

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
June 11, 2018

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, June 11, 2018, at 8:30 a.m. in the Orientation Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. Vice chair Barbara Vines Little called the committee to order and the following committee members were in attendance: K. Johnson Bowles, Carol L. Hampton, and R. Chambliss Light Jr. M. David Skiles attended via conference call. Committee chair Christopher Oprison and Jon Bowerbank were absent. Dr. John Metz and Paul Casalaspi as staff liaisons were also in attendance;

The committee meeting began with an update by Library of Virginia Newspaper Project Director Errol Somay on the Gunston Hall Newspaper Digitization Project. Mr. Somay reminded everyone they are nearing the million page mark and recently discovered the holdings of an important antebellum Virginia newspaper, the *Daily State Journal*, published from 1868-1874, but which was located in another state. Library staff have microfilmed and digitized the papers, which are now available to the public through the Library's online newspaper repository, VirginiaChronicle.com. Edward D. Daniels, the editor of this nineteenth-century Republican newspaper, is both a curious and fascinating character in that he was born in Massachusetts and later purchased Gunston Hall, the family home of George Mason.

Local Records Program Manager Gregory Crawford reported that the Library's *Virginia Untold: African American Narrative* database now boasts the largest and most varied offering of named enslaved and free African American individuals in the nation (110,000 records) and is indexed by name, locality, and year. There was general agreement that this unique resource presented a great opportunity to reach out to the African American community. Discussion followed on how the Library could publicize this database and the suggestion was made that a good place to start might be with an article written by Library staff to be submitted to local media outlets.

Mr. Crawford continued with an update on the Circuit Court Records Preservation (CCRP) project, showing some examples of preserved records and the improvements in clarity and readability after restoration. The CCRP Grant Review Committee will meet in July to review the applications and award grants equitably based on the money available in the CCRP fund. For the upcoming grants cycle, the clerks' funding requests, predominately item conservation projects, total \$1.3 million, however, the amount available in the CCRP fund for grants will be in the \$800,000 range. The concern was raised that this gap between preservation needs and available funding will further set back the records preservation timeline and subsequently put at risk records that might deteriorate awaiting preservation due to the backlog. The suggestion was made that it may be productive to support local court clerks to seek from the state legislature an increase in the CCRP recording fee from \$1.50 to \$3.00 in order to meet the rising costs of conserving records. The last time the fee was increased was over ten years ago.

Deputy of Collections and Programs John Metz provided an update on the collaborative storage project with VCU, the RFPs for both the children's eBook and the Vital Records Project, as well as the current status on the Carter Family Papers. As previously reported, the most economical option for a joint storage facility is to build onto the Library of Virginia's existing State Records Center (SRC), but to do so will require acquisition of the adjacent property, which poses some challenges. Additionally, as part of the planning for the joint storage facility, VCU has asked if 30,000 volumes from the MCV Tompkins-McCall Library could be stored at the State Records Center while MCV initiates and completes construction projects that will impact the space allotted to the Tompkins-McCall Library. Their hope is that the Library of Virginia staff at the SRC can retrieve and deliver items from storage to MCV as needed during the anticipated five years of the project. Library staff are working with VCU/MCV staff to determine how this might be accomplished, the cost involved for this storage, and any delivery/retrieval services for the duration of the project

The Request for Proposal (RFP) for the children's online eBook resource was awarded the first week of June and it is hoped that the RFP for the Vital Records Project will be ready by the end of June.

Dr. Metz reported that the Library of Virginia has the Carter Family Papers collection in house now, and it is being evaluated for content and value to the existing Library collections.

There being no further business, the committee adjourned at 9:19 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, June 11, 2018, at 8:35 a.m. in Conference Room A of the Library of Virginia. The following committee members were in attendance: Kristin Cabral, chair; Shelley Viola Murphy, vice chair; Mohammed Esslami, Mark E. Emblidge, Mark Miller, and Marcy Sims. Nan Carmack, staff liaison, Kim Armentrout, staff, and Sandra Treadway, Librarian of Virginia were also in attendance.

