

## **THE LIBRARY BOARD MEETING**

Library of Virginia

January 11, 2021

The Library Board met electronically on Monday, January 11, 2021, 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 confirmed that a quorum of Board members were present.

The following members were in attendance:

L. Preston Bryant Jr., *chair*  
Kathy Johnson Bowles, *vice chair*  
Robert D. Aguirre  
Laura L. L. Blevins  
Paul Brockwell Jr.  
Maya Castillo  
Mohammed Esslami  
R. Chambliss Light Jr.  
Barbara Vines Little  
Mark Miller  
Shelley Viola Murphy  
Blythe Ann Scott  
Marcy Sims  
Leonard C. Tengco

Mr. Bryant welcomed the Board members, Library staff and Pia Trigiani, president of the Library Foundation Board to the Zoom internet conferencing meeting.

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

Mr. Bryant asked for a motion to approve the meeting agenda. A motion to approve was made by R. Chambliss Light Jr., seconded by Paul Brockwell Jr., and the agenda was approved by acclamation.

### **III. APPROVAL OF THE LIBRARY BOARD MINUTES OF SEPTEMBER 14, 2020 BOARD MEETING.**

Mr. Bryant asked if there were any amendments to the minutes from the September 14, 2020, Board meeting. As none were offered, he asked for a motion to approve the minutes as submitted. Mr. Brockwell moved to approve the minutes, and Mark Miller seconded the motion. The September 14, 2020, Board meeting minutes were approved unanimously following a roll call vote.

#### **IV. COMMITTEE AND DIVISION REPORTS**

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

Archival, Collections, and Records Management Services Committee Chair Barbara Vines Little began by congratulating and commending the Library staff for the tremendous job they have done, recently completing processing and archiving the gubernatorial records from Governor Wilder's administration.

Ms. Little invited Deputy Director for Collections and Programs John Metz to update the Board on preparations for additional storage capacity at the State Records Center when the expansion project is completed. Dr. Metz shared that the Library is working with Backstage Library Works, who will do an initial analysis on the third stacks floor where the bound collections are kept and the archives pod at the State Records Center, which is at capacity. By the end of January it is expected that we will have a clearer idea of what is needed to plan for the long-term location of materials downtown and at the Records Center.

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

Mr. Bryant invited Education, Outreach, and Research Services Committee Chair Kathy Johnson Bowles to give the committee report. Ms. Bowles commended the Library staff for their work and expressed appreciation for the written report outlining public service and outreach activities over the past few months. She was particularly appreciative of the staff's work on an inclusive language guide and thanked Ann Henderson for coordinating that effort. Ms. Bowles then invited Public Services and Outreach Division Director Gregg Kimball to share additional information. Mr. Kimball stated that work is ongoing to finalize the Library's inclusive language guide and will involve a wide range of Library staff. He added his thanks to Community Outreach Specialist Ashley Ramey and Education and Programs Specialist Emma Ito for taking the initiative with this project. Dr. Kimball also described the Library's participation in the effort to commemorate the 50<sup>th</sup> anniversary of Virginia's Constitution. The Constitution of 1971 marked an important milestone in Virginia's history, replacing the regressive Constitution of 1902. The Library is working with a number of partners on a series of programs and events. The Library's annual Brown Teachers Institute will be devoted to this theme as well. .

Mr. Bryant inquired about the response to the completion of the processing of former Governor Wilder's gubernatorial records. State Librarian Sandra Treadway said that the response has been very positive. State Archivist Mike Strom kept Governor Wilder's office apprised of the Library's progress as the work progressed. Governor Wilder himself visited the Library in early January and was taken to the stacks where his papers are housed and he was very pleased.

- **Legislative and Finance Committee**

Legislative and Finance Committee Chair R. Chambliss Light Jr. regretted to report that the Director of Administration and Finance Connie Warne was not able to attend the Board meeting due to illness, but expressed his appreciation to her for preparing the quarterly financial reports. He stated that the reports showed the Library was on track with where the Library historically is at this point in the fiscal year. Mr. Miller inquired about the increased funding for the Circuit Court Records Preservation Program (CCRP) and whether those funds were reflected in this report. Dr. Treadway explained that the fund balance includes the revenue generated by the increased recordation fee but reminded the Board that the Library traditionally spends the money earned in the fiscal year after the revenue is received. Mr. Bryant inquired about the reduction in expenditures between 2019 and 2020 comparisons in the Special Funds category. Dr. Treadway explained the several factors contributing to that reduction. Last year we had one additional payment to the vendor who handles our E-rate program for public libraries (to bring our payment schedule in line with the federal fiscal year), one-time funds from the Task Force to Commemorate the Centennial of Women's Right to Vote to support the Library's women's suffrage exhibition, and higher than normal repairs and equipment replacement at the State Records Center.

