

## THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia  
April 9, 2018

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

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, April 9, 2018, at 8:30 a.m. in Conference Room C of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. Committee chair Christopher Oprison, called the committee to order and the following committee members were in attendance: Barbara Vines Little, vice chair, K. Johnson Bowles, Jon Bowerbank, Carol Hampton, R. Chambliss Light Jr., M. David Skiles; John Metz and Paul Casalaspi as staff liaisons were also in attendance.

Chair Christopher Oprison called the meeting to order and asked John Metz, deputy of collections and programs at the Library of Virginia, to give his report on the first agenda item, the loan of several pages of the National Museum of American History (NMAH) at the Smithsonian Institute in Washington, D.C. through June of this year. T the

websites. Dr. Metz provided an overview of the history of this project, which began last June. This document, dated October 16, 1776, was one of the first legislative petitions considered by the new Virginia General Assembly and is considered to be a foundational document to the development of the Establishment Clause of the U.S. Constitution and religious freedom thought from this time period. Many of the names on the petition are difficult to read due to lamination, which the Library hopes in the future to be able to remove if awarded a grant from the Council on Library Information Resources.

Dr. Metz updated the committee on the Request for Proposal (RFP) for the pre-1913 Vital Records Digitization Project. He expressed the hope that this RFP will go out in June once the RFP process for children's eBooks has concluded. There are 460 boxes of vital records with a range of preservation issues due in large part to the highly acidic pulp paper that often disintegrates under its own weight; the project may take two and a half years to complete. There are several organizations that can do this type of restoration, but the vendor evaluation process will be very thorough to ensure the successful bidder has demonstrated their expertise and reliable competency in this area.

Due to time constraints, Errol Somay, director of the Virginia Newspaper Project, deferred most of his report to the June meeting, but briefly recounted the background of the newspaper project and explained that currently it is focused on digitizing Virginia antebellum newspapers since that period is least represented in the online holdings. All of the digitized newspapers can be accessed *Virginia Chronicle*, which will soon pass the million-page milestone. This database experiences between 500 and 600 searches per day, which is thousands per month, so it is a tremendously popular and highly valued resource.

This committee tabled the remaining agenda items to the next meeting in June and the meeting was adjourned at 9:10 a.m.

## **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

The Public Library Development Committee of the Library Board met on Monday, April 9, 2018, at 8:35 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Kristin Cabral, committee chair; Shelley Viola Murphy, vice chair; Mohammed Esslami, Mark E. Emblidge, Mark Miller, Marcy Sims, Nan Carmack, staff liaison, Kim Armentrout, staff; Sandra Treadway, Librarian of Virginia.

The committee was called to order by Chair Cabral at 8:35 am.

Dr. Nan Carmack provided an overview of division projects:

The Request For Proposals (RFP) related to eBooks for children/youth closes on April 17th and the review panel is scheduled for May 2nd, consisting of Deputy John Metz, IT Security Specialist Jessica Gissiner, and the Jefferson Madison Regional Library System Youth Services Coordinator, Angela Critics. Dr. Carmack hopes to have something available to the public by June 1.

Dr. Carmack reported that the evaluation of the Find It Virginia (FIVA) databases has been completed, and the evaluation indicated a need for adjustment to the core offerings as well as an policy guidance to library staff across the Commonwealth, would also benefit from a refresh and rebranding. The new name will be the InfoCenter and a logo representing a compass in LVA colors has been adopted. The new website will be unveiled to library directors at the April 20, 2018, meeting of the Virginia Public Library Directors Association.

Dr. Carmack also provided an update on the hiring of a new Youth Services Consultant, reporting that an offer had been made and was awaiting a response.

Public Library Consultant Kim Armentrout reported on anticipated waivers to State Aid requirements in June. Thirty-six technical waivers are expected for libraries that encountered a significant decrease in local expenditure because of an accomplished capital project or large one time expenditure the previous fiscal year (e.g., a new roof, replacing an ILS, etc.). It is likely that the Library Board will be asked to rule on waiver requests from two library systems that have experienced disproportionate decreases in local support. The committee will have to consider these cases and their circumstances individually in June. Ms. Armentrout provided an update on the Virginia Assembly action to exempt the Caroline County Public Library from having a governing board as the library enters and ends its 501c(3) status. Caroline County continues to explore joining a neighboring regional system.