Presented by Kim Armentrout, public library consultant, the first items of business addressed were two sets of state aid waivers followed by a report on the 2019 State Aid Allotments. The first set of waivers being considered, called Technical Waivers, resulted from one time reductions in local appropriation caused by capital projects, vacancy savings, etc. These "technical" waivers were briefly discussed and found appropriately requested. The second set of waivers, identified as Non-technical Waivers, were requested by four localities whose appropriations had legitimately been reduced for circumstances of decreased tax revenue collected by the locality but who had not singled out library services for greater cuts than any other department, i.e., all departments in the locality received a similar decrease in funding. These waivers were also discussed and found appropriately requested. Ms. Armentrout concluded her presentation with brief comments on the newly released 2019 State Aid Allotments and was thanked for her excellent work. Ms. Cabral called for a motion to approve both sets of waivers along with the recommendation to the full board to approve all the current waiver requests. After brief discussion and agreement on the above three items, the motion was made and passed unanimously to present all the Technical and Non-technical Waiver requests and State Aid Allotments to the full Board for approval..

Dr. Nan Carmack, director of Library Development & Networking, provided an overview of the division's projects beginning with a brief review of the Find It Virginia analysis report. Discussion followed on the report findings as well as possible next steps in acquiring an expansion of digital assets to offer public libraries, including new online learning resources and options in marketing these new resources; ideas of a branding contest were among those discussed.

Dr. Carmack announced that both WorldBook's Early World of Learning and Ebsco's eBook collections were acquired through the RFP for children's and teen's eBooks for less than the original vendor; both will become available to the public by mid-June. Her division is also working with the Library's Graphics Department on the creation of a visual image that would reflect their division's core values as identified in the narrative included in the board packet, something that will suggest visually the work that they do helping libraries connect with their communities, innovate and thrive.

Concluding her division report, Dr. Carmack announced that the new Youth Services Coordinator, Susan LaParo, began work that morning. Ms. LaParo comes from the York County Public Library System and has also served as a school media specialist, bringing thirteen years of experience to the team.

There being no further business offered, Ms. Cabral called for a motion to adjourn, which was unanimously approved at 9:15 am.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, June 11, 2018, at 9:15 a.m. in Conference Room A of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, chair; Mohammed Esslami, vice chair, Kristin Cabral, Barbara Vines Little, and Shelley Viola Murphy. Dr. Gregg Kimball and Paul Casalaspi, staff liaisons, were also in attendance.

Ms. Bowles introduced Library of Virginia staff editor, John Deal, who reported on the launch of the Virginia History Trails Mobile Application, a project of the Commonwealth's 2019 Commission (branded as American Evolution 2019) in collaboration with the Library of Virginia. The App covers four hundred years of Virginia history and includes stories and sites in every Virginia locality based on the current state boundaries; it will be marketed through the Virginia's Department of Education.

Library of Virginia Education and Outreach Manager Catherine Fitzgerald Wyatt reported on the collaborative programs in partnership with the Martin Luther King Jr. Memorial Commission and the Capitol Square Preservation Council commemorating the 150th Anniversary of the 1867-1868 Virginia Constitutional Convention. Two exceptionally rare items from the Library's collections were part of the program: the original Virginia Constitution, ratified by popular vote in 1869, was on display for a week in the old House Chamber at the Virginia Capitol along with an original ballot box from the 1867 election that was specifically for African American convention delegates from King George County; this was the first Virginia election in which African Americans voted. This event was followed by a series of three programs at the Library related to the state constitution and voting rights

Mr. Deal reported on the collaboration between Virginia Humanities and the Library of Virginia regarding research fellowships. This will be the third year of the partnership where the Library hosts Virginia Humanities' research scholars whose topics are strongly connected to the Library's collections and expertise, typically for six months to a year. In 2018-2019, the Library will host four scholars, two in the fall and two in the spring; the research fellows not only produce scholarship based in the Library's collections but also help the Library promote its mission by presenting a noontime lecture, writing blog posts, and participating in other social media.

Ms. Bowles posed the question for possible future discussion on whether or not the Library of Virginia may choose to participate or contribute to the general public discussions on Confederate memorialization and noted the mapping project created by the Southern Poverty Law Center. This tool identifies Confederate sites and provides some historical background and interpretation, such as when and by whom statues were funded and constructed.

