonstrate significant effort. These plans were executed in 2015 and will be evaluated in 2020. The committee voted unanimously to approve both groups of waiver requests and to bring this recommendation to the full Board.

The final waiver considered by the committee was a request from the Colonial Heights Public Library to deviate from the Board's requirement on evening hours to better reflect the library's usage. Rather than be open one evening with three consecutive hours after 5 p.m., the library asked to stay open several nights a week but only until 7 p.m. As this shift in the library's schedule aligns well with local needs, the committee voted unanimously to approve this request and recommend that the Library Board follow suit.

Ms. Armentrout then asked committee members for their thoughts about a draft letter she would like to send to several libraries in localities that have not yet finalized their annual audits. The Board suggested a few changes to the letter, including the addition of a deadline by which the Library of Virginia expected to have received a copy of the audits.

Once the waivers were approved, the committee reviewed the state-aid appropriation amounts for each local and regional library system, which were calculated based on the formula set forth in the Code. The committee unanimously approved the proposed allocation of state aid and agreed to report this recommendation to the full Board.

## **EDUCATION AND OUTREACH COMMITTEE**

The Education and Outreach Committee of the Library Board met on Monday, June 19, 2017, at 9:10 a.m. in the Orientation Room of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, Kristin Cabral, Barbara Vines Little, Shelley Viola Murphy and Marcy Sims.

Mary Hennig, microfilm specialist and member of the Library's Access, Service Planning, and Implementation Committee, detailed how members of the public service staff have implemented strategic changes to the in-person service model. Updates include a new service desk and entry point, combined circulation and reference staff, the unified library card registration process, visual aids in the Local History and Genealogy room, and a relocation of many materials.

Digital Collections Specialist Sonya Coleman introduced committee members to the Library's new online forum *Making History Connect*, which will be used going forward to solicit feedback, success stories, and track online engagement with the Library's website.

Catherine Wyatt, education and outreach manager, provided a brief update on the recent events supporting the *Teetotalers and Moonshiners: Prohibition in Virginia, Distilled* exhibition and described how some new partnerships have expanded the audience for this exhibition.

## **LEGISLATIVE AND FINANCE COMMITTEE**

The Legislative and Finance Committee of the Library Board met on Monday, June 19, 2017, at 9:10 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., Mark E. Emblidge, Carol Hampton, R. Chambliss Light Jr., Su Yong Min, and Christopher G. Oprison. M. David Skiles participated in the meeting via telephone.

The committee reviewed the Library's Statement of Financial Condition as of April 30, 2017, presented by Deputy of Administration Connie Warne. Ms. Warne explained that the Library was completely on track to close the year in good order, with all funds expended. The remainder of the discussion focused on preparations for advancing the Library's technology needs with the Department of Planning and Budget and the Governor's Office this summer as they prepare for the state's 2018-2020 biennial budget and educating key members of the General Assembly on the needs during late summer and fall.

## **EXECUTIVE COMMITTEE**

The Executive Committee of the Library Board met on Monday, June 19, 2017, at 9:50 a.m. in the Orientation Room of the Library of Virginia. The following members were in attendance: R. Chambliss Light Jr., Christopher G. Oprison, and Marcy Sims. M. David Skiles participated in the meeting via telephone. Senior Assistant Attorney General Carrie Nee joined the committee for the meeting. The committee conducted its annual performance review of the Librarian of Virginia, providing positive and affirming feedback on the past year. The committee then reviewed the amendment to the Librarian's contract, prepared and reviewed by the Attorney General's Office, extending the existing contract terms through June 30, 2020. The committee approved the extension of the Librarian's employment agreement as stipulated in the amendment and agreed to bring this recommendation to the full Board.

**MINUTES**  
**THE LIBRARY BOARD MEETING**  
The Library of Virginia  
June 19, 2017

The Library Board met on Monday, June 19, 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 10:33 a.m., welcomed the Board, and announced a quorum present.

