

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 17, 2013

The Library Board met on Monday, June 17, 2013, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Dr. Mark E. Emblidge, chair, called the meeting to order at 10:30 a.m. and announced there was a quorum present.

The following members were in attendance:

Mark E. Emblidge, Chair

Peter E. Broadbent Jr.	Robert Chambliss Light Jr.
John S. DiYorio	Ernestine Middleton
Valerie Jean Mayo	Jon Bowerbank
Su Yong Min	Patricia Thomas Evans
Kathryn C. Watkins	Emily O'Quinn
Carole Weinstein	

Board member Mark D. Romer was absent.

II. APPROVAL OF AGENDA

Mr. Peter E. Broadbent Jr. moved to approve the agenda. The motion was seconded by Dr. John S. DiYorio. The Board approved the agenda with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Dr. Emblidge welcomed visitors and staff who were present.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment.

V. CONSENT AGENDA

- **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the April 8, 2013, Board meeting upon a motion made by Ms. Valerie Jean Mayo and seconded by Ms. Ernestine Middleton.

VI. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Broadbent reported on behalf of both the Friends of the Virginia State Archives and the Virginia Genealogical Society, stating that both organizations had successful spring meetings. He informed the Board that the fall meeting of the Virginia Genealogical Society would be held on October 26th, while the fall meeting and annual Slatten Lecture of the Friends of the Virginia State Archives would be held at the Library on September 28th.

B. Committee/Division Reports

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

Mr. Broadbent deferred to Dr. John Metz to present the committee report. Dr. Metz stated that the committee reviewed a summary of the inventory that Library staff conducted on the fourth floor stacks. As was relayed at the last Board meeting, the Library received \$900,000 to install new shelving in the stacks to accommodate more storage. An inventory had to be completed before any plans are made for installing the shelving. This project allows the Library to have better control of the contents of its collections. Dr. Metz commended the staff who conducted the inventory, praising their efficiency and thoroughness. The Library will be doing more inventories of its collections, to include the State Records Center and the archives pod.

Dr. Metz informed the Board that the Library filed a Notice of Intended Regulatory Action to combine a number of regulations relating to plats, recording instruments and court records into one regulation. The regulation will be open to public review and comment for a period of time before being approved or denied.

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

Dr. John S. DiYorio deferred to Dr. Gregg Kimball to give the committee report. Dr. Kimball discussed the recommendations for the public areas that came out of the Access workgroup's studies and findings. The recommendations that will be implemented are as follows:

- Relocate microfilm desk to prevent confusion
- Install new shelving to feature recent acquisitions
- Restrict computers to research and limited internet access
- Install directional signage

Dr. Kimball informed the Board of the upcoming annual Anne & Ryland Brown Teacher Institute being held at the Library. He is expecting around 50

participants this year. Teachers Barbara Adcock and Catherine Kammer are the Brown Teacher Research Fellows for 2013.

Dr. Kimball discussed the two exhibits currently on display at the Library – The Importance of Being Cute: Pet Photography in Virginia and Dark Side: Night Photography in Virginia. He encouraged Board members to visit the exhibits before they departed.

- **Legislative and Finance Committee**

Dr. Emblidge deferred to Ms. Connie Warne to give the committee report. Ms. Warne reviewed with the Board the budget report as of April 30th. She informed the Board that while the Library is able to pay its bills and meet its obligations, the budget is tight. She indicated that the reason for the tight budget stemmed from changes in the rules for LSTA federal funding. There are things that were previously covered by LSTA funds that due to the changes, the Library has since had to pay for. Ms. Warne revisited the additional funding that came from the last General Assembly Session for an art curator position, state aid to local public libraries, and equipment and construction for specific local public libraries. The Library also received around \$2 million in the capital outlay budget that will go toward security cameras, archival shelving, and electronic servers.