There being no further business, the committee adjourned at 9:15 a.m.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, June 11, 2018, at 9:15 a.m. in the Orientation Room of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant, chair; Mark E. Emblidge, Carol L. Hampton, R. Chambliss Light, Jr., Mark Miller, and Marcy Sims. M. David Skiles, vice chair, attended the meeting via conference call. Staff liaison Connie B. Warne and Librarian of Virginia Sandra G. Treadway were also in attendance.

The meeting began with a review of the state budget process, which had finally concluded on June 7 with the General Assembly passage of a final budget bill. The bill as passed contained the additional \$646,213 for FY 2019 and \$517,008 for FY 2020 for the Library's budget for the purchase of a new integrated library system and a new digital content management system and two staff members to manage these systems. Also included in the budget bill was funding that the Library oversees and disburses on behalf of local libraries: an increase in state aid (\$250,000 in FY 19 and \$500,000 in FY 20) and \$500,000 each year of the biennium for the construction of a new Eastern Shore Heritage Center affiliated with the Eastern Shore Public Library. The committee then discussed the Library's planned budget request for the coming budget cycle. The committee members expressed support for the anticipated request of four additional state records archivists and two records managers. Mr. Bryant and Mr. Skiles both recommended that Dr. Treadway and one or two Library Board members visit the chairs of both money committees before the fall meeting to brief them on our request to the Governor for inclusion in the executive budget in case the Library is not successful and will need to seek the funding through the General Assembly in the upcoming session.

Deputy for Administration Connie Warne reviewed the April Statement of Financial Condition and reported that there were no concerns about how our spending was tracking. She assured the Board that the Library would have no trouble spending all of its general fund appropriation and would be able to close the year in good order and on time.

EXECUTIVE COMMITTEE

The Executive Committee of the Library Board met on Monday, June 11, 2018, at 9:55 a.m. in the Orientation Room of the Library of Virginia. The following committee members were in attendance: Marcy Sims, chair; R. Chambliss Light Jr., L. Preston Bryant Jr., Mark E. Emblidge, and Carol Hampton. M. David Skiles attended the meeting via conference call.

Ms. Sims asked Dr. Treadway to review her activities, accomplishments, and highlights of the past year for the committee. Dr. Treadway then excused herself, and the committee discussed their review of her performance, deciding to present the results of their discussion in executive session later in the morning during the full Library Board meeting. The committee adjourned at 10:25 a.m.

THE LIBRARY BOARD MEETING

Library of Virginia

June 11, 2018

The Library Board met on Monday, June 11, 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*
K. Johnson Bowles
L. Preston Bryant, Jr.
Kristin Cabral
Mark E. Emblidge
Mohammed Esslami
Carol Hampton
R. Chambliss Light, Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy

Jon Bowerbank attended through conference call; Christopher Oprison and M. David Skiles were absent.

II. APPROVAL OF AGENDA

Ms. Sims asked if there were any changes to the proposed meeting agenda. Hearing none, she asked for approval of the agenda as prepared. 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, as well as Mr. Conley Edwards from the Friends of the Virginia State Archives, and Ms. Carrie Nee, senior assistant attorney general.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF THE LIBRARY BOARD MINUTES OF APRIL 9, 2018

Approval of the Library Board Minutes

Ms. Sims asked if there were any additions or corrections to the April 9th, 2018, Board meeting minutes. None were offered and she asked for a motion to approve the April 9th, 2018, minutes as submitted. Barbara Vines Little made that motion and it was seconded by Mark Miller. The vote was called and the minutes were approved unanimously.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Mr. Conley Edwards from the Friends of the Virginia State Archives (FVSA) reported that the group is continuing its support for the Library of Virginia's collection development by identifying and purchasing new published genealogical and family history materials for the collection. In addition, FVSA agreed to provide funds to complete the processing of the Sellers Family Papers collection, which covers the years 1869 to 1965. The collection contains correspondence, photographs, newspaper clippings, financial records, diaries and ledgers of the Sellers and Graves family members of Richmond and Rockbridge County. The estimated cost to complete the processing of this collection is \$1,350, which the FVSA have already donated to the Foundation for that purpose. Mr. Edwards reminded everyone about the FVSA annual Slatten Lecture on Saturday, September 29th and that the speaker this year is J. Mark Lowe, a full-time professional genealogist and author whose presentations are always informative and entertaining. He relayed greetings from Peter Broadbent from the Virginia Genealogical Society (VGS), who is recovering from recent surgery. Mr. Broadbent also sent a reminder about VGS's conference which is October 5th and 6th in Charlottesville, Virginia. The Genealogical Research Institute of Virginia (GRIVA) also has scheduled its fall meeting for Saturday, October 20th in Richmond. The conference theme is "Decoding Your Past Using DNA" and the presenter will be Blaine Bettinger, Ph.D., J.D., a nationally known lecturer, author, and expert in genetic genealogy.

