

THE LIBRARY BOARD MEETING

Library of Virginia

June 26, 2020

The Library Board met electronically on Friday, June 26, 2020, via Zoom Internet Conferencing and the LVA YouTube channel live broadcast.

I. CALL TO ORDER/WELCOME/QUORUM

L. Preston Bryant Jr., chair, called the meeting to order at 10:00 a.m., and immediately took an attendance roll call of the Board.

The following members were in attendance:

L. Preston Bryant Jr., *chair*
Kathy Johnson Bowles, *vice chair*
Laura L. L. Blevins
Paul Brockwell
Mark E. Emblidge
Mohammed Esslami
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Blythe Ann Scott
Marcy Sims
Leonard C. Tengco

Mr. Bryant noted that a quorum of the Library Board was present and commented that Board members Robert D. Aguirre, R. Chambliss Light Jr., and Maya Castillo may also be joining the meeting.

Mr. Bryant welcomed the Board members and all present on the Zoom internet conferencing meeting. He acknowledged the unusual circumstances of the COVID-19 pandemic and expressed the hope that this would be the only electronic Board meeting that would be necessary. He also referenced the recent social unrest the nation was experiencing and the protests in Richmond relating to the Confederate statues on Monument Avenue and mentioned the important role the Library of Virginia has been playing by providing historical background and context related to the history of the statues. He then asked Librarian of Virginia Sandra Treadway to say a few words about that work. Dr. Treadway affirmed the ongoing efforts of the Library to share the stories of all Virginians with the public, especially those that have been overlooked before. She drew the Board's attention to a 2017 blog on the Library's website titled "Complicated History: The Memorial to Robert E. Lee in Richmond." This blog entry, which describes how the monument came to be and provides contemporary accounts of the dedication ceremonies, has been widely viewed during the past few weeks and quotations in the blog from the *Richmond Planet*, the leading African American paper of the time, have appeared in recent press coverage of the Monument Avenue statues. The Library will

continue through its Virginia Untold project, its exhibitions, and public programs to present as inclusive a history of Virginia as possible.

Mr. Bryant introduced the three new Board members appointed by Governor Ralph Northam: Laura Blevins, Maya Castillo and Leonard Tengco. He asked Ms. Blevins and Mr. Tengco to say a few words about themselves; Ms. Castillo had not yet joined the meeting. Board members R. Chamblis Light Jr. and Robert Aguirre joined the meeting at this time. Mr. Bryant reminded everyone that since the Board was meeting electronically it could only conduct business that was essential for the ongoing operation of the Library and so would dispense with the usual committee reports. An information update on the Library's recent work was included in the Board packet.

II. APPROVAL OF AGENDA

Mr. Bryant asked for a motion to approve the meeting agenda as distributed. A motion to approve was made by Paul Brockwell, seconded by Blythe Ann Scott, and the Board approved the motion unanimously.

III. APPROVAL OF THE LIBRARY BOARD MINUTES OF JANUARY 6, 2020 BOARD MEETING.

then asked if there were any additions or corrections to the draft minutes from the January 6, 2020, meeting. As no comments or corrections were offered, he asked for a motion to approve the minutes of January 6, 2020 as submitted. Ms. Scott moved to approve the minutes, and Marcy Sims seconded the motion. Board members Leonard Tengco and Laura Blevins abstained from voting since they were not on the Board in January 2020. The January 6, 2020, Board minutes were approved unanimously.

IV. PUBLIC LIBRARY DEVELOPMENT COMMITTEE

Committee Chair Shelley Viola Murphy stated that the committee had a number of important action items for the Board to vote on. The committee needs to respond to several requests from local public libraries for waivers from the Board's State Aid Requirements and to approve final FY 21 State Aid Allotments. Ms. Murphy reviewed the applicable portion of the State Aid Requirements found in the Board packet and then asked Public Library Consultant Kim Armentrout to provide the pertinent information on all of the State Aid Waiver Requests.