The final action of the committee was to hear and discuss a temporary waiver requested by the Campbell County Public Library System (CCPLS). CCPLS currently employs an interim director who holds an MLS from a non-ALA accredited institution and is in her second year of an MLS program at the University of Tennessee, which is ALA accredited. The waiver request cites her leadership background, the successful completion of her current coursework and her résumé. After much discussion surrounding the MLS requirement by an ALA accredited institution and a request by Mr. Miller to hold further examination of this requirement in the

future, Chair Cabral called for a vote of the waiver, seconded by Ms. Sims, which passed unanimously.

There being no further business offered, the chair called for a vote to adjourn, which was seconded by Mr. Miller and unanimously approved at 9:15 am.

**Se9**

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were in attendance: M. David Skiles, vice chair; Mark E. Emblidge, Carol L. Hampton, R. Chambliss Light, Jr., Mark Miller, Christopher Oprison, Marcy Sims; Connie B. Warne, staff liaison.

Deputy for Administration Connie Warne reviewed the February Statement of Financial Condition and reported that there were no concerns about how our spending was tracking. She pointed out that the main item we were watching closely related to the revenue being brought in for the Circuit Court Records Program, which will likely not reach the \$2 million goal hoped for. Ms. Warne next addressed the joint venture that the Library of Virginia and Virginia Commonwealth University Libraries are exploring that would provide additional collections storage for books, archival records, manuscripts, artwork, and other items. Both libraries have a need for additional collections storage and given physical proximity to VCU and the similarity of both collections, a collaboration seemed to be the most efficient and cost-effective approach for both organizations to take. A consultant has studied various options for shared off-site storage ranging from building a new facility, refurbishing an existing structure, or adding onto the current State Records Center complex in Henrico County; this latter option appears to be the best and most economical. It is hoped that LVA will be able to brief in order to launch the project in the near future. Additional information will be provided to the Board at the June meeting.

With regard to future funding needs of the Library, Dr. Treadway provided background on the article that appeared in the *Richmond Times-Dispatch* in processing gubernatorial records and expressed her gratitude that the reporter who wrote the t toward reducing the backlog. Committee members supported the Library seeking funding for several positions in state records and records management in the budget for FY 20, waiting until after the FY 19 budget has been passed to begin to discuss this request with members of the General Assembly.

The committee adjourned at 9:55 am.

## **NOMINATING COMMITTEE**

The Nominating Committee of the Library Board met on Monday, April 9, 2018, at 9:55 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, Mark E. Emblidge, Carol L. Hampton, R. Chambliss Light, Jr., Marcy Sims, and Sandra G. Treadway.

After discussion, the committee agreed on the following proposed slate of officers for the 2018 2019 term of the Library of Virginia Board beginning July 1, 2018 through June 30, 2019:

Chair:	David Skiles,
Vice Chair:	K. Johnson Bowls,
Past Chair:	Marcy Sims
Executive Committee:	L. Preston Bryant Jr.
	Carol Hampton
	R. Chambliss Light, Jr.

## **THE LIBRARY BOARD MEETING**

Library of Virginia

April 9, 2018

The Library Board met on Monday, April 9, 2018, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

### **I. CALL TO ORDER/QUORUM**

Ms. Marcy Sims, Chair called the meeting to order at 10:35 a.m., welcomed the Board, and announced a quorum present.

The following members were in attendance:

Marcy Sims, *Chair*  
Jon Bowerbank  
K. Johnson Bowles  
Kristin Cabral  
Mark E. Emblidge  
Mohammed Esslami  
Carol Hampton  
R. Chambliss Light, Jr.  
Barbara Vines Little  
Mark Miller  
Shelley Viola Murphy  
Christopher Oprison  
M. David Skiles

Mr. L. Preston Bryant Jr. was absent.

### **II. APPROVAL OF AGENDA**

Ms. Sims asked for a motion that the meeting agenda be approved; a motion was made by Mark Miller and seconded by Shelley Viola Murphy. The Board approved the agenda by unanimous vote.

### **III. WELCOME TO VISITORS AND STAFF**

Ms. Sims welcomed members of the Library staff who were present, Peter Broadbent representing both the Virginia Genealogical Society and Friends of the State Archives, so introduced Nancy Orr, the new Executive Assistant to Librarian of Virginia, Dr. Sandra G. Treadway.