B. Committee/Division Reports

- **Library of Virginia Foundation**

Amy Bridge, Library of Virginia Foundation director, reported that overall the Foundation is doing well for the year. There has been a 9 percent increase in the number of donors and an 11 percent increase in the amount donated, with the largest area of growth being in the Virginia Author's Circle (VAC), which is for Virginia authors, their families and anyone who is interested the literary arts in Virginia. The number of VAC donors rose by 33 percent and the amount donated increased by 232 percent, so they are really pleased with that growth.

Ms. Bridge shared that the Foundation is planning to reinvigorate the donor group known as the 1823 Society, which is made up of former Library and Foundation Board members. This donor category was created twenty years ago and was intended to encourage the continued engagement of past Board members beyond their term of service. Foundation Board member Chris Marston had agreed to lead the effort to reinvigorate this donor group through special events planned for both past and present Board members. The Foundation is also still in the process of creating a name for the major gift category and welcomed ideas.

Ms. Bridge shared that work on the 2018 Literary Awards was underway and encouraged everyone to go online and vote for the People's Choice Awards. The awards gala will be held on October 20th, and this year instead of a lifetime achievement award there will be a featured speaker as yet to be confirmed.

Ms. Bridge also announced that the Foundation Board has three new board members, two of which were recommended by Library Board members Marcy Sims and Shelley Murphy. Reflecting the Foundation's commitment to expand its geographic representation, these new Board members are outstanding candidates from across the state - Richmond, Roanoke, and the Norfolk area. Ms. Bridge expressed her deep appreciation for Board members' input on possible new members and encouraged all to share those ideas at any time throughout the year since it was an ongoing search.

Lastly, Ms. Bridge announced that the café downstairs has decided to close its operations at the Library as of July 13th. The decision resulted from a combination of falling sales due to the temporary relocation of the General Assembly as well as the café owners opening a new restaurant in Richmond. The Foundation and Library staff are working together to come up with other options.

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

Vice chair Barbara Vines Little reported on the Gunston Hall Newspaper Digitization project. She stated that the Library became aware of about four years' worth of issues of a Virginia newspaper from the late nineteenth century held by an out-of-state repository, now available on the Library's VirginiaChronicle.org webpage, which will very soon be hitting the million page mark. Since there are often unusual and archaic words in records like these from the nineteenth century, they provide an excellent opportunity to engage volunteers who are willing to provide online transcriptions.

Reporting next on the CCRP update, Ms. Little shared that at the current rate of court records preservation, with the existing fiscal and staff resources, it will take a hundred years to preserve just the books at York County alone. This project is supported solely through the recording and indexing fee collected by circuit court clerks. The Library is working with the clerks' association toward possible legislative action to increase the recording fee, which is now \$1.50. Even a fifty cent increase would make a tremendous difference in the amount of records that could be preserved, scanned, and made accessible to the public online.

The Carter Family Collection is now here at the Library being evaluated, and the joint storage project with Virginia Commonwealth University libraries continues to be in discussion. As has been stated previously, the best option is to add an addition to the State Records Center however there are some complications with purchasing the adjacent property. In the interim VCU has inquired about the Library of Virginia storing a large portion of its medical library until a new facility is built. The feasibility and cost of this request is being evaluated.

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

Committee chair Johnson Bowles reported on the three topics covered in the committee meeting. The first was the launch of the Commemoration 2019's Virginia History Trails Mobile Application. This app includes information about people, places, and events across four hundred years of Virginia history representing every county within Virginia's current official boundaries. It serves both as a tourism and educational tool. No matter where someone is in the Commonwealth they can find a historical place/event nearby that they can visit. The information for each site in the mobile application includes hyperlinks and images that bring the user back to the Library's collections and resources, so it can spur further interest in exploring what else the Library of Virginia has to offer. Ms. Bowles highly commended the Library staff for pulling this together in a very short period of time; it was very thorough and well done.