Ms. Armentrout first reviewed the Technical Waivers as outlined on page 17 of the Board packet. Technical waivers are those resulting from a decrease in expenditures that occurred in the normal flow of business from one year to the next. These include turnover and vacancy savings, large one-time expenditures, reporting errors, lower costs, and other factors. After Ms. Armentrout's summary of the Technical Waivers, Ms. Murphy asked for questions. Hearing none, Mr. Bryant asked for a motion to approve, as a block, all the Technical Waivers as presented. Mr. Miller moved to approve, Ms. Murphy seconded the motion, and Mr. Bryant took a roll call vote. All Board members affirmed their approval, including Maya Castillo who had joined the meeting prior to Ms. Armentrout's report. Ms. Bowles had briefly stepped out of the meeting and did not vote.

Ms. Murphy then asked Ms. Armentrout to explain the Non-Technical Waiver requests, which had to be considered and voted on individually. The first one presented was from the Smyth County Public Library, which had written a detailed letter outlining the reasons for the \$40,000 reduction in local funding between 2018 and 2019 and provided the library director's assurance that the situation had been corrected and that the library would be level funded for the coming year. Mr. Bryant asked for questions or discussion. As there were none, Mr. Bryant asked for a motion to approve the Smyth County Public Library waiver request. Ms. Sims moved to approve, Mr. Miller seconded the motion, and Mr. Bryant then took a roll call vote. All fifteen board members present voted in the affirmative, and the motion passed unanimously. Ms. Armentrout then reviewed the waiver request from the Tazewell County Library, which indicated that many other Tazewell County departments had experienced budget cuts due to economic conditions and that the library had not been singled out. The library's budget for FY 20 also showed a \$61,601 increase. Ms. Murphy then asked for any questions; hearing none, Mr. Bryant called for a motion to approve the Tazewell County Public Library waiver request. Ms. Blevins moved to approve, Mr. Brockwell seconded the motion. Mr. Bryant then took a roll call vote on the motion which passed unanimously.

Next Ms. Armentrout explained the waiver requests from two localities relating to the Board's certification requirement. The Danville Public Library and the J. Robert Jamerson Public Library both had new library directors who are enrolled in library school and expect to earn their MLS degrees in the next two to three years. Ms. Armentrout suggested that if approved, the staff would monitor each person's progress annually until they earned the degree and met the certification requirement. She stated that Danville Public Library's new director, Russell Carter, is currently enrolled at Louisiana State University and on schedule to complete his program in the spring of 2023. Mr. Bryant asked for a motion to approve the Danville Public Library's waiver request, conditional on Mr. Carter's completing the MLS program. Mr. Miller made the motion, and Ms. Sims seconded. Mr. Bryant called for a roll call vote, and the motion passed unanimously. Next Ms. Armentrout reviewed the J. Robert Jamerson certification waiver request for library director Diana Harvey. Ms. Harvey has been accepted at the University of South Carolina and anticipates graduation in the spring semester of 2022. Mr. Bryant asked for a motion to approve the J. Robert Jamerson Public Library's waiver request, conditional on Ms. Harvey's completion of the MLS program. Mr. Brockwell made the motion, seconded by Ms. Scott. Mr. Bryant called for a roll call vote, and the motion passed unanimously.

Ms. Armentrout next presented waiver requests from two libraries seeking an exemption from the requirement that a library be open at least one evening a week for three consecutive hours. The Cumberland County Public Library has requested permission to close at 7 p.m. instead of 8 p.m. on Mondays each week but to add an additional evening hour of service on Thursdays and Fridays. After brief discussion, Mr. Bryant asked for a motion to approve this waiver request. Mr. Brockwell made the motion, seconded by Mr. Miller. Mr. Bryant took a roll call vote, and the motion was unanimously approved. Ms. Armentrout next reviewed the request from the Northumberland County Public Library, which would like to close at 7 p.m. instead of 8 p.m. on Thursdays based on low

foot traffic during that hour documented over the past year. There being no questions or discussion offered, Mr. Bryant asked for a motion to approve the Northumberland County Public Library's waiver request. Mr. Brockwell made the motion, and Ms. Scott seconded. Mr. Bryant took a roll call vote, and the motion passed unanimously.