The following members were in attendance:

R. Chambliss Light Jr., *Chair*  
K. Johnson Bowles  
L. Preston Bryant Jr.  
Kristin Cabral  
Mark Emblidge  
Carol Hampton  
Barbara Vines Little  
Su Yong Min  
Shelley Viola Murphy  
Christopher G. Oprison  
Marcy Sims

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, and Mr. M. David Skiles participated from his home office in Centreville due to health issues. Mr. Mohammed Esslami and Ms. Emily O'Quinn were absent.

**II. APPROVAL OF AGENDA**

Ms. Kristin Cabral moved that the Board accept the agenda as proposed, and Ms. Shelley Murphy seconded. The Board approved the agenda by unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Light extended a warm welcome to former state archivist Conley Edwards and to the staff present.

**IV. PUBLIC COMMENT**

None.

**V. CONSENT AGENDA**

• **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the April 3, 2017, meeting upon a motion made by Dr. Mark Emblidge and seconded by Mr. Christopher Oprison.

## **VI. Information Items**

### **A. Reports from Other Organizations**

Mr. Conley Edwards, chair of the Friends of the Virginia State Archives, reported that some of the 100 plus volumes donated by the Friends last year have been added to the Library's collection and are available for use in the Local History of Genealogy Room. In addition, a member of the Friends has contributed a \$1,000 dollars to the Adopt Virginia's History program. Library staff are working to identify an appropriate item in the collection to be conserved with this gift; several George Washington items are under consideration.

The annual Richard Slatten Lecture Series will take place on September 30, 2017. The speaker is Dr. Michael D. Lacopo who began researching in 1980 and has lectured internationally and written for numerous periodicals and journals.

Mr. Edwards also reported that the Virginia Genealogical Society recently recognized Mr. Peter Broadbent for his advocacy of the Library during the recent budget crisis with a \$500 donation to conserve an item in the Library. He also added that the Virginia Genealogical Society's spring conference was well attended, and that the group is already looking forward to the fall conference, which is titled "Genealogical Gems: Hiding in Plain Sight," at the Slover Library in historic downtown Norfolk on October 27-28, 2017.

Mr. Light thanked Conley for his consistent presence and constant support of the Library.

### **B. Committee/Division Reports**

#### **• Library of Virginia Foundation**

Carol Hampton proudly announced that the October 14<sup>th</sup> Literary Awards Gala is sold out of tickets. She encouraged the board to spread the word about the Literary Luncheon and to participate in the People's Choice Award voting. Development Manager Dawn Greggs then provided a development update, announcing that fifteen of the sixteen Library of Virginia Foundation Board members had participated in the annual fund for fiscal year 2017; to date, only eight of the Library Board's fifteen members had made a contribution. Over all, between the various giving campaigns and social media pushes, there has been a 4 percent increase in the Fry-Jefferson Society membership and a 50 percent increase in Virginia Authors Circle membership. Ms. Greggs also reported that the Adopt Virginia's History program has been gaining momentum, and it is exciting to be able to find new items in the collection to place on the adoption list.

Mr. Light thanked the Board members for their contributions and urged those who have not participated in the annual fund to make their donations before the end of June.

Ms. Kristin Cabral raised a concern about one of the images used in the Foundation's brochure and made some suggestions for updating the brochure.

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

Mr. David Skiles called upon Kathy Jordan, the Library's digital initiatives and web services manager, to summarize the discussions of the Archival, Collections, and Records Management Services Committee. Ms. Jordan summarized Leslie Courtois's presentation about conserving the Richard Young map of 1817. The map is from the Richmond City's Engineer's collection, and it provides a unique look into the design for the Richmond area during a crucial stage in its development. Richard Young was a city surveyor and his map captures not only what Richmond looked like in 1817 but also how the city was projecting future developments. The map had been rolled up and neglected for years over at City Hall to the point where it was unreadable and incredibly fragile by the time it was given to the Library. Ms. Courtois detailed how she was able to flatten, patch, and strengthen the original map on the original linen so that it can be utilized by researchers. The map is in process of being digitized so that it can be easily accessible while remaining protected. The Library thanks the Friends of the Virginia State Archives and the Genealogical Research Institute of Virginia for making the conservation of this artifact possible.