Mr. Light then made a motion to convey the Board's appreciation and get well wishes to Connie Warne for her speedy recovery. Mr. Brockwell seconded the motion and Mr. Bryant then took a roll call vote, which passed unanimously.

Mr. Light went on to note that the Governor's budget submitted to the General Assembly included a permanent addition of \$400,000 for the Library to assist with reducing the backlog of processing gubernatorial records. Dr. Treadway expressed her appreciation to Mr. Bryant for his efforts in communicating to the Governor and to House and Senate Appropriations committee members the importance of these funds. She expressed optimism that this funding would remain in the budget through the end of the current legislative session. Mr. Light also noted that the current legislative session does not appear to have legislation that impacts the Library but that staff would remain vigilant and on the lookout until the submission deadline had closed.

- **Public Library Development Committee**

Public Library Development Committee Chair Mark Miller noted there was an action item to be voted on today by the Board. He also reaffirmed his desire to see a reevaluation of the formula used to determine the allocation of State Aid funding to local libraries in order to direct more funding to communities that have a greater financial need for that assistance. He shared he would be meeting the next day with Public Library and Network Development Director Nan Carmack to explore ideas to that end, one of which is considering requesting a Joint Legislative Audit Review Committee (JLARC) study. The last time this was looked at by JLARC was in 1999. He then invited Dr. Carmack to share her division report to the Board.

Dr. Carmack reported that due to the pandemic and the limitations that has placed on in-person support and training, Library Development staff have been reaching out directly to all of the ninety-four Virginia public libraries, touching base personally with Library directors, branch managers, training coordinators. Understandably, they are hearing a lot of worry as circulation workers are frontline workers and circulation traffic is very high as the public is relying on the libraries for both information and recreation. Library workers are concerned about exposure to the coronavirus, and library directors are torn between meeting the public need and the health and safety of library staff. Many libraries are offering curbside service, which while not perfect is working well. The pandemic has provided libraries with an opportunity to deepen their relationship with public schools, and Dr. Carmack shared that all Virginia public school systems are now actively using Find It Virginia, and she is looking to expand the Library of Virginia's relationship with the Virginia Department of Education.

Dr. Carmack then explained that the action item before the Board is to revise the State Aid allotments to each public library system based on a change in the State Aid appropriation approved by the General Assembly in the 2020 Special Session. The Special Session added an additional \$1 million for the current fiscal year to the appropriation and the allotments being presented reflect this additional funding. There were no questions, and Mr. Bryant asked for a motion to approve the revised FY2021-22 State Aid Allotments. Ms. Bowles moved to approve, and Shelley Viola Murphy seconded the motion. Mr. Bryant took a roll call vote, and the motion passed unanimously.

- **Report of the Foundation**

Mr. Bryant asked Foundation Executive Director Scott Dodson to speak next. Mr. Dodson thanked everyone for their contributions to the Foundation's annual fund and expressed gratitude to the Library Board for 100 percent participation by Board members during the last fiscal year. He reported that fund raising this year was going well, with the Foundation about 5 percent ahead in their unrestricted giving goals this year and 82 percent ahead of their restricted giving as compared to last year. He noted that there is a rise in interest to support special projects, and the Foundation is trying to do more work for the Library through those. The number of donors this year is already significantly ahead compared to the same time last year, and a key focus is making sure we are growing our major giving efforts and finding ways to engage donors. Mr. Dodson then updated the Board on the programming for the Weinstein Author Series, which will be formally announced on January 15.

The Foundation is actively seeking funding for a number of larger projects, such as the conservation of drawings of the Jefferson Hotel, adding digital studio infrastructure capability, digitizing the Library's collection of World War II separation notices, developing a diversity fellowship initiative, and building the unrestricted funding. The Foundation has agreed to be the fiscal agent for the project celebrating the 1971 Virginia Constitution and noted that both Trevor Cox and Mr. Bryant have been taking the lead in those fundraising efforts. Mr. Dodson invited Foundation Board President Pia Trigiani to

share comments from the Foundation Board. Ms. Trigiani said that the Foundation is focused on strategic planning and on identifying future Library Foundation Board members. She welcomed suggestions from the current Library Board and asked that they be directed to Mr. Dodson. Mr. Brockwell reminded everyone that they were again aiming for 100 percent financial participation by the Library Board to the Library Foundation and encouraged all to do so.

Mr. Bryant thanked Mr. Dodson, Ms. Trigiani, and Mr. Brockwell, inviting Librarian of Virginia Sandra Treadway to give her report.