Ms. Armentrout then reviewed the waiver request from the Petersburg Public Library, which was tied to the audit report of library expenditures submitted by the City of Petersburg. The Library of Virginia has asked for clarification of several revenue and expenditure items in the city's 2018 Comprehensive Annual Financial Report (CAFR) and has worked with the city on a corrective action plan. After brief discussion, Mr. Bryant asked for a motion to approve the Petersburg Public Library's request on the condition that the city complete the specified corrective action plan approved by the Library. Ms. Sims made the motion, and Ms. Blevins seconded. The motion passed unanimously after a roll call vote by Mr. Bryant.

Ms. Murphy asked Ms. Armentrout to take the Board through a review of pages 19-29 in the Board meeting packet that was informational only and then invited Ms. Armentrout review the FY 21 State Aid Allotments on pages 39-41. After her review and brief discussion, Mr. Bryant asked for a motion to approve the FY 21 State Aid Allotments as submitted. Mr. Brockwell so moved and Mr. Miller seconded the motion. Mr. Bryant took a roll call vote and the motion passed unanimously. Maya Castillo was absent from the Zoom meeting at this time and did not vote on this item.

V. INFORMATION ITEMS

In the absence of Deputy of Administration Connie Warne, Dr. Treadway provided a brief update on the Library's financial condition and budget at the end of the fiscal year. She reported that all was on track to close the year out at the end of the month as projected. At Mr. Bryant's request, Dr. Treadway reviewed and explained the Library's four main sources of funding as outlined in the financial report. Dr. Treadway also informed the Board that at the request of the Governor all state agencies had been required to identify discretionary funds to be returned to the General Fund to assist with the revenue shortfall resulting from the Covid19 pandemic. The Library had identified approximately \$550,000 in funding that it had not yet spent. Much of this came from administrative and technology projects that have been deferred. The Library will not know until later this summer whether this reduction in funding will be temporary or permanent. All new funding that the Library had received in the state budget for next year has also been unallotted by the General Assembly during its reconvened session.

Dr. Treadway updated the Board on the actions the Library has taken in response to the COVID-19 pandemic. Under an executive order issued by Governor Northam requiring sheltering in place, the Library closed to the public in mid-March 2020 and transitioned most of its staff to teleworking. While closed to the public, the agency remained open for business and continued to serve citizens and government agencies electronically. Several weeks ago, the Governor's Office began to lift many of the restrictions placed on businesses and public places and his office has provided guidance about health and safety protocols that need to be in place to reopen safely. The Library has implemented these

protocols and our public services staff have put new policies in place to allow us to open to researchers again beginning on Tuesday, July 7, 2020. To ensure compliance with physical distancing requirements in the reading rooms, the Library is asking researchers to make appointments so that we do not exceed the capacity limits. Patrons who arrive without an appointment will be admitted only if there is available space. During the initial reopening phase, operating hours will be Tuesday through Friday, 10 a.m. to 4 p.m. Once the General Assembly returns to finalize the FY 21 budget, the Library will determine if it will be possible to add additional hours to the schedule. Dr. Treadway commended the Secretary of Education's Office and the Governor for keeping state agencies informed about COVID-19 developments and responses and for appreciating the special challenges that the state's cultural agencies face. Dr. Treadway also commended the Library's Facilities staff who have reported for work diligently every day and evening making sure the additional cleaning protocols have been carried out. She also thanked the Library's management team and the staff as a whole for adapting so quickly to the changing circumstances and stepping up to meet the challenges of this difficult time.

