

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
April 15, 2019

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, April 15, 2019, at 8:30 a.m. in Conference Room B of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; Marcy Sims, *vice chair*, Mark E. Emblidge, Robert Aguirre, R. Chambliss Light Jr., Blythe Ann Scott, and M. David Skiles. Staff liaisons John Metz and Paul Casalaspi were also present.

Chair Barbara Vines Little called the ACRMS committee to order after determining that there was a quorum.

Deputy Director of Collections and Programs John Metz introduced the new State Archivist and Director of Government Records Services Mike Strom, who joined the Library of Virginia in mid-March. Mr. Metz briefly shared several highpoints of Mr. Strom's background and some of his most relevant professional accomplishments. One of which, while the Wyoming State Archivist, was the establishment of a digital archives repository for state agencies to use in managing their electronic records, which also ensures that agencies' permanent electronic records are securely transferred to the state archives for permanent retention. His skillful work with the Wyoming legislature secured more than \$2 million to make this repository possible.

Mr. Metz reported on the Library's collaboration with VITA on resolving some concerns that arose mid-February around archiving parameters of Google Vault for state records retention and potential areas of non-compliance with the Public Records Act. As a records management issue it fell under the Library's responsibility and after reaching out to VITA, several Library records management staff met with VITA staff and were shown ways to set unique retention periods in Google Vault for different types of email. While still not a perfect solution, it did address the Library's primary concerns. Also subsequent to this meeting, VITA drafted another email about Google Vault to agencies and sought feedback from Library records management staff before sending it out. While the implementation date for Google Vault has not yet been communicated, it is anticipated that the Library will be able to work with VITA to do so in a way that promotes compliance with the VPRA.

Mr. Metz next relayed that Visual Studies Collections Manager Dale Neighbors just concluded the successful transfer of more than 200 architectural drawings detailing the original construction of the Jefferson Hotel from The Valentine. Curators at the Valentine realized that they did not have the expertise nor the collections to justify keeping these invaluable plans and looked to place them in a repository with more robust architectural collections. The transfer also includes several thousand dollars to be put towards the conservation of the drawings. The Library of Virginia has an important and growing collection of architectural plans, records, and models, and is working to determine how to expand the program so that it has the staff and resources

necessary to care for these materials. The Library of Virginia is the only institution in the state that collects to reflect the broad diversity of building traditions across the commonwealth.

Mr. Metz concluded his report with the news they have nearly completed the vital records assessment as well as the preparation of the Request of Proposals (RFP) needed to find a vendor to digitize and provide public access to these important documents that date between 1853 and 1913. Many of these records are in very poor condition given the acidic nature of the paper used during this period and will need preservation or conservation before they can be handled by a vendor. The Library is seeking an agreement where the services are provided at no cost to the Commonwealth given that the surrogates will have revenue-generating potential for the successful bidder. This was the same approach used by the Division of Vital Records in the Department of Health when they contracted to have the vitals in their custody scanned. He expects that the RFP will be ready to be issued in June.

There being no further comments or new business, the committee adjourned at 9:10 a.m.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, April 15, 2019, at 8:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: Mohammed Esslami, *vice chair*; Jon Bowerbank, Paul Brockwell, L. Preston Bryant Jr., Kristin Cabral, Mark Miller, and Shelley Viola Murphy. Staff liaison Gregg Kimball was also present. K. Johnson Bowles, *chair*, participated electronically through telephone.

Chair K. Johnson Bowles brought the meeting to order. Education and Outreach Manager Catherine Fitzgerald Wyatt began the meeting by demonstrating the new Virginia Changemakers portal on the Library's Education website. This new web portal brings together content from three Library programs: Virginia Women in History, Strong Men and Women in Virginia History, and the recent New Virginians project. Biographies from all of the projects have been integrated into a single website that offers various ways to explore the content. Ms. Fitzgerald Wyatt showed how the biographies can be accessed by theme and historical era, a feature that is especially convenient for educators. She also noted that attendees at the programs often recall specific years when someone was honored. Thus, the site also provides searching by project and then by year. This feature also includes another frequently requested aspect of the programs: the annual posters.