### **IV. PUBLIC COMMENT**

None.

## **V. APPROVAL OF THE LIBRARY BOARD MINUTES OF JANUARY 8, 2018**

### **Approval of the Library Board Minutes**

Ms. Sims asked if there were any comments or corrections to the January 8, 2018, Board meeting minutes, and if none were offered, for a motion to approve the January 8, 2018, minutes. Carol Hampton requested that two items be corrected on page 9 of the minutes;

**Mr.**

**Ms.**

sentence to identify the county being discussed:

up to date on legislation that had been introduced in the General Assembly to grant an exemption to the *[insert Caroline]* County Public Library from having to meet the requirements in the Code that they have a library board and stated that similar legislation was expected on behalf of Smyth

Ms. Sims asked if there were any further additions or corrections; none were offered and she asked for a motion to approve the corrected minutes. Mark Miller moved to accept the minutes as amended. Christopher Oprison seconded the motion, and the motion carried, with one abstention. M. David Skiles abstained from voting as he was not present at the January 8 meeting.

## **VI. INFORMATION ITEMS**

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

Peter E. Broadbent, Jr. reported on behalf of the Virginia Genealogical Society (VGS) and Friends of the Virginia State Archives (FVSA). He shared that the VGS would be having their Spring Conference at the Library on April 27 and 28<sup>th</sup>. The fall VGS conference will be held in Charlottesville. On March 23<sup>rd</sup> the FVSA sponsored the 26<sup>th</sup> Annual Straight to the Source program with about fifty participants. He reported that it was another outstanding program featuring Library staff. Errol Somay spoke on new developments with the Virginia Newspaper Project; Greg Crawford, manager of the Virginia Circuit Court Records Preservation Program, discussed the Augusta County Chancery Court Records; Map Specialist Sandy Farrell and Conservator Leslie Courtois talked about the restoration of an important early map of Richmond, which was paid for in part by FVSA and several other genealogical societies; and Private Papers Archivist Trenton Hizer talked

personal papers collection.

Mr. Broadbent expressed his appreciation to the staff for their presentations and also to archivist Tom Crewe, staff liaison to the FVSA, who helped organize the program this year. Mr. Broadbent also noted that the FVSA are continuing their support of the Library collections through book purchases, focusing primarily on new books about Virginia local and family history. During the first quarter of this year the FVSA contributed \$2,000 for the purchase of sixty-one books for the collection. Mr. Broadbent concluded his report noting that the FVSA were looking forward to the annual Slatten Lecture on Saturday, September 29<sup>th</sup>, featuring Mark Lowe, a highly noted national speaker.

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

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

Committee chair Christopher Oprison invited John Metz to share with the full Board information that he had presented at the committee meeting. Dr. Metz reported that the committee had only had time to discuss the first two agenda items, and that the remaining items were deferred to the June Board meeting. Dr. Metz shared that the Library had loaned three pages (out of 125) of *The Dissenter's Petition* dated October 16, 1776, to the National Museum of American History at the Smithsonian Institution, where they would be on display through June. This is one of the first legislative petitions submitted by Virginians to the General Assembly and is seen as one of the foundational documents for the development of the concept of religious freedom in the early United States. Ms. Barbara Little indicated that Virginia Genealogical Society members might be willing to provide a transcription of the documents so that it would be word searchable.

Dr. Metz reported that the Library hoped to issue an RFP for digitization of the vital items from that collection for the Board to view to give them an idea about the condition of some of the records and the complexities involved digitization of these materials. There are 460 boxes of vital records dating between 1853 and 1913 and the records are in a variety of formats and present a range of preservation issues.

Dr. Metz then gave a brief synopsis of the Roots Tech Conference in Salt Lake City that he and Catherine Fitzgerald Wyatt, education and o

Ms. Bowles described the Museum Leaders in Training program that the Library of Virginia partnered with the VMFA to present. This career development opportunity for teens focused on archives and collections management using place-based learning and a multidisciplinary approach. Ms. Bowles stated that a program such as this makes an important contribution in bringing up the next generation of professionals in the library and museum fields, but it also provides an excellent example of the contribution to education that the Library makes through collaborations with VMFA and other institutions.

