

MINUTES
THE LIBRARY BOARD MEETING

The Library of Virginia
September 28, 2015

The Library Board met on Monday, September 28, 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. R. Chambliss Light, Jr., called the meeting to order in the capacity of Vice Chair of the Board in the absence of the Chair, Ernestine Middleton, who was unable to attend due to an illness. Mr. Light called the meeting to order at 10:38 a.m., welcomed the Board, and announced a quorum present.

The following members were in attendance:

R. Chambliss Light, Jr., *Vice Chair*

Peter E. Broadbent, Jr.
Kristin Cabral
Patricia Thomas Evans
Carol Hampton
Su Yong Min

Christopher Oprison
Marcy Sims
David Skiles
Carole Weinstein

Jon Bowerbank, Mark Emblidge, Ernestine Middleton, and Emily O'Quinn were absent.

II. APPROVAL OF AGENDA

Mr. Peter Broadbent, Jr. moved to approve the agenda as proposed. The motion was seconded by Ms. Marcy Sims. The Board approved the agenda with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Light welcomed visitors and staff present and recognized Mr. Conley Edwards and Ms. Barbara Vines Little.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

There was no public comment.

V. CONSENT AGENDA

• **Approval of the Library Board Minutes**

The Board unanimously approved the minutes of the June 15, 2015 meeting upon a motion made by Mr. Broadbent and seconded by Ms. Su Yong Min. M. David Skiles, Marcy Sims, and Carole Weinstein abstained from the vote as they had not been present at the June meeting.

VI. REPORT OF THE EXECUTIVE COMMITTEE

Mr. Light reported that the Executive Committee had met following the full Board meeting on June 15 and had taken action on four items that require a vote by the full Library Board.

First, he presented the Nominating Committee's Proposed Slate of Officers for 2015-2016 and invited Board discussion. There was none, and the Board voted to approve the proposed slate of officers:

<u>Chair:</u>	Ernestine Middleton
<u>Vice-Chair:</u>	R. Chambliss Light, Jr.
<u>Past Chair:</u>	Peter E. Broadbent
<u>Executive Committee:</u>	Su Yong Min
	Marcy Sims
	M. David Skiles

The Board referred the appointment of a Board member to serve on the Library of Virginia Foundation Board to be at the discretion of the incoming Board Chair.

Mr. Light called for the approval of the second action item, the Proposed Schedule of Library Board Meeting Dates for 2015-2016, the dates being September 28, 2015, January 11, 2016, April 11, 2016 and June 13, 2016. There was a brief discussion verifying that none of the dates fell around holidays and the Board approved the proposed dates unanimously.

Mr. Light then entertained a motion to approve the third item, the extension of the Librarian of Virginia's contract as proposed by the Executive Committee. Mr. Christopher Oprison moved for approval, and Mr. Broadbent seconded. Mr. David Skiles asked whether the contract extension had been presented to the Executive Committee in written form. Mr. Light confirmed that the contract extension had been drafted by Assistant Attorney General Carrie Nee and that the Executive Committee had time to review it carefully. The Board approved the Librarian of Virginia's contract to be extended until June 2017 by unanimous vote.

Mr. Light then brought the fourth action item forward, Approval of Public Library Development Committee's Recommendations on State Aid. Librarian of Virginia Sandra Treadway provided a summary of the State Aid approval process, emphasizing that before aid amounts can be approved, the Public Library Development Committee carefully reviewed all waiver requests from the Library Board's state aid requirements. Most waivers this year were technical in nature, but there were a few localities that did not meet the requirement to have local operating expenditures of at least 50% of the median statewide. The committee recommended approval of all waivers, instructing staff to write an advisory letter to Russell County regarding their noncompliance. Mr. Light called for a vote to approve the Public Library Development Committee's Recommendations on State Aid as submitted and the Board passed the recommendations by unanimous vote.

Ms. Marcy Sims moved that the Board approve the resolution to recognize former Library Board member Kathryn Watkins for her service, with Mr. Oprison seconding. The resolution passed by unanimous vote.

