

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

April 13, 2015

The Library Board met on Monday, April 13, 2015, in the Board Meeting Room of the Library of Virginia, located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Mr. Peter E. Broadbent Jr., Chair, called the meeting to order at 10:32 a.m., welcomed the Board, and announced that there was a quorum present.

The following members were in attendance:

Peter E. Broadbent, Jr., *Chair*
Ernestine Middleton, *Vice Chair*

Kristin Cabral
Dr. Mark E. Emblidge
Patricia Thomas Evans
Carol Hampton
Robert Chambliss Light, Jr.

Su Yong Min
Emily O'Quinn
Marcy Sims
M. David Skiles
Kathryn C. Watkins

Jon Bowerbank and Carole M. Weinstein were absent, with Christopher G. Oprison attending via teleconference.

II. APPROVAL OF AGENDA

Mr. M. David Skiles moved to approve the agenda as proposed. The motion was seconded by Mrs. Ernestine Middleton. The Board approved the agenda by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Broadbent welcomed visitors and staff present. He congratulated Carrie Nee on her promotion to Senior Assistant Attorney General and welcomed Carol Hampton as the newest Board Member, replacing Carolyn Berkowitz.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes for January 26, 2015**

Mr. Robert Chambliss Light, Jr., asked for the phrase “on any employees” to be added to the last sentence on page 7-8 to clarify the intent of the sentence. Ms. Kristin Cabral asked for a correction in the spelling of her name.

Ms. Kathryn C Watkins moved to approve the minutes from the January 26, 2015, meeting with the proposed amendments, with Mr. Light seconding the motion. The minutes were approved by unanimous vote. Mr. Skiles abstained from the vote, since he was not in attendance at the January meeting.

V. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Broadbent reported on behalf of the Friends of the Virginia State Archives that the annual Straight to the Source program took place on March 27 at the Library of Virginia. Sixty-two people attended the program. The Friends extended special thanks to Library staff members Minor Weisiger, Kathy Jordan, Sarah Nerney, and Sonya Coleman. He also announced that the next Friends program will take place at the Library on September 12, 2015. Mr. Broadbent also reported on behalf of the Virginia Genealogical Society that its Spring Conference, which took place in Richmond, was a success with more than 200 attendees. The Fall Meeting will take place in Charleston, West Virginia.

B. Committee/Division Reports

• Archival, Collections, and Records Management Services Committee

Mr. Light requested that Dr. John Metz, Deputy for Collections and Programs, report on the committee’s discussion.

Dr. Metz reported that the Spring 2015 Grants Cycle of the Circuit Court Records Preservation (CCRP) Program has begun. After much deliberation, the members of the Clerks’ Association, the CCRP Grants Review Board and Library of Virginia staff decided on a revised grant process for the Circuit Court Records Preservation Program, which includes greater oversight and review of conservation projects. So far, more than fifty localities have expressed interest in participating in this grant cycle (an unprecedented number). The new Grant Request Forms with corresponding documentation are due May 15, 2015, and the Grants Review Committee will meet in June to evaluate applications and select the projects that will be funded in this cycle. Library staff will continue to evaluate the grants process to ensure the best quality control with the most efficient use of staff time.

As part of the final implementation of Senate Bill No. 660, which mandated the digitization and online access of vital records held by the Virginia Department of Health (VDH) and Division of Vital Records (DVR), VDH has reached out to the Library to discuss whether the raw TIFFs created as part of the program should be treated as archival as well as the physical records. The organizations are deliberating on how to treat electronic-born records, as many vital records from 1960 to the present could be

stored as archival records at the Library. However, any agreement with the Division of Vital Records will have to include a capacity-building piece for appropriate archival servers before the Library would be able to assume responsibility for these records. The project contains an estimated 17 million vital records needing approximately 34 terabytes of storage. Paul Casalaspi is representing the Library in these discussions.

Due to cutbacks and attrition, there are some critical staffing needs at the moment. Recruitment is or will soon be underway for a Director of Government Records, a Coordinator for Records Analysis, two Consulting Archivists for Local Records, three Records Analysts, and a Manuscripts and Special Collections Director.

Dr. Metz also brought the Board up to date on the Civil War 150 Legacy Project. Over the last five years, the project has been an extremely successful partnership between the Virginia Sesquicentennial of the American Civil War Commission and the Library of Virginia. Through this initiative, privately held documents have been located, digitized, and made available to researchers across the world. Renee Savits prepared the final report for the Library's CW150 Legacy Project this quarter. Events were held in 90 percent of Virginia's counties and cities, with 160 public and private scanning events. Nearly 800 Virginia citizens contributed more than 35,000 scanned images. More than 1,600 new collections were uncovered, ranging from single parole documents and photographs to large collections consisting of hundreds of letters. The project has generated national interest, with Union and Confederate materials scanned from more than 30 other states. All of the materials scanned have been cataloged and are available online at: www.virginiamemory.com/cw150. Information Technology staff members have loaded some of the project images onto the Transcribe website to make the documents more accessible and user-friendly.