New  
exhibition that will open at the Library on December 10, 2018, and run through November 23, 2019. The oral histories project focused on first generation immigrants and refugees, looking at how people become Americans and Virginians and why their stories are so important. Ms. Bowles expressed the view that this project will have an important impact and emphasized the importance of capturing history that might be invisible at the moment and hopes we can make it more visible in the coming decades.

Finally, she recommended that everyone stop in to see the current exhibition, True Sons of Freedom, to experience how images can become powerful monuments to thinking about place, contributions, risk and sacrifice. The photographs featured in the exhibition were submitted with questionnaires filled out by more than fifteen thousand soldiers about their service during World War I, 2,500 of whom were African Americans. The exhibition demonstrates that the Library is committed to sharing all aspects of Virginia history, and she lauded the whole team for this work.

- **Legislative and Finance Committee**

Ms. Sims asked the committee vice chair, David Skiles to give the committee report as committee chair Preston Bryant had been unable to the meeting. Mr. Skiles began by General Assembly left Richmond on March 10 without passing a budget, but Mr. Skiles expressed the hope that the legislature will return and will pass a budget sometime in May. H reported that the good news for the Library in the current budget impasse is that the funding requests for the Library in Governor Mc intact in both the House and Senate budget bills and th through as submitted.

Mr. Skiles asked Deputy for Administration Connie Warne statement of Financial Condition as of February 2018. She reported that there were no concerns about how our spending was tracking. She pointed out that the main item we were watching closely related to the revenue being brought in for the Circuit Court Records Program, which will likely not reach the \$2 million goal. She stated that the Library of Virginia will continue to serve as a resource to the county clerks to provide information about why an increase in funding for this would be helpful to them.

Dr. Treadway provided background on the article that appeared in the *Richmond Times-Dispatch* and expressed her gratitude that the reporter who wrote the article mentioned the for additional staff resources to put toward reducing the backlog. Committee members supported the Library seeking funding for several positions in state



records and records management in the budget for FY 20, waiting until after the FY 19 budget has been passed to begin to discuss this request with members of the General Assembly. Ms. Hampton suggested that it might be beneficial to these efforts to create a future exhibition that would demonstrate the process of cataloging the increasingly voluminous gubernatorial records and the history of this process. It was agreed that this could be a helpful piece of an overall strategy to educate the General Assembly and the public on how this work supports open government. Mr. Oprison stated that it will be important to have a concise and strategic message as the Library prepares to ask for additional funds to process gubernatorial and other state records. It was agreed to discuss this at the June meeting.

- **Public Library Development Committee**

Committee chair Kristin Cabral introduced Dr. Nan Carmack, director of library development and networking, to report on the committee meeting.

Dr. Carmack reported that the Request for Proposals (RFP) for eBooks has been issued and the deadline for proposals to be received is April 17. She also reported that the valuation of the content included in Find It Virginia (FIVA) has been completed. The evaluation included the study of usage data, focus groups of both public and school librarians and library directors, as well as comparative general searches between current FIVA resources, potential competitors and Google. The evaluation indicated a need for adjustment to the core offerings as well as an opportunity for rebranding.

direction with library staff across the Commonwealth, would also benefit from a refresh and rebranding. The new name for the extranet will be the *InfoCenter* and a logo representing a compass in LVA colors has been adopted. The new website will be unveiled to library directors at the April 20, 2018, meeting of the Virginia Public Library Directors Association. Dr. Carmack also confirmed that the Youth Services Consultant position has moved through the hiring process, an offer has been made, and the Library is awaiting the response of the candidate.

The committee also received an update on the waivers that it and the full Board will need to consider at the June committee meeting. The committee will be asked to review thirty-six technical waivers for libraries that encountered a significant decrease in local expenditure because of an accomplished capital project or large one time expenditure the previous fiscal year. Two systems, Washington and Appomattox Counties, will be submitting waiver requests due to disproportionate decreases in local support. The committee also received a report on the action taken by the General Assembly exempting the Caroline County Public Library from having a governing board since the library is becoming a department of county government. A similar proposal from Smyth County did not materialize during the session due to public objections.