Next, Library of Virginia Exhibition Coordinator Barbara Batson reviewed planning for the forthcoming "Votes For Women" exhibition due to open in January 2020. She discussed some of the notable items from the Library's collection that will be included in the exhibition as well as artifacts from private collections that will be borrowed. Ms. Batson noted that the Library's Equal Suffrage League Collection is being digitized and will be available for use and transcription by the opening of the exhibition. Another exciting development is a book manuscript developed from the project that will be published by the History Press. Authored by Library staff member Mari Julienne and retired Library editor and historian Brent Tarter, the book will provide a groundbreaking new look at the suffrage movement in Virginia. The Library

has received some state funding for the exhibition but is still waiting to hear about a few outstanding grant requests.

Finally, Ms. Fitzgerald Wyatt reviewed some recent programming at the Library, including a genealogical program with author Kenyatta Berry, the Weinstein Authors Series, and the annual Strong Men and Women in Virginia History (co-sponsored with Dominion Energy) and Virginia Women in History programs. The last two programs provided strong civic engagement and education across the state through student essay contests, posters that go to every school in the state, and a traveling exhibition. Ms. Fitzgerald Wyatt noted that the women honored in the Virginia Women in History program this year are featured on the Wall of Honor of the Virginia Women's Monument, set to be dedicated in October of this year.

There being no further business or questions the committee adjourned at 9:10 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee met on Monday, April 15, 2019, at The Library of Virginia in Conference Room C. The following committee members were in attendance: Shelley Viola Murphy, *chair*; The Hon. Jon Bowerbank, *vice chair*; Robert Aguirre; Paul Brockwell, Mohammed Esslami, Barbara Vines Little, and Mark Miller. Staff liaisons Nan Carmack, Public Library Consultant Kim Armentrout, and Dr. Sue Kimmell, program director for Old Dominion University's MLIS program were also present.

Chair Shelley Viola Murphy called the committee to order at 9:15 a.m. and welcomed new member Robert Aguirre and guest Dr. Kimmell. Ms. Armentrout summarized the state aid requirements, the FY20 proposed allocations, and reviewed libraries that may be submitting waiver requests based on the following three criteria:

- Exceeding the allowable carryover
- Experiencing a general decrease in expenditures
- Experiencing a drop in expenditures below 50% of the median and/or two thirds requirement.

She then reported that many regional and non-profit libraries are concerned about the carry over requirement, as they depend on maintaining a fund balance for good business practice. Ms. Armentrout explained that an interpretation of the requirement has been sought, as this requirement is part of the Virginia Administrative Code. Further, she outlined the types of waivers the Library Board may be asked to consider for a decrease in expenditures:

- Technical waivers may be sought for systems with large shifts based on specific projects that are completed and thus don't require continued funding, or vacancy/retirement payroll savings or for localities experiencing budget shortfalls and equal cuts are experienced by all local departments, not exclusively the library.
- Regular waivers may be sought by systems whose locality decreased their budget specifically, not with across the board cuts for other departments. The Library Board must

decide, in these cases, whether or not an allowance can be made for the reason for the cut, or implement the resulting reduction in state aid as a consequence for lowered funding by the locality.

Lastly, Ms. Armentrout discussed the procedure for libraries that do not comply with the fifty percent or two thirds requirement: these libraries must develop a five-year plan discussing how the library and its locality will regain necessary funding to receive their full state aid allocation. She will bring a full report to the June 2019 meeting for committee consideration and board action.

Dr. Kimmel, program director for the Old Dominion University's new MLIS degree, presented a status report on the program. Building on their success in both distance learning and school librarianship, ODU plans to fill the gap of LIS education in Virginia. They have already received approval from State Council on Higher Education to proceed and have been granted pre-candidacy for accreditation by the American Library Association. ODU plans to submit their candidacy application this fall and make an appointment for their accreditation visit within the next 18 months. In the interim, they will perform the required self-study, solicit feedback, and make adjustments accordingly. The program will be housed in the School of Education and delivered asynchronously, online. Dr. Kimmel reported targeting 40 enrollments by the fall and that the earliest graduation date would be August of 2020. Any graduates prior to accreditation will be included in accreditation, once earned. Further discussion surrounded ODU's emphasis on an internship. Further conversation noted that Virginians currently enrolled in certain out-of-state programs and receiving common market tuition will continue to receive that tuition rate. New students, however, will not. The committee expressed excitement and appreciation for the prospect of having an MLIS program in Virginia and wished Dr. Kimmell well.