The Profiles of Honor Tour, sponsored by the Virginia World War I and World War II Commemorative Commission, is currently collecting scanned copies of documents and photographs brought to tour events by Virginians whose family members served in one or both world wars. The Library is partnering with the commission on the WWI-WWII Legacy Scanning Project. The project is similar to the Civil War 150 Legacy project, except that the Commission is taking on the responsibility of providing onsite scanning while the Library is organizing the data and making it accessible to the public.

Ms. Jordan also updated the Board on the LSTA Five-Year evaluation and how the positive comments from the audit regarding the electronic data and partnerships are driving the development of several goals for the next Five-Year Plan, which the Library will submit to the Institute for Museum and Library Services later this month.

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

Marcy Sims summarized the three morning presentations given to the Education, Outreach, and Research Services committee. Microfilm Specialist Mary Hennig presented some details about the new service model and how structural changes to the service area are helping staff "make hard things easy." Digital Collection Specialist Sonya Coleman described the new Engagement HQ platform, *Making History Connect*, aimed at enhancing the Library's online presence and tracking levels of user engagement. Finally, Education and Outreach Manager Catherine Wyatt discussed several events related to the Prohibition exhibition and explained how partnerships are opening up new markets in advertising.

Public Service and Outreach Director Gregg Kimball thanked the Information Technology Division for their support in improving the registration process for Library

cardholders, in troubleshooting remote registration challenges, and for exploring new ways to connect with audiences online in order to obtain more meaningful feedback and web reporting.

Ms. Sims complimented the Library on their attitude of continuous improvement and for the creative ways the staff are making user experiences better and increasing the accessibility to information.

- **Legislative and Finance Committee**

L. Preston Bryant Jr., vice chair of the Legislative and Finance Committee, reviewed the committee's discussion of the timeline for the development of the Governor's budget and steps that the Library Board may wish to take in preparation for the upcoming General Assembly session. He reflected on changes that have occurred within the General Assembly since the last session and emphasized the importance of developing new relationships with key members of the General Assembly in order to secure support for any new budget requests.

Connie Wane, deputy of administration, reviewed the fiscal information charts with the Board stating that as of April 30, 2017, 89 percent of the budget had been spent, which is comparable to past years. Ms. Wane answered questions relating to the Circuit Court Records Preservation Program and special funds budgets. She also announced that the Library will resume hours six days a week on July 5. Three staff members who were laid off during the budget reductions last fall have agreed to return to their former positions, which will support staffing levels until more public service staff can be hired after July 1.

- **Public Library Development Committee**

Mark Emblidge asked Public Library Consultant Kim Armentrout to walk the Board through the waiver requests considered by the Public Library Development Committee in advance of the Board voting on the waivers and on the proposed State Aid grants for fiscal year 2018.

Ms. Armentrout announced that this year there were thirty-six technical waiver requests, which are submitted by a library that has experienced a drop in expenditures from one year to the next. In this year's case many waivers were a result of the change in the reporting requirements for common governmental funds. Dr. Emblidge reported that committee had reviewed and approved the technical waivers and moved that the full Board approve technical waivers. Ms. Johnson Bowles seconded the motion, and the technical waivers were approved by unanimous vote.

Ms. Armentrout then presented seven waivers for libraries for failure to meet the 66.6 percent income from taxation or endowment and thirteen waivers for failure to meet 50 percent of the median local expenditures per capita. As several of the libraries on these lists have appeared before, the Library has counseled them on how they might improve. Ms. Armentrout explained that they have each agreed to a five-year plan to improve their financial condition and to demonstrate significant effort. Local libraries often use this process as leverage in their local governments to secure additional funds. These plans were executed in 2015 and will be evaluated in 2020. Dr. Emblidge reported that the

committee had reviewed the non- technical waivers and recommended approval by the full Board. Ms. Su Yong Min seconded the motion, and the Board voted unanimously in favor of approving the non-technical waivers.

Dr. Emblidge drew the Board's attention to a representative letter included in the Board packet which would be sent to six library systems whose localities have failed to report their annual audit and moved that the Board approve sending the proposed letter. Mr. Christopher Oprison seconded the motion and the Board voted unanimously in favor of the motion.