VII. INFORMATION ITEMS

A. Reports of Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives reported on the 16th Annual Richard Slatten Lecture, which took place at the Library on September 12, 2015. There were 62 participants registered for the program featuring Victor S. Dunn. Mr. Dunn delivered four lectures drawing on his years of experience as a genealogical researcher discussing the laws of early Virginia relating to women, children, aliens, servants, and inheritance as well as problem-solving case studies using tax records and indirect evidence. Many of his examples were based on Library of Virginia archival records which were especially meaningful to participants. Mr. Edwards thanked the Library's facilities staff for their helpful and professional assistance in support of this event.

Mr. Edwards also reported that in April 2016, the Friends will sponsor the 14th annual Straight to the Source program at the Library. The Friends will be cooperating with the Virginia Genealogical Society, which has scheduled their Spring meeting in conjunction with this program. Both organizations hope the program will be an opportunity to introduce the resources at the Library to many researchers who are unfamiliar with the rich collections for family history at the LVA. In the upcoming year, the Friends will also support the work of the Library by identifying and purchasing published genealogical and family history materials from contiguous states to add to the Library's collection.

Mr. Broadbent announced on behalf of the Virginia Genealogical Society that a joint Fall Conference will be presented by the VGS and the Mining Your History Foundation (MYHF) at the West Virginia Archives and History Library in Charleston, West Virginia on October 2-3, 2015. The topic will be on West Virginia: History, Records & Research Strategies.

B. Committee & Division Reports

• Archival, Collections and Records Management Services Committee

David Skiles reported that the Archival, Collections and Records Management Services Committee meeting discussed several initiatives to promote various collections and called upon Dr. John Metz, deputy for collections and programs, to summarize the updates.

Dr. Metz recognized the work of Ms. Sonya Coleman, who has been spearheading the Library's Google Cultural Institute initiative. The Library of Virginia is one of only three organizations in Virginia accepted into the Google Cultural Institute. A number of online exhibitions have already generated widespread interest in unique Library collections. Dr. Metz also provided an update on the newly formed Government Records Services Division and the reorganization of Manuscripts and Special Collections. One outcome of the consolidation of

private papers into Manuscripts and Special Collections is that it allows the department to focus better on meeting needs of individual patrons and to highlight Library specific collections. Meanwhile, the Government Records Services Division will be able to provide more general support and outreach to the wider needs of state and local agencies.

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

Marcy Sims reported that the Education, Outreach, and Research Services Committee discussed changes in the service model, the Brown Teacher Institute, and Document Bank. Ms. Sims called on Dr. Gregg Kimball, director of Public Services and Outreach, to provide additional information.

Dr. Kimball summarized several of the changes to the Library's customer service model, including the consolidation of circulation and reference staff at the top of the stairs to provide a seamless, customer-centric experience. With the new unified registration process, patrons are able to register for a library card quickly and then consult with reference staff regarding their research needs.

The Anne and Ryland Brown Teacher Enrichment Fund enables the Library to sponsor two research fellowships over the summer and an institute for teachers. Thanks to the Martin Luther King, Jr. Memorial Commission, a statutory and bipartisan agency of the Virginia General Assembly, the 2015 institute was able to offer housing to out of town teachers, thereby attracting educators from a much wider geographic area. The Library hopes to be able to continue offering housing opportunities for out of town teachers, funding permitting.

Catherine Wyatt and Mary Kate Du Laney demonstrated the new Document Bank web site. With this new resource, teachers are able to access original Library source materials within three clicks of a mouse. In addition to the keyword search function, documents are sorted by time period, historical era, SOL standards, and 10 major themes. Each document has a title, a brief paragraph for context, citations, SOL Standards associated with it, and suggested questions for small group work. Document images are in JPG and PDF form and the web site is mobile responsive and compatible with tablet and phone technology. Document Bank was launched in July with 125 documents. The goal is to add 10 new documents to the web site each month. This fall, the Education and Outreach department is will be attending numerous conferences and training seminars in order to raise awareness about the new resource and to solicit additional feedback from educators on how to make the resource even more responsive to their needs. Ms. Carol Hampton asked about the ongoing strategy for adding documents and suggested that the Education and Outreach department target school librarians in their outreach efforts since they are in a position to 'teach the teachers' and are often the first point of contact regarding primary source research.