No committee or board actions were required and Ms. Murphy asked Ms. Armentrout to attend the larger board meeting in case specific questions about state aid arose.

There being no further committee business, the committee adjourned at 10:22 a.m.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, April 15, 2019, at 9:15 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., *chair*; R. Chambliss Light Jr., *vice chair*; Kristin Cabral, Mark E. Emblidge, Blythe Scott, Marcy Sims, and M. David Skiles. Committee member K. Johnson Bowles participated via telephone. Staff liaisons Connie B. Warne and Librarian of Virginia Dr. Sandra G. Treadway were also present.

The meeting began with a review of the legislation relating to the Library's processing of gubernatorial records that had been introduced but failed to pass in the recently concluded General Assembly session. Mr. Bryant summarized the movement of the legislation through to passage in both houses. As the House and Senate versions had slightly different language, however, the bills were placed on the docket for the joint conference committee. Mr. Bryant reported that in the end, the fiscal impact of enacting the legislation proved more costly than the

conferees were willing to provide funding to cover, and the legislation died. Dr. Treadway stated that the Library knew that the issue would continue to be of interest to the public, and that staff was reviewing work flows and procedures to look for any way, even without additional resources, to process these records more quickly. To help those interested better understand the challenges posed by the electronic records that come to us from an administration, the Library is also planning a public presentation sometime in May to which members of the General Assembly and the press who have written about this issue would receive special invitations.

Deputy Director of Administration Connie Warne reviewed the Library's Statement of Financial Condition as of February 28, 2019. She stated that everything was on track and in line with normal spending patterns for this time of the year. There were no questions about her report and the committee adjourned at 9:50 a.m.

NOMINATING COMMITTEE MEETING

The Nominating Committee of the Library Board met on Monday, April 15, 2019, at 9:55 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: M. David Skiles, Kristin Cabral, Marcy Sims, and Mark E. Emblidge. Staff liaison Librarian of Virginia Dr. Sandra G. Treadway was also present.

The committee discussed and came to agreement about the proposed slate of officers who will be contacted prior to the June board meeting to confirm their interest and availability to serve in those capacities on the Library Board for the coming next year. Librarian of Virginia Sandra Treadway's office will communicate the confirmed proposed slate of officers to the rest of the Board before the next meeting. There being no further committee business it adjourned at 10:20 a.m.

THE LIBRARY BOARD MEETING

Library of Virginia
April 15, 2019

The Library Board met on Monday, April 15, 2019, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

M. David Skiles, chair, called the meeting to order at 10:27 a.m., welcomed the Board, and Board member Robert Aguirre from James Madison University, and asked Board member Paul Brockwell to lead everyone in the Pledge of Allegiance to the U.S. flag.

The following members were in attendance:

M. David Skiles, *chair*
Robert Aguirre

Jon Bowerbank
Paul Brockwell
L. Preston Bryant Jr.
Kristin Cabral
Mark E. Emblidge
Mohammed Esslami
R. Chambliss Light Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Blythe Ann Scott
Marcy Sims

Due to inclement weather on Sunday causing her flights to Richmond to be cancelled, K. Johnson Bowles, *vice chair*, participated electronically from Geneseo, New York, by telephone.

II. APPROVAL OF AGENDA

Mr. Skiles asked for a motion that the meeting agenda be approved. A motion was made by R. Chambliss Light and seconded by Blythe Ann Scott; the agenda was approved by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Skiles welcomed members of the Library staff who were present. He also welcomed Senior Assistant Attorney General Carrie Nee, and Conley Edwards from the Friends of the Virginia State Archives, and thanked them for joining the Board meeting.