- **Report of the Librarian**

Dr. Treadway shared that the Library was continuing to operate under the policies and protocols set last summer when the reading rooms were reopened to the public and that all were taking things one day at a time. Though the last eleven months have been very challenging ones, she was very proud of the Library staff for stepping up and meeting the challenges and adapting quickly as conditions changed. Because most Library staff have high technical skills, the move to increased teleworking was fairly seamless and has worked well. It has kept concentrations of people down in the building, which has been very important for safety. The system for taking appointments for researchers has also been working extremely well, and Dr. Treadway has noted in her usual daily walk around the Library's public areas that people are following the rules and keeping everyone safe. She stated that this is a tense time with the number of COVID-19 cases rising and reported that the staff working directly with the public are a bit anxious, as Dr. Carmack has indicated is the case in libraries across the state. Many local departments of health have been including library staff on the list of essential government workers who should be able to get earlier vaccines, however, she does not yet know about State employees. She has asked if Library of Virginia employees who work directly with the public might be considered for vaccination in one of the priority categories, but it is not clear when we might learn whether that is possible.

Dr. Treadway reminded the Board of the Commission created last year looking at the legacy of slavery and its ongoing impact may not get off the ground until after the current legislative session, but the Library will be staffing that commission which will be important work once it is established. Looking ahead to the Library of Virginia's 200th anniversary in 2023, staff are brainstorming ideas that will be brought back to the Board, while also looking at space planning.

A lot of important work continues to be done that she hopes will bear fruit once we can again meet in person. During this time as government needs change, a lot of people turn to the Library to be part of the solution. Our past work with the Open Data Portal is helping to make accessible to the public the data that government agencies generate and we are very active and involved in building this portal. The Chief Data Officer of Virginia engaged us to participate in this project because of the expertise the Library has in that field.

Dr. Treadway next invited Access and Acquisitions Head, Mary Clark to inform the Board on another initiative the Library, and specifically Ms. Clark, has been asked to participate in regarding state government digital publications. The initiative will probably be brought to the Board later this year for a vote to approve the Library's participation. Ms. Clark gave an overview of the project and its history, which is on copyright restrictions for digital publications by the Commonwealth. She is part of a small working group established by the Secretary of Administration tasked with making Virginia government publications stored in digital repositories more accessible through a new copyright policy for the Commonwealth. This would be by creating a policy for a creative commons license that will allow the public to more fully access the works of state government that are available online, created for the public, along with appropriate attribution. The Library is involved because the policy would establish the Library as the Rights Administrator for the program; this fits with the Library's role as the Administrator for the State's publication repository program, the records management program, and as the archival agency for the Commonwealth. It also demonstrates the Library's trusted position within state government to act as the rights administrator for a copyright policy. Unlike U.S. government publications, which are free from copyright restrictions, the Commonwealth holds copyright on works created by Virginia Commonwealth employees for the use of the public. Right now in digital repositories there are over 14,000 Virginia state publications available on Google Books, through the Hathi Trust Digital Library. Participating universities or members of the Hathi Trust Digital Library Consortium are allowed full access to these publications but this access is not allowed to the general public nor to researchers unaffiliated with the member universities. Publications include such things as the Acts of Assembly, House and Senate Reports, Supreme Court Reports, and all kinds of state agency reports and studies. All of which were created to be seen by the public. There are about 400 restricted publications created by the Library of Virginia that are findable on Hathi Trust and Google Books. Through a new copyright policy the Commonwealth's interests can be protected while enhancing public access to digital state government publications that are currently restricted to members or participating organizations of the Hathi Trust. The policy is not completed yet, but it is anticipated that there will be a finalized policy sometime in the spring to be reviewed and considered at a Board meeting later this year. Ms. Little asked whether the Library of Virginia would be adding digital access to the Hathi Trust Digital Library to its online research offerings; Ms. Clark indicated that as the cost was prohibitive the Library would not be adding that access.

Ms. Little shared that since she comes to the Library in person she notes that everything is running exceptionally well. She's heard from a number of people who have also come in person and they have the same experience; all the efforts taken by staff are very much appreciated.

- **Report of the Chair**

Mr. Bryant shared that with regard to former Governor Wilder's administration records, his Chief of Staff had been kept apprised during the records processing and they had

communicated back to us their great praise and thanks for and to the Library staff for the yeoman's effort put forward to complete the processing and digitization of these records.

In closing, Mr. Bryant shared that there are three Board appointments that are yet to be announced and that he hopes to know soon when they will be filled. The General Assembly's legislative session begins Wednesday, January 13, 2021 where additional budget amendments will be introduced; should there be anything we need to rally support around in a lobbying effort he will communicate through Mr. Light and his committee to seek their support.

**V. OLD OR NEW BUSINESS**

None.

**VI. ADJOURNMENT**

There being no further business put forward, Mr. Bryant adjourned the meeting at 11:02 a.m.