Mr. Light complimented the Education and Outreach department for their creative use of resources to promote the Library's collections and expand the usefulness of the collections to a broader audience.

- **Legislative and Finance Committee**

Mr. Light called on Ms. Connie Warne, deputy for administration, to summarize the Legislative and Finance Committee discussion. Ms. Warne stated that during the first two months of the fiscal year the Library had spent approximately 24 percent of its budget, which included the first quarterly payment of state aid and the full year's payment of rent on the Library building. She also mentioned the National Endowment for the Humanities grant to the Virginia Newspaper Project and reported that the Circuit Court Records Program (CCRP) experienced an increase in revenue and currently has a total of \$3.2 million available. The CCRP grant program was halted for two grant cycles in 2014-2015, pending restructuring of the program, which accounted for the larger fund amount.

- **Public Library Development Committee**

Ms. Patricia Thomas Evans reported that the Public Library Development Committee discussed the Library's partnership with the Virginia Department of Health through the No Kid Hungry campaign. The program targets children whose families are food insecure through the summer and uses libraries as food distribution sites to feed both the mind and the body. This initiative is funded through USDA and the Library has a goal to double the number of local library sites participating next summer. The Library also has a thriving partnership with the Science Museum encouraging STEM- (Science, Technology, Engineering, and Math) based learning outside of the classroom.

Kathy Jordan, digital initiatives and web services manager, reviewed the budget allocations by category for the \$3.7 million Virginia receives through the federal Library Services and Technology Act program (see Appendix A). The allocations of these funds are based on state needs and the priorities set by the Institute of Museums and Libraries (IMLS). Some current priorities include early literacy, professional development, life-long learning opportunities, and access to information. Collaboration between organizations is highly encouraged. Ms. Jordan explained that the emphasis has been on developing resources to increase access to content and teaching public libraries to develop and manage their own digital collections and resources. The Board briefly discussed several individual line items and projects. On behalf of the Public Library Development Committee Ms. Evans recommended the approval of the LSTA Budget 2015-2016 as presented in the packet. The Board voted unanimously in favor of accepting the proposed budget.

C. Report of the Librarian of Virginia

Dr. Treadway reminded the Board that the Library follows the priorities established by the Institute of Museums and Library Services, which are set every five years. Next year there will be an added opportunity to evaluate the effectiveness of the LSTA programs over the past five years and develop a new plan for the coming five years.

She also reported that the UCI World Bicycle Championships during the previous week made for a very exciting time for the Library. The atmosphere on Broad Street was festive with many international guests and extra traffic for the Library's shop. Security concerns overrode

access, and the Library did have to close the visitor parking deck as well as the Reading Rooms. Library staff used the time to relocate various collections and move forward on projects that cannot be done while the reading rooms are open. The reference staff maintained the phone lines and provided research assistance to those who called and emailed questions.

Dr. Treadway announced that Barbara Teague has started with the Library as the new director of Government Records Services. The Library is thrilled to have her expertise as the past state archivist of Kentucky with extensive experience in electronic records and management.

Dr. Treadway sought the board's direction regarding the electronic records still outstanding from Governor McDonnell. When he left office, the Library received all records from Governor McDonnell's state email account but not from his private Gmail account, which the former governor often used for state business. A year and a half ago with the approval of the Board, Dr. Treadway wrote Governor McDonnell requesting that the public records that resided in his Gmail account be turned over to the Library. Governor McDonnell referred Dr. Treadway to his former counsel, Jasen Eige, and they have corresponded on the subject. The last email from Mr. Eige in early July expressed Governor McDonnell's agreement that the emails are state records and need to be transferred to the state archive, but the Governor was unable to access the hard drive on which the email was stored due to a recent move.