IV. APPROVAL OF THE LIBRARY BOARD MINUTES OF January 7, 2019

Mr. Skiles asked if there were any additions or corrections to the January 9, 2019, Board meeting minutes. As no comments or corrections were offered, he asked for a motion to approve the minutes of January 7, 2019, as submitted. Mark Miller motioned to approve the minutes as submitted, Kristin Cabral seconded that motion, and the minutes were approved unanimously.

V. PUBLIC COMMENT

None

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives (FVSA) reported that on March 29, 2019, the Friends sponsored the 27th annual *Straight to the Source* program at the Library. There were sixty-three participants in the all-day program, which featured Library staff members Greg Crawford, Cara Griggs, Dana Puga, and John Deal. Mr. Edwards thanked these staff members for their excellent presentations and expressed his gratitude to Tom Crew, staff liaison with the Friends, for organizing the program. He

also observed that 2019 marked the thirtieth anniversary of the incorporation of the Friends and the participants enjoyed a small celebration during the meeting

Mr. Edwards also reported that the Friends continued their support of the work of the LVA collection development staff by identifying and purchasing published genealogical and family history materials from contiguous states. Forty volumes were acquired since January 2019. Books added to the collection are identified with a 'Friends of the Archives' bookplate. In February, the Friends also donated \$6,720 to the Adopt Virginia's History Program. The funds will go toward support for Private Papers archivists to make eight collections with genealogical content available for research.

He also announced that the date of the Friend's annual *Slatten Lecture* is Saturday, September 21. The speaker this year is Michael Strauss, a professional genealogist and a national genealogical lecturer for more than thirty-five

She also reported that Exhibition Coordinator Barbara Batson had provided the committee with a review of the Library's planning for the forthcoming "Votes For Women" exhibition due to open in January 2020 and discussed some of the notable items from the Library's collection that will be included in the exhibition. Ms. Fitzgerald Wyatt mentioned that Library staff were working on digitizing the Library's Equal Suffrage League Collection and on a book manuscript that will be published by the History Press.

Finally, Ms. Fitzgerald Wyatt reviewed some recent programming at the Library, including a genealogical program with author Kenyatta Berry, the Weinstein Authors Series, and the annual Strong Men and Women in Virginia History (co-sponsored with Dominion Energy) and Virginia Women in History programs. Ms. Fitzgerald Wyatt noted that the women honored in the Virginia Women in History program this year are featured on the Wall of Honor of the Virginia Women's Monument, set to be dedicated in October of this year.

- **Legislative and Finance Committee**

Mr. Bryant, committee chair, opened with comments on the recently concluded General Assembly session, noting that the Commonwealth of Virginia ended the fiscal year with a half billion dollar surplus and projections of a billion or so surplus for the next year.

Mr. Bryant then reviewed the two pieces of legislation relating to the Library's processing of gubernatorial records that were introduced but failed to pass. He summarized the movement of the legislation through to passage in both houses. As the House and Senate versions had slightly different language, the bills were placed before the joint conference committee. Mr. Bryant reported that in the end, the fiscal impact of enacting the legislation proved more costly than the conferees were willing to provide funding to cover, and the legislation died. Dr. Treadway stated that the Library knew that the issue would continue to be of interest to the public, and that staff was reviewing work flows and procedures to look for any way, even without additional resources, to process these records more quickly. To help those interested better understand the challenges posed by the electronic records that come to us from an administration, the Library is also planning a public presentation sometime in May to which members of the General Assembly and the press who have written about this issue would receive special invitations. It was also suggested to invite Secretary of Education Atif Qarni to the next Board meeting.

Mr. Bryant reminded all that the employment level at the Library was authorized at nearly two hundred, however, currently is only at one hundred twenty-five staff; of those roughly seventy-five staff vacancies the most pressing are in state records and records management. Mr. Bryant then directed everyone to the Financial Report tab in the Board packet and invited Deputy of Administration Connie Warne to review the Statement of Financial Condition as of February 28, 2019 for the Board. Ms. Warne stated that the

Library's spending was on track and in line with normal spending patterns for this time of the year.