The second update was on the collaborative programs commemorating the 1868-1869 Virginia Constitutional Convention for which Education and Outreach Manager Catherine Fitzgerald Wyatt, gave a brief but exciting presentation. The Library loaned the original constitution from that convention, sometimes referred to as the Underwood Constitution, for a private event at the Capitol, followed by a week of public viewing in the Old House chamber, where it was originally signed. This constitution established public education in Virginia. The display also included a ballot box used by African American voters in the election of 1867 in King George County, which was the first election in which African Americans could vote in Virginia. For the private event, the General Assembly invited descendants of the twenty-four African American legislative delegates to this original constitutional convention. There were three programs held at the Library this spring that followed this event: 1) March 21st a program on Virginia's Constitutional Convention of 1867-1868 given by Brent Tarter, independent scholar and author; 2) April 12th presentation by Greg Crawford on the historical arc of progress and later regression for African American voter registration from 1866 through to 1902 and subsequent disenfranchisement; 3) May 17th a round table discussion with Dr. Corinne Field (University of Virginia), Dr. Julian Maxwell Hayter (University of Richmond),

Senator Jennifer L. McClellan (9th Senate District of Virginia), and Dr. Nicole Myers Turner (Virginia Commonwealth University) on the implications of race on the right to vote.

The last item discussed in committee was a report on the Library's partnership with Virginia Humanities to host two research fellows every semester for six months. This is one of the ways the Library supports serious scholarship, providing the research fellows an extended period of time to immerse themselves in the Library's collections and more fully utilize the expertise of the Library's archivists. The fellows give a talk here at the Library, write a blog, and present on the book they are researching. The two scholars at the Library for this past semester were Nicole Maurantonio from the University of Richmond's Rhetoric Department, and author Kristen Green.

Ms. Bowles thanked the Library staff for their excellent work and suggested for future consideration that the Library might utilize for educational purposes resources from organizations such as the Southern Poverty Law Center's mapping of Confederate monuments, which provides historical background and context around these public historical landmarks.

- **Legislative and Finance Committee**

Committee vice chair L. Preston Bryant, Jr. reported on the two items discussed by the committee. He stated that the Library received 100 percent of its budget request this year, which included a little more than \$650,000.00 for a new integrated library system and digital asset management system the first year of the biennial budget, with another \$500,000 ongoing funding for the second year. In addition, the new budget includes \$750,000 additional funding across the biennium for State Aid to Local Libraries, which is pass through money. Mr. Bryant expressed how remarkable this was as the state budget hinged in no small part on Medicaid expansion, claiming several hundred million dollars in federal funds that would free up roughly a like amount in state funds that could then address other core functions of government. He commended Dr. Treadway, Mr. Skiles, and Mr. Light, who took on the heavy lifting in working with the state budget and appropriations staffs. As the governor begins preparing a budget for FY20 this summer and fall, the Library will be asking for funding to fill several additional positions, four state records archivists, who will concentrate mostly on processing governors papers, and two records managers.

Deputy for Administration Connie Warne reviewed the April Statement of Financial Condition and reported that there were no concerns about how our spending was tracking. She assured the Board that the Library would have no trouble spending all of its general fund appropriation and would be able to close the year in good order and on time.

- **Public Library Development Committee**

Committee chair Kristin Cabral reported that the committee received an update on State Aid and she brought forward the committee's recommendation that the Board approve three items: 1) Technical Waivers to the State Aid Requirements, 2) Non-technical Waivers to the State Aid Requirements, and 3) The 2019 State Aid Allotments. She asked Kim Armentrout, public library consultant, to explain the three recommendations

on State Aid. Ms. Armentrout also explained the difference between a technical and a non-technical waiver. She reviewed the reasons for each of the non-technical waivers from Washington County, Petersburg, Clifton Forge, and the J. Robert Jamerson Library in Appomattox County. Ms. Bowles asked about the usual number of technical waivers submitted annually and how the current number compared to the average; Ms. Armentrout reported that on average they receive twenty to thirty technical waiver requests each year. While this year's numbers were slightly higher than average, they discovered some errors in the data which might explain the difference. Mr. Miller also shared that there was an influx of new Library directors across the state, which may have contributed to some of the errors and might account for the increase in waivers.