At the conclusion of the committee report, Mr. Broadbent stressed the importance of the CW150 Project. Not only does it give the Library a new way to collect and preserve privately held items, but it is also a tremendous outreach program. The community events extended the Library's presence across the state by establishing relationships with new constituents. He expressed the hope that the Library of Virginia will continue to be a leader in these types of endeavors.

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

Ms. Watkins asked Dr. Gregg Kimball, Director of Public Services and Outreach, to report on the committee's discussion of the *To Be Sold: The American Slave Trade from Virginia to New Orleans* symposium, visitor surveys and metrics, and the Afro-American Historical and Genealogical Society national meeting to be held in Richmond.

Dr. Kimball reported that the *To Be Sold: Virginia and the American Slave Trade* exhibition has generated more interest than any other exhibition in the Library's history. As of April 12, 2015, the exhibition door count was an estimated 22,000 visitors. Reactions to the exhibition have been collected by use of feedback boards that allow visitors to write comments and observations. Dr. Kimball emphasized the importance of the traveling exhibition, which was made possible by a grant from the National

Endowment for the Humanities. The *To Be Sold* symposium was groundbreaking. The format of the event was new to the Library. It was broadcast live from two sites with live audiences able to participate with panelists at both sites. The symposium was streamed with live feedback from Twitter and other social media. A video of the symposium will be available online as a permanent record of the scholarship and conversations associated with the exhibition.

The Library recently implemented a customer service survey, which has already proved to be a valuable resource in evaluating Access Services. The survey is available as both a physical sheet for in-house patrons and an electronic document for email reference. The results of that survey have been encouraging. On a scale of 1 to 5, (1 being not satisfied and 5 being highly satisfied), the overall satisfaction rating was around 4.77. Actively seeking customer service feedback is an important part of the strategic plan to be proactive in addressing patron questions and concerns.

The Afro-American Historical and Genealogical Society's national convention will take place in Richmond the week of October 12. The convention draws approximately 1,400 people from around the country and the Library is preparing several initiatives to serve these visitors. The Library will offer extended hours for researchers on the night of Wednesday, October 14, as well as presenting morning orientation sessions for new researchers.

Mr. Light commented on the locations of the *To Be Sold* traveling exhibition and suggested that it might be useful to coordinate fundraising and "friend-raising" opportunities for those locations. The outreach efforts across the state could be very proactive with some assistance from local Board members.

Ms. Watkins ended with a reminder that the current exhibition will close at the end of May, and the next exhibition will be on emancipation, reconstruction, and "Remaking Virginia."

- **Legislative and Finance Committee**

Mr. Light thanked Connie Warne for her financial leadership and asked her to present a summary of the Library of Virginia's current financial situation. Ms. Warne introduced the Library's new Fiscal Manager, Marica Monroe, before describing the Library's budget and funding sources. She reported that the Library's spending was on track for the year. In the 3rd quarter, approximately 77 percent of the general fund budget has been expended, but this includes the 9 percent rent payment made at the beginning of the year. The only area of concern is the Circuit Court Records Preservation Program (CCRP) line of funding, since it is based on \$1.50 of the clerk's recordation fee. These revenues are dependent on the housing market and have fallen dramatically over the past three years.

- **Public Library Development Committee**

Ms. Min explained that at the June meeting the Public Library Development Committee will present to the full Board the committee's recommendations on the allocation of FY

2016 state aid to public libraries as well as recommendations on any potential waiver requests. The committee will consider all relevant factors in deciding whether to recommend that the Board grant waivers to localities that have requested aid but have not met the specific eligibility criteria.

Carol Adams, Assistant Director for Library Development and Networking, presented an overview of the Board's requirements for state aid and types of waivers normally requested. State aid requirements are based on library hours, services provided free of charge to the public, the number of professional staff members, the percentage of income from local government, and the like. The committee must ensure that each county applying for aid has adequate long-term funding and/or endowment. Most waivers are technical, based on one-time expenditures such as a technology upgrade or equipment replacement. The April committee meeting gives committee members an opportunity to ask questions about waiver requests so that staff can research and provide a well-rounded response during the June committee meeting.

- **Nominating Committee**

Dr. Mark E. Emblidge presented the Nominating Committee's proposed slate of officers for 2015-2016:

Chair: Ernestine Middleton

Vice-Chair: R. Chambliss Light, Jr.

Past Chair: Peter E. Broadbent, Jr.

Executive Committee: Su Yong Min, Marcy Sims, and David Skiles

The Board will consider this slate and vote to approve at the June meeting.