- **Public Library Development Committee**

Shelley Viola Murphy, committee chair, briefly outlined several agenda items discussed in committee: state aid requirements, fiscal year 2020 estimated allocations, and the review of libraries which may be submitting waiver requests. The committee also discussed the concerns of some regional and non-profit libraries with how their carry-over funds might be interpreted as well as an explanation of the types of waiver situation that may arise. A full report will be provided by Public Library Consultant Kim Armentrout to the June 2019 Board meeting for committee consideration and board action.

Ms. Murphy shared that committee also heard from Dr. Sue Kimmel, program director for the new Old Dominion University MLIS degree program. Dr. Kimmel presented a status report of what will be the first and only MLIS program offered in Virginia. One of the requirements to receive state aid is that the director of each library system hold an MLIS degree, so the addition of an in-state accredited degree program will be helpful in meeting that requirement.

- **Library of Virginia Foundation**

Library of Foundation Executive Director Amy Bridge began by sharing they are in the midst of working on year-end donations and reminded all present about making their annual gift as the Foundation is striving for 100 percent participation of both boards. It is important to show other donors that both boards fully support the Library. She showed all present an example of a new newsletter being sent out to our Semper Virginia Annual Fund Donors, created in conjunction with the collections staff, which is intended to create more value for our donors since there is no charge for most programs given at the Library. She announced the next Voorhees lecture later in April and that the Literary Awards gala this year would be held on Saturday, October 19; with the Mary Lynn Kotz Art in Literature Awards being held on Friday, October 18, at the Virginia Museum of Fine Arts. Ms. Bridge closed her report by announcing that she would be resigning from her position as director of the Foundation as of April 26 as she had taken a position at Hollins University in Roanoke. She then invited Foundation Board Chair Steve Rogers to the podium to explain the transition and search process.

Mr. Rogers expressed his appreciation for the years of service Ms. Bridge has given to the Library of Virginia and asked that the Board take a moment to give Ms. Bridge a well-deserved acknowledgement of that service. He thanked and acknowledged her success in creating well-organized, working committees since her arrival as well as making profitable or break-even, programs that previously had lost money. Mr. Rogers outlined the plan for operational supervision of the Foundation programs while a search was being conducted for the next director. The search committee for Ms. Bridge's replacement was getting underway, and he anticipated a three month process to find,

interview and make an offer to a highly desirable candidate. He encouraged feedback and referrals from the Library Board.

Mr. Skiles offered another expression of appreciation to Ms. Bridge for her service to the Library Foundation and asked the Board to once again acknowledge her for her service.

- **Nominating Committee**

Mr. Skiles reported the Nominating Committee had discussed and come to agreement on a proposed slate of officers for the coming year as well as the Executive Committee. The names of these candidates will be announced to the Board once these individuals have been contacted and confirmed their willingness to serve in those roles. The Librarian's office will ensure the Board members receive the finalized proposed slate of officers well before the June board meeting, at which a vote will be taken. Mr. Skiles emphasized the importance that all Board members be present at the June Board meeting if at all possible, and reminded all that Board members will also have the opportunity to propose alternate candidates at that time.

- **Report of the Librarian**

Librarian of Virginia Dr. Sandra Treadway gave brief updates on several items. She explained the Library of Virginia logo pin at each Board member's place, which she hoped Board member might wear when they attended Library events so that they might easily be identified as Board members. Dr. Treadway also thanked Ms. Little and Ms. Murphy for their recent participation in a presentation that Local Records Program Manager Greg Crawford gave at a Virginia Coalition for Open Government meeting. Their willingness to give their time to programs that support our mission is very much appreciated. Lastly, Dr. Treadway relayed a deeply moving personal story she heard from a patron of the Library who approached her at a recent meeting of the Virginia Genealogical Society. Ms. Bobbi Bowman expressed deep gratitude to the Library staff who helped her piece together many missing details of her great-great-grandfather's life. Her ancestor had been freed from slavery, but because Virginia law at that time required emancipated slaves to leave the state within one year of emancipation, he petitioned the state legislature to waive this requirement. His request was denied and to avoid separation from his family, he agreed in 1859 to be re-enslaved. Dr. Treadway stated that her conversation with Ms. Brown was a wonderful reminder of the value of what the Library does and the impact that our work has on people's lives.