Ms. Cabral moved to address the single action item for the Board on the agenda, a request for a temporary waiver from the Campbell County Public Library System (CCPLS), which has asked the Library Board to waive the requirement that their library director hold an ALA-accredited masters of library science degree. Without this waiver, the library system would experience a 25 percent reduction in state funding. The committee

voted to recommend to the Library Board that they grant this temporary waiver for the CCPLS for one year, while the library director completes her degree program. Ms. Cabral made the motion that the Board grant such a temporary waiver request; the motion was seconded by Mr. Miller. Ms. Sims opened the motion to discussion. After discussion ALA-accredited MLS requirement, Mr. Miller suggested that the Board examine this requirement in the future. Ms. Sims called for a vote of the waiver. The Board voted unanimously to accept grant the temporary waiver to the Campbell County Public Library System.

There being no further questions, new or old business submitted for this committee report, Ms. Sims concluded the Public Library Development Report.

- **Library of Virginia Foundation**

Foundation Executive Director Amy Bridge reported good news fundraising efforts to date for this fiscal year. The Foundation is ahead this year in restricted and unrestricted giving both in the total amount given and the number of donors. She gave a shout out to Senior Manuscripts, Maps and Rare Books Librarian Audrey McElhinney, crediting her hard work for the 47 percent increase in adoptions this year with the Adopt Virginia History program. Ms. Bridge also reported that the Foundation invested in cleaning up their database program to update donor records. Out of 18,000 records reviewed, 3,000 addresses were updated and 2,000 donors were identified as deceased. Staff is now working on analyzing the database to cultivate present and future donors more effectively for the major gifts program.

### C. **Report of the Librarian**

Librarian of Virginia Dr. Sandra Treadway began her report by commenting on the March 31 *Richmond Times Dispatch* article and the need for additional staffing in the Government Records Service Division. With additional staffing resources, the Library can process gubernatorial records more quickly without taking current staff away from working on reducing the existing backlog of historical records. Dr. Treadway was pleased to report a great start at a good working relationship with the new administration. Secretary of Education Atif Qarni has been over to the Library of Virginia for a tour and expressed a desire to come back this summer with his entire staff. The Library also had the opportunity to contribute to the luncheon program that the First Lady of Virginia holds for the spouses of state legislators and cabinet members at the close of the legislative session. Dr. Treadway spoke about interesting episodes in the lives of several former first ladies of Virginia, and Meghan Townes, the State Art Collection, described several of the art pieces hanging on the walls in the Executive Mansion. The program was very well received, and opening remarks were highly complementary about the Library and everyone at the event left knowing a lot more about the Library's mission.

In conclusion, Dr. Treadway shared that staff and the management team have already started brainstorming on what the Library would like to do for its hundredth anniversary in 2023, and she anticipates that by this fall they will have ideas for discussion at the joint board retreat.

**D. Report of the Chair**

Ms. Sims announced that Board member Maya Castillo was not confirmed by the Virginia General Assembly and the latest roster in the Board packet reflects that update.

Ms. Sims shared that she thought the March 31 *Richmond Times Dispatch* article showed the Library of Virginia very favorably, that the Library had a plan and was doing the best it could with insufficient resources.

The final piece of business that Ms. Sims brought before the Board was the proposed slate of officers for the 2018 2019 Board term. She reported that the Nominating Committee had met prior to the Board meeting and would like to propose the following slate of officers for the Board beginning July 1, 2018, through June 30, 2019: M. David Skiles as chair, K. Johnson Bowles as vice chair, Marcy Sims as past chair, and for the executive committee L. Preston Bryant Jr., Carol Hampton, and R. Chambliss Light, Jr. No Board action was required at this time. This list of nominations is provided now to the Board in preparation for a vote at the June 11 meeting, where additional nominations may also be put forward from the floor. Ms. Sims expressed her appreciation for those who are willing to serve and asked if there was any further new or old business. Jon Bowerbank explained that health issues had kept him from attending Board meetings as often as he wished to, and he encouraged all present to champion the mission of the Library, expressing his appreciation for all the hard work that the staff do for citizens of the Commonwealth of Virginia, especially struggling rural communities and public libraries.

**VII. OLD OR NEW BUSINESS**

Ms. Sims asked if the date for the Literary Awards Gala had yet been set. Dr. Treadway indicated that the date had not been finalized.

**VIII. ADJOURNMENT**

There being no further business, Ms. Sims adjourned the meeting at 12:20 p.m. upon a motion made by Mr. Light and seconded by Mr. Miller.