- **Public Library Development Committee**

Ms. Ernestine Middleton reported that the committee met on May 16, 2013, to review the state aid waiver requests in detail. The committee submitted the following waiver request information:

**THE LIBRARY OF VIRGINIA
PROPOSED STATE AID SUMMARY
FY2013-2014**

Type of Library	Amount
County Libraries (42)	
Regional Libraries (25)	
City Libraries (21)	
Town Libraries (3)	
Total (91)	\$15,031,764

*Fairfax will receive an additional \$190,070 to supplement the state formula aid distribution provided in §42.1, Code of Virginia, for libraries or library systems serving populations greater than 600,000. The supplement is added to the Fairfax County allocation, the only library to exceed 600,000 population. The amount is not included in this worksheet.

Proposed Waivers for the "Requirements Which Must Be Met In Order To
Receive Grants-In-Aid"

Technical waivers recommended by Public Library Development Committee:

Technical waivers:

The Library Board can grant technical waivers to allow for some fluctuation in expenditures that are part of doing business such as expenditures which may not occur annually, decreases due to staff vacancies or new hires at lower pay, decreased maintenance or equipment costs, among other similar situations.

Portsmouth Public Library

Reduced expenditures during closing of Main Library after fire. Lower utility costs, telecommunications, custodial services, supplies, and part time staff. All part time staff returned to work upon the building reopening.

Norfolk Public Library

Reduced expenditures due to a closing of the Main Library during the construction of a new facility scheduled to open December 2014.

Personnel

Charlotte County

All county employees received a Christmas bonus in the PY. No bonuses were given in the CY.

Hampton Public

Retirements resulted lower personnel costs due to vacancies and lower salaries.

Highland County

All county employees received a Christmas bonus in the PY. No bonuses were given in the CY.

Meherrin Regional Library

Reduced costs due to library director and custodial vacancies. New library director has been hired.

Pearisburg

Reduced cost due to retirement of library director. New director has been hired. There were also reduced health care expenditures because a new employee did not choose to receive health care.

Prince William Public Library System

County Records Center moved from library to dept. of public works.
New formula for IT services reduced library costs.

Newport News Public
 Staff vacancies and security services moving to part-time city employees.

One time expenditures

Lancaster Public
 Major repair in PY

Lonesome Pine
 Major computer upgrade in PY

Russell County
 Prior year budgeting error in the libraries favor.

Other

Pulaski County
 Changes in the cost allocation plan for custodial services.

Nottoway County Library
 PY error in reporting of grant funds and one-time costs in the common government budget.

Radford Public
 Received a \$13,000 refund from overpayment in PY

Failure to meet the 66% income from taxation or endowment:

Lancaster Community Library	\$456,153	\$85,265	60%
Highland County Public Library	\$91,989	\$40,236	44%
Northumberland Public Library	\$197,471	\$110,000	56%
Madison County Library, Inc.	\$160,645	\$95,228	59%
Middlesex County Public Library	\$250,155	\$161,164	64%

Failure to meet 50% of the median local expenditure per capita:

	FY2009 Per Capita	FY2010 PerCapita	FY2011	FY2012
Craig County			\$3.22	\$3.43
Madison County Library, Inc.	\$ 6.94	\$9.68	\$6.88	\$6.83
Lancaster Community Library	\$ 6.98			7.23
Richmond County Public Library	\$ 8.04		\$8.71	\$8.69
Fluvanna County Public Library	\$ 8.11	\$7.74	\$8.54	\$9.36
Northumberland Public Library	\$ 8.36		\$9.01	\$8.21
Central Virginia Regional Library	\$ 8.90		\$10.28	\$10.30
Eastern Shore Public Library	\$ 8.95	\$10.60	\$9.83	\$9.71

Massanutten Regional Library	\$ 9.91	\$10.45	\$8.87	\$8.83
Galax Carroll Regional Library		\$10.71		
C.P. Jones Memorial Library	\$10.12	\$10.94	\$10.23	\$10.17
Heritage Library			\$10.31	\$10.26
Halifax-South Boston				\$9.32
Median	\$10.28	\$ 10.97	\$10.40	\$10.33

Decrease in local expenditure waivers:

Due to the extraordinary fiscal difficulties across Virginia, there are more requests for waivers than LDND has experienced in previous years. The significant reductions in state funding provided to localities combined with a weak local economy and housing market created unprecedented difficulties for localities. The libraries requesting waivers are among some of best funded and largest libraries.