Ms. Sims stated that since the three motions before them were from the committee, they did not require a second and called for a vote on the thirty-nine Technical Waiver requests. The motion passed unanimously. The second motion on the floor coming from committee was the approval of the four Non-technical Waiver requests: Since no second was required, Ms. Sims called for a vote to approve these four waivers, and the motion passed unanimously. The third and final motion from the committee was the approval of the entire State Aid allocation for all the libraries. Ms. Sims called for a vote, and the motion passed unanimously.

Harkening back to the Legislative and Finance Committee report, Mr. Bryant inquired whether the Board's support for the Library's request to the governor for additional funding for archival staff in the FY 20 budget needed to be formally approved by the Board. Dr. Treadway indicated that was not necessary, however, that it might be helpful later to show the Board's support for this funding if the Library needs to turn to the General Assembly. Ms. Sims suggested this be added to the fall meeting agenda.

Ms. Cabral then invited Dr. Nan Carmack, director of Library Development and Networking, to provide an overview of the division reports beginning with the completion and analysis of the Find It Virginia survey. Dr. Carmack reported that her department had reformulated some of the resources offered through Find It Virginia and had enjoyed significant savings as a result. This process was ongoing with the goal being to provide a greater return on investment for Virginians on all resources, including from preschool, school readiness, kindergarten to college, and life-long learning for adults, as well as resources for adults who may not speak English as a first language or who struggle with adult basic education and literacy issues. She reported that the department is still waiting for some quotes to come in and with luck we will be able to have new resources in place by the time the current contracts end in September so that the new content will be launched with the new branding. A branding contest to provide a new name to replace Find It Virginia is under consideration, as the contest itself would also serve as marketing for the expanded product and rebranded service.

Dr. Carmack next shared that her staff is working with our Graphics Department on the creation of a visual image that would reflect their division's core values as identified in

the narrative included in the board packet, something that will suggest visually the work that they do helping libraries connect with their communities, innovate and thrive.

Dr. Carmack concluded her report with the announcement of the Library's new Youth Services Consultant, Susan La Paro, who started working at the Library earlier today. Ms. La Paro was director of children's services with York County Public Library system for thirteen years and is also an attorney.

- **Nominating Committee**

Ms. Sims reviewed the proposed slate of officers for the Library Board for 2018—2019 as put forward at the April 9th Board meeting, which she presented to the Board for a vote: M. David Skiles as chair, K. Johnson Bowles as vice chair, Ms. Sims would serve as past chair. In addition to these officers, the proposed Executive Committee would include L. Preston Bryant, Jr., Carol L. Hampton, and R. Chambliss Light, Jr. Ms. Sims moved that the proposed slate of officers be accepted for the upcoming term of July 1, 2018 to June 30, 2019, which Mr. Miller seconded. Ms. Sims called for the vote, and the slate was approved unanimously.

C. **Report of the Librarian**

Dr. Treadway encouraged everyone to download, use, and get the word out about the Virginia History Trails Mobile Application created by American Evolution, usually referred to as Commemoration 2019, which has also provided funding to the Library for an exhibition entitled *New Virginians*, opening in November. The mobile app and the exhibition represent the Library's major contributions to the 2019 commemorative events. The Library has partnered with Virginia Humanities on an oral history project funded by Commemoration 2019 to capture the stories of new Virginians, which will be incorporated in our upcoming exhibition. The Library hopes to build on the exhibition to reach out to newer Virginians so that we can document their stories in the future and ideally have these newer communities view the Library as a trusted institutional home for their papers.

Dr. Treadway also reported that the Library is collaborating with Paul Nardo, the clerk of the House of Delegates, on a project to update a volume that his predecessor published two decades ago containing the names and biographies of all Speakers and clerks of the House since 1776. In the early 1980s, the Library published a book containing similar information for the colonial period, from the founding of Virginia's legislative body through 1775. Mr. Nardo has requested permission to include the content of the Library's publication in the new volume to be produced by the House, and we are very happy to give this permission. This book will be an important contribution to the commemoration of the 400th anniversary of the General Assembly and will be a memorable historical keepsake volume.