VI. REPORT OF THE EXECUTIVE COMMITTEE

Mr. Bryant reported that he had conferred with each member of the Executive Committee (Ms. Bowles, Mr. Emblidge, Ms. Scott, and Mr. Light) concerning the need to address the extension of Librarian of Virginia Sandra G. Treadway's employment contract. He explained that Dr. Treadway has been operating under a three-year contract beginning July 1, 2017 expiring June 30, 2020, and that the terms of the contract allow for two one-year extensions. Before the Board for consideration was the first one-year addition to Dr. Treadway's employment contract beginning July 1, 2020, and expiring June 30, 2021. As Dr. Treadway had communicated her willingness to stay on for the coming year, Mr. Bryant had been in discussion with Library Counsel Assistant Attorney General Audrey Burges, who had drafted an amendment to extend Dr. Treadway's contract. Mr. Bryant reported that the Executive Committee was unanimously in favor of extending Dr. Treadway's contract for this next year. After a brief discussion, Mr. Bryant presented the following resolution for consideration by the Board:

RESOLUTION

*Extension of Librarian of Virginia's Executive Employment Agreement
June 26, 2020*

RESOLVED by the Board of Trustees of the Library of Virginia that the Executive Employment Agreement of the Librarian of Virginia shall be extended for a one-year period commencing July 1, 2020, and terminating June 30, 2021.

Mr. Bryant asked for a motion to approve the amendment extending to Dr. Treadway's employment contract as presented. Mr. Miller moved to approve the amendment, and Ms. Scott seconded. Mr. Bryant then took a roll call vote, and the motion passed unanimously. Mr. Bryant thanked Dr. Treadway for being willing to continue her position with the Library for the coming year.

VII. REPORT OF THE NOMINATING COMMITTEE

Mr. Bryant explained that the Nominating Committee currently consists of himself, Mr. Emblidge, and Ms. Scott; two additional members, Kristin Cabral and M. David Skiles, were no longer serving as their terms had expired and they had rotated off the Library Board. The matter before the Board was the election of officers for the coming year. Mr. Emblidge suggested that given the pandemic, fiscal, and other challenges that the Library was currently facing, continuity was highly desired. He shared the Nominating Committee's recommendation that the Board re-elect Preston Bryant to serve another term as chair, and Kathy Johnson Bowles to serve again as vice chair. Ms. Scott shared her support for the committee's recommendation. Mr. Bryant asked for questions or discussion. After brief discussion on procedure, Mr. Bryant took a roll call vote on the committee's recommendation to re-elect Mr. Bryant and Ms. Bowles, as chair and vice chair respectively, for the coming year. The motion passed unanimously.

VIII. REPORT OF THE CHAIR

Mr. Bryant reviewed the proposed Board meeting dates for the term 2020-2021. After brief discussion, he asked for a motion to approve the proposed meeting dates:

Monday, September 14, 2020

Thursday, November 19, 2020 (Joint retreat with Foundation Board, 12:30-4:00 p.m.)

Monday, January 11, 2021

Monday, April 12, 2021

Monday, June 23, 2021 (Annual Meeting and Appreciation Luncheon)

Mr. Light motioned to approve the proposed meeting dates and Mr. Miller seconded. Mr. Bryant then took a roll call vote, which passed unanimously and the scheduled dates were adopted.

Mr. Bryant then directed all to the three proposed resolutions acknowledging Kristin Cabral, Mark Emblidge, and M. David Skiles for their outstanding service to the Library Board. Ms. Cabral and Mr. Skiles' terms expired June 30, 2019 and Mr. Emblidge's term would expire June 30, 2020. Mr. Bryant asked for a motion to approve all three resolutions of appreciation as a block. Mr. Brockwell made a motion to approve all three resolutions, and Ms. Sims seconded. Mr. Bryant asked for discussion and none being offered, took a roll call vote. The motion passed unanimously.