Amherst County Public Library

Reductions are in the mid range of other departments. Library was impacted by lower materials budget, library programming, and purchased less supplies. \$300,000 capital expenditures to renovate branch.

Arlington County Public Library

7% reduction is less than several county departments.

Blue Ridge Regional Library

Reduced less than schools. No reduction in services or staff.

Bristol Public Library

Reduced less than many other departments.

Caroline Library Inc

As a result of county wide lay-offs, a full time Children's Position was rescinded which was in the budget but recruiting had not occurred.

Chesapeake Public Library

Reduction was in-line with other county departments.

***Chesterfield County Public Library**

Library was reduced 17% which resulted in all library branches being closed on Thursday.

Culpeper County Library

19% decrease in library budget which is in-line with other department's reductions.

***Fairfax County Public Library**

8.4% reduction which resulted in loss of 70 positions. In the same budget category, Dept. of Community and Recreation Services was eliminated and the Park Authority was reduced 8.36%.

***Fauquier County Public Library**

Reduced by \$56,364 in FY2011 resulting in a reduced hours from 6 days per week to 5.5 days. FY2012 library funding was increased by \$65,261.

Handley Regional Library

Frederick County reduced funding to the library by 10%. However, there was increase in capital costs. Library realized savings from increased membership in E-Book Consortium as well as lower utility bills.

Mary Riley Styles Library (Falls Church)

All departments were reduced. At 7.43% library share appears to be reasonable.

Meherrin Regional Library

Brunswick County reduced funding to the library by 10% equivalent to Commerce and industry and within a few percentage points of human services and transportation.

Newport News Public Library

Only public safety was reduced less than the library.

Pamunkey Regional Library

Reductions were less than education in all localities (Goochland, Hanover, King & Queen)

Roanoke City Public

Schools saw an increase. However, only Fire and Police were reduced less than the library within city departments.

Shenandoah County Library

Based on the detailed information provided by the library director, it does not appear that the library bore an unreasonable reduction.

Suffolk Library

Library was reduced reduction more than some departments but less than the 26% to Commerce in Industry. Library did receive an 8% increase in FY12 with a projected additional 9% in FY13.

Virginia Beach Public Library

Schools and Libraries reduced by a similar amount.

Williamsburg Regional Library

Library was reduced less both in dollars and percentage than other county agencies. Funding was agreed upon in a Memorandum of Understanding between the city, county, and library board in FY10.

State Aid Formula will be recalculated by LVA Finance Office after final decision regarding waivers. Then Grant Award notices will be sent to the libraries.

* indicates those libraries from whom additional information had been requested.

The Library Board unanimously approved the motion for waiver requests as recommended by the committee.

- **The Library of Virginia Foundation Committee**

Ms. Carole Weinstein gave the report of the Foundation committee. She implored the Board to support the Library financially and let them know of all the ways they could do so. Ms. Weinstein also reviewed the upcoming events from the Library Foundation, including the Literary Festival culminating in the Annual Literary Awards. Ms. Weinstein invited all Board members to attend and bring guests to enjoy the evening.

- **Nominating Committee**

Ms. Kathryn C. Watkins reported that the Nominating Committee met on April 8th, and the proposed slate of officer is as follows:

Chair: Mark Emblidge

Vice-Chair: Peter E. Broadbent Jr.

Executive Committee:

Kathryn C. Watkins

Carole M. Weinstein

Ernestine Middleton

Robert Chambliss Light Jr.

Ms. Watkins submitted the proposed slate as a motion to the full Board, and the Board unanimously approved the motion.

- **Executive Committee**

Dr. Emblidge informed the Board that the Executive Committee met and renewed Dr. Treadway's contract. Dr. Emblidge also informed the Board that the Library has determined that the timing is right to fill the Deputy Librarian position and the Executive Committee is recommending this to the full Board. Mr. Jon Bowerbank seconded the motion and it was unanimously approved.

