

LIBRARY BOARD EXECUTIVE COMMITTEE
LIBRARY OF VIRGINIA
October 11, 2024 | 11:00 a.m. – 12:00 p.m.
Electronic Meeting
Meeting Minutes

Members Attending: C. Paul Brockwell Jr., (Chair), Malfourd W. Trumbo (Vice Chair), Peter E. Broadbent Jr., L. Preston Bryant Jr., Suzette Denslow, Blythe Ann Scott

Members Absent: Robert L. Canida II

Staff Liaison: Dennis Clark, Librarian of Virginia

- I. **Call to Order:** Chair Paul Brockwell called the meeting to order at 11:05 a.m. He shared the purpose of the meeting to hear an update from Mr. Clark on his first nine months as the Librarian of Virginia. Ms. Scott moved that the committee enter into a closed meeting for the following purposes: Pursuant to the *Code of Virginia* Section 2.2-3711, under subsection A.1, to discuss and consider the mid-year performance review of the Librarian of Virginia; and under subsection A.8, to consult with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice. The motion was seconded, and the committee voted by roll call: ayes - Broadbent, Bryant, Denslow, Scott, Trumbo and chair; nays - none.; abstentions - none. The committee exited closed session, and Mr. Brockwell stated the following motion: Because the Executive Committee of the Library Board convened in a closed session today pursuant to a recorded vote to be included in the minutes an in accordance with the Virginia Freedom of Information Act and because Section 2.2-3712(d) requires that we certify that such a closed meeting was conducted in conformity with the law, I'd like to move that the committee certify by roll-call vote that, to the best of each members' knowledge only public business matters lawfully exempted from open business meeting requirement under this chapter, and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the closed meeting. The motion was seconded, and Mr. Brockwell called the roll: Ayes - Broadbent, Bryant, Denslow, Scott, Trumbo and chair; Nays - none; Abstentions - none. The committee unanimously certified the closed session.
- II. **Midyear Performance Review of the Librarian of Virginia:** Mr. Brockwell reported a motion that the committee share a highly favorable review of Mr. Clark's performance with the full board for his first nine months as Librarian. The motion was seconded, and Mr. Brockwell called the roll: Ayes -Broadbent, Bryant, Denslow, Scott, Trumbo and chair; nays - none; abstentions - none. The motion passed unanimously.

- III. Approval of the FY25 Librarian Goals:** Mr. Bryant moved the approval of the Librarian's FY25 performance goals; the motion was seconded. Mr. Brockwell called the roll: ayes - Broadbent, Bryant, Denslow, Scott, Trumbo and chair; nays - none; Abstentions - none. The motion passed unanimously.
- IV. Review/Approval of Board FY25 Goals:** Ms. Denslow moved to approve the FY25 Board Goals; the motion was seconded. Mr. Brockwell called the roll: Ayes - Broadbent, Bryant, Denslow, Scott, Trumbo and chair; nays – none; abstentions - none. The motion passed unanimously.
- V. Discussion of Meeting Plans for 2025**
- a. **Agenda for Nov. 21 Library Board Meeting:** The committee discussed the key agenda items for the Nov. 21 meeting, including a presentation of the new strategic plan, the proposed updates to the Library's collections development policy and updates from the Library of Virginia Foundation
 - B. **April Offsite Meeting Plans:** Due to budgetary considerations, the committee agreed the April board meeting will be held in Richmond.
- VI. Adjournment:** Hearing no additional business, Mr. Brockwell adjourned the meeting at 12:20 p.m.

LIBRARY OF VIRGINIA

THE LIBRARY BOARD

LIBRARIAN OF VIRGINIA FY25 GOALS

1. Fulfill all statutory duties as outlined in employment contract and Code of Virginia, including service on boards and commissions when appropriate.
2. Complete and begin implementation of the 2025-2029 strategic plan for LVA, identifying annual institutional goals and key metrics.
3. Optimize staffing and operations as required to implement strategic plan.
4. Partner with the Department of General Services to 1) advertise a joint RFP for A&E services and 2) begin the schematic design process for renovations at 800 East Broad; 3) continue oversight completion efforts for State Records Center expansion; and 4) ensure maintenance needs are met for current operational demands.
5. Advocate for LVA needs with Secretary of Education, her designees, and other government officials including staff and members of the General Assembly.
6. Continue service as a member of the board of directors of the LVA Foundation, providing collaboration and guidance to LVAF leadership and board, fulling engaging in and supporting LVAF campaign.
7. Continue to build and strengthen relationships among key constituencies.

LIBRARY BOARD FY25 GOALS

1. Approve 2024-25 Goals for Librarian and develop long-term evaluation process
 - a. Note: Contract amendments now necessary for pay increases
2. Provide Input/Endorsement of Strategic Plan
3. Review and Approve Updated Collections Policy
 - a. Presented: November 2024; Approved: January 2025
4. Review and Update Bylaws
 - a. Presented: Fall 2024; Approval: January 2025
5. Ensure Foundation/Campaign Alignment with LVA Strategic Plan/Goals
6. Pursue legislative updates to Patron of Letters authority
7. Ensure Compliance with Relevant COI and FOIA Trainings for Board
8. Develop and Refine Operational Guidance for Board Meetings/Duties