In closing Dr. Treadway shared a letter she had opened just that morning. The letter was from a frequent researcher at the Library who had recently observed a Library staff member assisting an elderly gentleman who was upset because he was not able to find an item he believed he had used at the Library a number of years ago. She was so impressed with the patience and perseverance that senior reference librarian Zach Vickery exhibited until he was able to find the information that the gentleman needed and she wanted to commend him for his exemplary work. Dr. Treadway commented that this letter offers just one example of the high level of customer service that the Library staff routinely provides and it was deeply gratifying to receive this type of feedback. Mr. Light asked if he could have a copy of the letter, as he would like to share it with several friends and members of the General Assembly. Dr. Treadway said she would scan the letter and send it to the Board members.

D. Report of the Chair

Ms. Hampton thanked Ms. Sims for serving as the chair of the Library Board this past year, and Ms. Sims expressed her appreciation and pleasure in doing so. She stated that one of the most important responsibilities of the Board was to hire and then annually review the performance of the Librarian of Virginia, which they needed to do today. With that in mind, Ms. Sims, citing the Code Virginia, § 2.2-3711 (A) paragraph 1, moved to go into executive session in order to discuss personnel matters, namely the performance review of the Librarian of Virginia, Dr. Sandra G. Treadway. Ms. Cabral seconded this motion. Ms. Sims called for a vote on the motion, and the vote was unanimous. The Board then moved into closed session. Ms. Sims asked Ms. Carrie Nee and Dr. Treadway to remain.

Coming back from executive session, Ms. Sims read the following statement:

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes in accordance with the Virginia Freedom of Information Act, and because Code of Virginia § 2.2-3412(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law, Ms. Sims moved that the Library Board certify by roll call votes that, to the best of each member's knowledge:

- (i) Only public business matters lawfully exempted from open meeting requirements under this chapter; and
- (ii) Only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body.

If any member of the public body believes that there was a departure from the requirements of clauses (i) and (ii), he or she shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

A roll call vote of all Board members present in person or attending via conference call was then taken to certify that only the above subject was discussed in the closed meeting: Jon Bowerbank, K. Johnson Bowles, L. Preston Bryant, Jr., Kristin Cabral, Dr. Mark E. Emblidge, Mohammed Esslami, Carol L. Hampton, Barbara Vines Little, R. Chambliss Light, Jr., Mark Miller, and Shelley Viola Murphy each individually certified that only the stated purpose of the closed meeting was discussed.

On behalf of the Library Board, Ms. Sims commended Dr. Treadway for her performance over this past year in her leadership role as Librarian of Virginia and proposed that the Board authorize a performance bonus of 5 percent. She asked for a motion for this. Mr. Miller made the motion, which was seconded by Mr. Esslami.

There were several comments of appreciation and praise offered for the excellent leadership demonstrated by Dr. Treadway; she was especially commended for the very important relationship building which she has cultivated and strengthened over the years, both within and outside the organization, which is abundantly evident in the collaboration and cooperation with many organizations and people throughout the commonwealth of Virginia and across the nation. Dr. Treadway was further commended for creating a culture at the Library of Virginia which fosters a consistent spirit of cooperation and service. There being no further discussion or questions raised, Ms. Sims asked for a vote to approve the proposed 5 percent bonus for exceptional performance for Dr. Treadway. The motion passed unanimously.

Ms. Sims brought the final agenda action item to the floor, the review and approval of the proposed meeting dates for the coming year. Ms. Hampton made a motion to approve the proposed dates, which was seconded by Ms. Murphy, and the motion carried unanimously.

VII. OLD OR NEW BUSINESS

Ms. Sims asked if there was any new or old business to come before the board at this time; none was given. Ms. Sims made closing remarks stating that it had been her pleasure to serve this Board as its chair during the past year, and stated her hope to be reappointed by Governor Northam for a second term as her current term officially ends on June 30. She indicated that the terms of Board members Ms. Hampton and Mr. Oprison also will end on June 30 but both are eligible for reappointment as well.

VIII. ADJOURNMENT

There being no further business, Ms. Sims asked for a motion to adjourn the meeting; Mr. Miller made the motion to adjourn, followed by a second from Ms. Murphy, and the motion passed unanimously. The meeting adjourned at 12:25 p.m.