Dr. Treadway then asked Digital Initiatives & Web Services Manager Kathleen Jordan to present a summary of the Library's new Strategic Plan. Ms. Jordan acknowledged her colleagues on the Strategic Plan Committee: Sonya Coleman, Vince Brooks, Catherine Fitzgerald Wyatt, Dale Neighbors, Meghan Townes, John Metz, and Paul Casalaspi, and then summarized the plan's key points. The plan begins with a reflection on the Library's past and present, then outlines three key focus areas (Collections, Access, and Connections) that will guide the Library as it moves towards its 200th anniversary in 2023. After briefly summarizing these three areas, Ms. Jordan outlined five major

initiatives to support them: 1) Collecting the New Virginia; 2) Dynamic Digitization; 3) Civic Leadership; 4) Library as Place; and 5) Library Beyond Place.

After reviewing and summarizing the Challenges & Opportunities section of the Strategic Plan, Ms. Jordan briefly outlined three additional initiatives that address those areas of focus as part of an internal organizational development plan. Ms. Jordan concluded her presentation with a description of the internal team, known as the Strategic Planning, Implementation, Coordination, and Execution (SPICE) group, which will develop a system of metrics through which we can measure progress with these initiatives. The group will provide updates at future Board meetings along with periodic meetings with representatives from both Library boards to talk about where and how things are going.

Digital Engagement and Social Media Coordinator Sonya Coleman shared the planning team will soon have printed copies of the plan for the public and a dedicated website where information and updates on the plan will be shared.

- **Report of the Chair**

Mr. Skiles commented on the success of this year's legislative session and expressed his appreciation for the hard work and dedication of all the staff and Board members. He invited Mr. Brockwell to share his ideas about a possible lapel pin, which would consist of the Library's colorful logo to be used to thank donors and support the branding efforts for the Library. There was general agreement and support expressed by those present for the idea and Mr. Skiles asked that Mr. Brockwell coordinate with the Foundation on ideas for how it could be utilized and report back to the Board in June.

VII. OLD OR NEW BUSINESS

Mr. Brockwell suggested that a resolution be put forward at the June meeting to acknowledge and thank Amy Bridge for her service to the Library Foundation; Mr. Skiles indicated that something along that line was already in the process and thanked him for the suggestion. Mr. Skiles took a moment to introduce new State Archivist Mike Strom and asked him to give a brief introduction on his background.

VIII. ADJOURNMENT

There being no further business, Mr. Skiles reminded everyone that the next Board meeting is Monday, June 24, 2019, and thanked everyone for continuing to dedicate their time to the Library. The meeting adjourned at 11:44 a.m.

ORIENTATION FOR NEW LIBRARY BOARD MEMBERS

The orientation for new Library Board members began at 12:45 p.m. on Monday, April 15, 2019, in the Board Meeting Room of the Library of Virginia. Members in attendance were Robert Aguirre, Paul Brockwell, and Blythe Scott. Also in attendance in addition to

the Librarian of Virginia, were Executive Management Team members Vanessa Anderson Amy Bridge, Nan Carmack, Paul Casalaspi, Gregg Kimball, John Metz, Mike Strom, and Connie Warne. The Library's counsel Carrie Nee was also present.

After a brief welcome and introductions, Ms. Nee provided the new members with an overview of legal and policy issues that the members would need to be mindful of as members of a state board. She gave them a handout about the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) and explained their responsibilities as board members under each of these pieces of legislation.

Librarian of Virginia Sandra Treadway provided additional information about the Board's organization, by-laws, meetings, and opportunities to assist the Library with planning for its 200th anniversary in 2023. Each of the management team members then provided a short summary of the key functions and challenges of their areas of the Library. After a brief discussion, the group adjourned at 3:20 p.m., deciding to postpone the scheduled tour of the Library building until a future date.