The Commonwealth of Virginia A Resolution of the Library Board

WHEREAS Kristin Cabral was appointed in July 2014 by Governor Terry McAuliffe to a five-year term on the Library Board; and

WHEREAS she served faithfully as a member of the Board during her term and provided the Board and Library staff with sound advice based on her extensive experience working with many cultural and community organizations as well as public libraries; and

WHEREAS during her tenure on the Board, she was an active member of the Education, Outreach, and Research Services, and Public Library Development Committees and served ably as chair of the Public Library Development Committee from July 1, 2017 through June 30, 2018; and

WHEREAS she served as one of the Board's representatives on the Library of Virginia Foundation Board and enthusiastically supported the Foundation's development efforts; and

WHEREAS she has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs, including the annual Virginia Literary Awards; now therefore

BE IT RESOLVED by the Library Board on this 26th day of June 2020 that the Library Board recognize Kristin Cabral for her leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Kristin Cabral as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

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

WHEREAS Mark E. Emblidge was appointed in December 2009 by Governor Tim Kaine to fill the final six months of an unexpired term on the Library Board and was reappointed to a full five-year term on the Board in July 2010 by Governor Robert McDonnell and to a second five-year term in July 2015 by Governor Terry McAuliffe; and

WHEREAS he has served faithfully as a member of the Board during this period and has provided the Board and Library staff with sound advice based on his vast experience in the fields of education, literacy, and public policy; and

WHEREAS during his tenure on the Board, he was an active member of the Archival, Collections, and Records Management Services, Public Library Development, and Legislative and Finance Committees and represented the Library Board on the Library of Virginia Foundation Board; and

WHEREAS he served ably as chair of the Library Board from December 2012 through June 30, 2014; and

WHEREAS he has been an staunch supporter of and advocate for work of the Library of Virginia; now therefore

BE IT RESOLVED by the Library Board on this 26th day of June 2020 that the Board recognize and thank Mark E. Emblidge for his leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Mark E. Emblidge as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

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

WHEREAS M. David Skiles was appointed in 2013 by Governor Robert McDonnell to fill the final year of an unexpired term on the Library Board and was reappointed to a full five-year term on the Board in July 2014 by Governor Terry McAuliffe; and

WHEREAS he served faithfully as a member of the Board during this period and provided the Board and Library staff with sound advice based on his expertise in the workings of Virginia government; and

WHEREAS in 2017 he took a leadership role on behalf of the Library Board in securing and advancing budget amendments that restored funding to the Library to enable the resumption of public service hours in the reading rooms on Saturdays and Mondays; and

WHEREAS during his tenure on the Board, he was an active member of the Archival, Collections, and Records Management Services, Public Library Development, and Legislative and Finance Committees; and

WHEREAS he served ably as chair of the Library Board from July 1, 2018, through June 30, 2019; and

WHEREAS he has been an staunch supporter of the work of the Library of Virginia; now therefore

BE IT RESOLVED by the Library Board on this 26th day of June 2020 that the Library Board recognize M. David Skiles for his leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to M. David Skiles as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

IX. OLD OR NEW BUSINESS

Mr. Bryant called on Ms. Scott as Library Board liaison to the Library of Virginia Foundation to give an update. Ms. Scott reported that sixty-seven percent of Library Board members to date had contributed to the Foundation's annual fund. She reminded all how important it was for the Library to be able to show one hundred percent participation by its Board. She commended Foundation Executive Director Scott Dodson for his leadership. Mr. Brockwell, the other liaison to the Foundation Board, reinforced the importance of achieving one hundred percent board participation and highly recommended all attend the Literary Awards Gala in October.

In closing, Mr. Bryant announced that he would soon be making committee assignments, with the Nominating Committee member selection requiring a Board vote which would be taken up at the September 14, 2020 Board meeting. He invited Dr. Treadway to say some closing words. Addressing the three new board members, Ms. Blevins, Ms. Castillo, and Mr. Tengco, Dr. Treadway expressed regret that their Board tenure was beginning without the usual in person orientation due to the pandemic concerns, but assured them they would soon have one, if only virtually, in order to meet the Library management team. She stated she would be reaching out to them later in the summer to see if there was a convenient time

for an electronic orientation, with a tour of the Library building later when that might be possible.

X. ADJOURNMENT

There being no further business, Mr. Bryant thanked everyone for their dedication and attendance. He extended all best wishes for all to remain safe, and adjourned the meeting at 11:53 a.m.