Dr. Emblidge drew the Board's attention to the waiver request from the Colonial Heights Public Library to exempt them from the requirement to remain open at least one night a week until 8p.m. The Public Library Development committee recommends that the Board approve this waiver request. Ms. Marcy Sims seconded the motion and the Board voted unanimously in favor of approving the waiver.

Dr. Emblidge reported that the committee had reviewed the proposed state-aid grant amounts and recommended approval by the full Board. Ms. Hampton seconded the motion, and the Board voted unanimously to approve the proposed 2017-2018 state-aid grants.

- **Nominating Committee**

Dr. Emblidge presented the slate of officers and key committee members for the Library Board year July 1, 2017 – June 30, 2018, as recommended by the committee following their April committee meeting:

Chair: Marcy Sims

Vice-Chair: M. David Skiles

Past Chair: R. Chambliss Light Jr.

Executive Committee:

Carol Hampton

Mark Emblidge

L. Preston Bryant Jr.

Foundation Committee:

Marcy Sims

Carol Hampton

Ms. Shelley Viola Murphy moved that the Board approve the Nominating Committee's proposed slate, which was seconded by Ms. Min. The motion passed unanimously with an extra round of applause for Mr. Light in recognition of his excellent leadership over the past two years.

### **C. Report of the Chair**

Mr. Light thanked the Board for their confidence in him and stated that it had been a pleasure to serve as chair of the Board. He then presented the proposed meeting dates for Board meetings for the coming year:



Monday, September 11, 2017

Thursday, November 30, 2017 (Joint Board Retreat with Foundation Board)

*(Joint retreat with Foundation Board, 12:30-4:00 p.m.)*

Monday, January 8, 2018

Monday, April 9, 2018

Monday, June 11, 2018 (Annual Meeting and Joint Board Appreciation Luncheon).

The Board voted unanimously in favor for the proposed meeting dates for 2017-2018.

Mr. Light reported on the Executive Committee's annual performance review of the Librarian of Virginia and called the Board's attention to Dr. Treadway's employment contract, which is set to expire on June 30. He informed the Board that the Executive Committee has consulted with Carrie Nee, senior assistant attorney general, to prepare an amendment extending Dr. Treadway's current contract through June 30, 2020. No other changes to the contract were proposed. The Executive Committee recommended that the full Board approve the amendment to the Librarian of Virginia's contract, and the Board voted unanimously in favor of extending the contract.

#### **D. Report of the Librarian**

Dr. Treadway announced that she had nominated the Library Board, led by Cham Light, David Skiles, and Foundation Board member Peter Broadbent, for the Advocacy for Archives award given by the Council of State Archivists. She had just learned that the nomination for the Board's outstanding advocacy during the recent budget crisis was selected by the CoSA Awards committee, and that the award would be given at the awards luncheon at the NAGARA/CoSA annual meeting in Boise, Idaho, on July 14.

Dr. Treadway then asked Dr. Kimball to make a presentation on the Library's work in the area of civic engagement, as a follow up to one of the issues discussed at the Joint Board Retreat in November. Dr. Kimball discussed the variety of ways in which the Library was reaching out to involve users and the wider community in the work that the Library does. Many organizations seek out the Library's expertise, and he used the Mapping RVA Initiative as one example of how the Library helped link historical information to advancing understanding of housing inequality in Richmond today. He encouraged Board members to review the Library's list of partner organizations and to suggest other groups and individuals to expand the Library's base of partners.

### **VII. OLD OR NEW BUSINESS**

Mr. Light thanked all the Board members for their contributions and stated how honored he has been to serve as the Library Board Chair. Mr. Light recognized Mr. Christopher Oprison and Ms. K. Johnson Bowles in their commitment to come long distances to remain engaged and especially commended Ms. Su Yong Min for flying all the way from Korea to attend her final Board meeting. He expressed the view that there are wonderful things ahead of the Library as long as the Board remains engaged.

## **VIII. ADJOURNMENT**

There being no further business, Mr. Light adjourned the meeting at 12:16 p.m upon a motion made by Dr. Emblidge and seconded by L. Preston Bryant, Jr.