In consultation with the Attorney General's office, Dr. Treadway wrote Mr. Eige to offer the Library's technological and archival assistance in accessing the data but had not had a reply prior to the Board meeting. Dr. Treadway asked the Board for their advice regarding establishing a reasonable timeframe to retrieve the data, stating her concern that if much more time goes by, there is a high risk of losing the data altogether. After extended discussion, the Board expressed the desire for the former Governor to authorize an agent to act on his behalf and to show significant progress toward transferring the remaining state records by the end of October. Ms. Suyong Min moved that the Library Board request that the Librarian of Virginia convey the Board's decision to Governor McDonnell asking that by October 31, 2015, he demonstrate significant progress toward transferring the state records residing in his personal email account to the Library. Progress includes designating an agent authorized to work in conjunction with the Library to prepare the records for transfer. Mr. Light seconded the motion and opened the floor for additional discussion. The motion passed unanimously.

Dr. Treadway brought the Board up to date on the two budget requests that the Library has submitted to the Department of Planning and Budget for consideration for Governor McAuliffe's 2016-2018 budget. The first involves the creation of an Information Security Officer position, which is vital for the Library to ensure the security of its electronic collections as well as compliance with VITA security standards and requirements. The Library is also requesting planning money to hire an architect to prepare conceptual drawings and cost estimates for the Library's desired changes to its public space on the first and second floors.

Dr. Treadway called the Board's attention to the updated 2015-2016 Board Handbook stating that the official 2015-2016 roster will be distributed at the January 11, 2016 meeting after the new Board appointments are announced.

Finally, there will be a joint luncheon for the Library Board and the Library of Virginia Foundation Board immediately following the meeting. There will be table assignments so that members on each board have a chance to get to know one other and there will be some informational items presented regarding each board.

D. Report of the Chair

Mr. Light reminded the Board of the upcoming Library of Virginia Literary Awards gala on October 17, 2015 and encouraged each member to show their support for the event. Carole Weinstein urged those members who are not able to attend to purchase a seat or two for the Foundation to offer to other members of the community as a cultivation opportunity.

On behalf of Ernestine Middleton and the Executive Committee, Mr. Light expressed his excitement about the upcoming year and urged all the members to commit to making it a great year for the Library. Not everyone is expected to do everything, but everyone is expected to do something. The Executive Committee is dedicated to having a transparent Board process and all members are encouraged to discuss questions or concerns with the Chair and Vice Chair to ensure due diligence on behalf of the Board. Mr. Light passed around a card for Ms. Middleton for Board members to sign expressing their sincere hopes to see her at the meeting in January.

VIII. OLD OR NEW BUSINESS

None.

X. ADJOURNMENT

There being no further business, Mr. Light adjourned the meeting at 12:34 p.m.

Appendix A

THE LIBRARY OF VIRGINIA LSTA Grant Proposals 10/1/15 to 9/30/16 Budget Summary

Project Title	Salary/FB	Operating	Total
Find It Virginia	10,144	1,621,927	1,632,071
Evergreen Virginia	20,947	89,976	110,923
Technology Consulting	46,083	34,675	80,758
E-Rate	1,867	-	1,867
21 st Century Work Skills	53,765	39,050	92,815
Technology Petting Zoo	2,241	10,000	12,241
Bibliostat	21,042	12,225	33,267
Early Literacy	27,618	127,500	155,118
In School and Out of School	34,013	194,107	228,120
Training Library Staff (Children and Youth Services)	27,281	96,760	124,041
Genealogy Education	6,034	-	6,034
Lifelong Learning	12,646	-	12,646
Document Bank	9,653	-	9,653
Interlibrary Loans	43,126	25,000	68,126
Newspaper Project	27,718	56,869	87,587
Community Based Digital Projects	29,363	38,500	67,863
Crowdsourcing and User Engagement	138,960	62,000	200,960
Governors Electronic Records	83,901	14,000	97,901
Militia Commission Papers	-	48,000	48,000
Technology Infrastructure	209,116	407,000	616,116
Total of Proposals	805,518	2,880,589	3,686,107
Administrative Costs	75,000	3,000	78,000
Contingency	-	-	-
Grand Total	880,518	2,883,589	3,764,107