C. Report of the Librarian of Virginia

Dr. Treadway called on Amy Bridge to report on the Library of Virginia Foundation. Ms. Bridge noted several staff changes since the meeting in January. Both the Manager and Assistant Manager of the Virginia Shop have left the Foundation for new jobs elsewhere, and Jennifer Blessman was moved from part time to full time as Shop Coordinator. The Foundation continues to investigate proposals from retail consultants to advise on the merchandise selection and e-commerce format of the Virginia Shop. The Spring Annual Fund mailing has gone out to 1,200 people and is generating a good response. A larger mailing will be sent out in June to approximately 6,000 to 7,000 individuals. Upcoming Foundation events include an England Trip Reunion Tea on May 7 and a variety of summer prospect events. The Foundation is focused on finding new donors to the Library and helping them learn more about the mission and collections. The Foundation also hopes to host prospect events in Tidewater and Alexandria during the summer and would welcome Board participation.

The Literary Awards Celebration is scheduled for October 17, 2015, and the Foundation is recruiting members for the Host Committee. Host Committee supporters are expected to either purchase an Author Table or buy two Literary Award tickets and fill the other

six seats at the table. The names of the Host Committee will be on the Literary Awards invitation. The 2015 Literary Lifetime Achievement Award honoree is Jan Karon.

Dr. Treadway began her report by commenting on the parking situation during the months when the General Assembly is in session. The Library is having trouble with people taking advantage of the Library patron parking area. The Library pays the Department of General Services \$35,000 dollars a year to secure parking for Library patrons, but because others who have business in downtown Richmond are regularly using the facility, the deck is often full by 8:30 or 8:40 a.m., before the reading rooms are open. DGS has difficulty controlling this because they are unaccustomed to managing public parking decks (this is the only one they manage that is open to the general public).

Dr. Treadway remarked on the signature programs *Strong Men and Women in Virginia History*, *Virginia Women in History*, and the *To Be Sold* symposium, which was a milestone for the Library. The live-stream component gave it international reach, with the first Twitter question coming from Great Britain. The NEH grant gave the Library the resources to expand awareness of the slave trade in Virginia and to promote discussion about the historical ramifications of the institution of slavery. The Library also supported the Hope in the Cities International Conference, April 6-9, titled *Healing History: Memory, Legacy, and Social Change*. The conference used history and memory to promote racial healing and strong, inclusive communities.

Dr. Treadway also reported on her attendance at meetings of the Chief Officers of State Library Agencies (COSLA) and the Council of State Archivists (CoSA). Both organizations, among other activities, advocate for increased federal funding for libraries and archival institutions. CoSA is currently advocating for a federal funding program similar to the LSTA program for libraries to support the preservation and digitization of state historical records across the United States.

Dr. Treadway also mentioned that details about logistics during the UCI Road World Championship races in September are still vague, but in anticipation of being open to race attendees, the Library has gained approval from DGS to hang a banner across the front of the Library building. Staff members have been looking for bicycle-related items from the collection to promote the Library. There will also be a call for community members to submit bicycle pictures to the Library for potential display. Overall, the Library is preparing to use our proximity to the course and the international reach of this race to promote the visibility of the Library. Dr. Treadway also reminded Board members to watch the upcoming TLC program *Who Do You Think You Are?* featuring Bill Paxton on Sunday, April 18, at 10:00 p.m. Part of the show was filmed at the Library of Virginia.

D. Report of the Chair

Mr. Broadbent urged Board members to attend Library events as much possible to support the Library and the staff.

VI. OLD OR NEW BUSINESS

None.

VII. ACTION ITEMS

- **Policy on Electronic Participation in Library Board Meetings**

The Chair introduced the Policy on Electronic Participation in Library Board Meetings. He reminded Board members that a supermajority of 10 members was needed for the policy to be adopted. The Chair invited a motion to adopt the policy as distributed at the January meeting. Mr. Light moved to adopt, with Ms. Sims seconding the motion.

Mr. Skiles began discussion asking whether the policy was consistent with others being adopted by state boards and commissions. Ms. Nee explained that this policy is drafted directly from the policy adopted by FOIA and is consistent with statewide practice. Mr. Skiles asked for clarification on how this policy differs from the current policy. Ms. Nee explained that under the current FOIA law all members of a public board participating remotely are expected to give notice of their location and be prepared to accept members of the public into their meeting location. The policy being considered would allow Board members to participate in one meeting a year from a remote location without having to provide public access. A Board member with a medical or other recurring issue that impeded their ability to travel could participate remotely more frequently with the permission of the Board chair. The Board discussed the differences between a personal matter and a medical exemption, the need to ensure privacy with electronic participation if going into executive session, and whether a Board member's medical condition would need to be entered into the public record in order for them to invoke the medical exemption. Mr. Skiles called the question, and the Board voted unanimously to close discussion and proceed to the vote. The Board voted unanimously to adopt the Policy on Electronic Participation in Library Board Meetings, which will go into effect at the June 2015 meeting.

VIII. ADJOURNMENT

There being no further business, Mr. Broadbent adjourned the meeting at 12 p.m.