C. Report of the Librarian of Virginia

Dr. Treadway directed the Board's attention to the agency executive summary found in the Board packet. She encouraged the Board to review the summary to learn more about specific things going on at the Library. Dr. Treadway also shared with the Board an article naming the Library of Virginia as the most social media-friendly Library in the United States.

Dr. Treadway let the Board know she would be sending a survey to the Board to get their thoughts on the schedule and structure of the Board meetings.

Lastly, Dr. Treadway gave the Board a short background of Mr. Henry Myerberg with HMA2, the architectural firm hired by the Library to do a space planning survey. Mr. Myerberg has also agreed to look at and make recommendations for some of the staff spaces in addition to the public spaces. She let them know that they would be hearing from him at lunch later that day.

D. REPORT OF THE CHAIR

Dr. Emblidge stated that there are three Board members rotating off of the Library Board. He submitted for the approval of the full Board a resolution for each departing Board member. The resolution for Ms. Valerie Jean Mayo read as follows:

***WHEREAS** Valerie Jean Mayo was appointed to the Library Board in 2003 by Governor Mark Warner and reappointed in 2008 by Governor Tim Kaine; and*

***WHEREAS** she served with distinction as Board chair from July 1, 2008 through June 30, 2009; and*

***WHEREAS** her understanding of the value and importance of libraries was evident to all; and*

***WHEREAS** she offered the Board the benefit of her expertise in the area of public libraries and her passion for the role libraries play in communities; and*

***WHEREAS** her efforts moved the Library of Virginia and Virginia's libraries forward on numerous issues; now therefore*

***BE IT RESOLVED** by the Library Board on this the 17th day of June 2013, that we recognize Valerie Jean Mayo for her dedication to the Library Board and for her unwavering service to the Commonwealth; 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 Valerie Jean Mayo as a token of the Board's gratitude for her service to the Library of Virginia and to the Commonwealth of Virginia.*

The resolution for Dr. John S. DiYorio read as follows:

***WHEREAS** John DiYorio was appointed to the Library Board by Governor Mark R. Warner in 2003 and reappointed by Governor Tim Kaine in 2008; and*

***WHEREAS** he served with distinction as chair of the Library Board from July 1, 2009 through June 30, 2010; and*

***WHEREAS** he was a valued and effective supporter of public libraries and the Library of Virginia during his ten-year tenure on the Library Board; and*

***WHEREAS** his grasp of the issues confronting the Library of Virginia will be sorely missed, and now therefore*

***BE IT RESOLVED** by the Library Board on this the 17th day of June 2013 that we recognize John DiYorio for his support of the Library of the Virginia and for his unwavering service to the Commonwealth; 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 John DiYorio, as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.*

The resolution for Mr. Mark D. Romer read as follows:

***WHEREAS** Mark Romer was appointed to the Library board in 2005 by Governor Mark Warner and reappointed in 2008 by Governor Tim Kaine; and*

***WHEREAS** his curiosity and interest in history and archives was evident to all; and*

***WHEREAS** he offered the Board the benefit of his expertise in the area of public libraries and his passion for the role libraries play in communities; and*

***WHEREAS** he is an articulate and effective advocate for libraries and the Library of Virginia; now therefore*

***BE IT RESOLVED** by the Library Board on this the 17th day of June 2013, that we recognize Mark Romer for his dedication to the Library Board and for his unwavering service to the Commonwealth; 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 Romer as a token of the Board's gratitude for his service to the Library of Virginia and to the Commonwealth of Virginia.*

The motion for adoption of the resolutions was seconded by Mr. R. Chambliss Light. The Board voted unanimously to adopt the resolutions.

Dr. Emblidge asked the Board to review the proposed meeting dates for the 2013-2014 Board year. The dates were approved by the Board unanimously.

VII. OLD OR NEW BUSINESS

None.

VIII. ACTION ITEMS

None.

IX. ADJOURNMENT

There being no further business, the Board adjourned at 12:18 p.m.