

MINUTES
THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia
January 9, 2017

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, January 9, 2017, at 8:30 a.m. in Conference Room C of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: Jon Bowerbank, K. Johnson Bowles, L. Preston Bryant, Jr., Carol Hampton, R. Chambliss Light, Jr., and Barbara Vines Little.

The committee deferred the update on the WWI-WWII legacy scanning project until the April meeting. Dr. John Metz provided an update on the pending RFP for the digitization of the pre-1913 vital records held by the Library of Virginia. This RFP is a complement to the digitization project of post-1913 vital records held by the Bureau of Vital Statistics and completed by Ancestry following a competitive bid process. The committee discussed the ways in which the Library ensures the authenticity of records when entering partnerships with outside organizations.

Dr. Metz showed the committee members the newly restored Charles City County Record Book and answered questions regarding the conservation and digitization.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met on Monday, January 9, 2017, at 8:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Mohammed Esslami, Kristin Cabral, and Su Yong Min. Marcy Sims participated via conference call.

Librarian of Virginia Sandra Treadway affirmed for the committee that the Library had obtained permission from the Secretary of Education's office to fill the vacant director position for the Library Development and Networking Division. Recruitment would likely begin in late winter. Dr. Treadway also confirmed that the Library had submitted the required State Project Report on our use of LSTA funds to the Institute for Museum and Library Service, and thanked John Metz and other staff for their assistance in supplying information for the report in time for us to meet the late December deadline. Dr. Treadway also reported on the Library's progress to date working with outside consultants to complete the evaluation of the Library's Five-Year LSTA Plan.

Public Library Consultant Kim Armentrout brought the committee members up to speed on the Library's preliminary analysis of the data reported by local libraries for FY 2016. Our preliminary review did not raise any red flags or indicate that any of the public libraries might be out of compliance with the Board's regulations for state aid beyond the usual technical waiver reasons, but there is one library system that has not completed filing their required documentation and she stated that we will be watching that system closely and will report back to the committee in April.

EDUCATION AND OUTREACH COMMITTEE

The Education and Outreach Committee of the Library Board met on Monday, January 9, 2017, at 9:30 a.m. in Conference Room B of the Library of Virginia. The following committee members were in attendance: Kristin Cabral, Jon Bowerbank, K. Johnson Bowles, Mohammed Esslami, and Barbara Vines Little. Marcy Sims, *Chair*, conducted the meeting via conference call.

Dr. Gregg Kimball, director of Public Services and Outreach, briefly outlined the effect of the budget situation on program planning, stating that the genealogical programs dates are still pending for 2017. The Outreach department has pivoted toward initiatives such as the American Evolution project, which will provide content development for the commemorations planned in 2019.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, January 9, 2017, at 9:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant, Jr., Carol L. Hampton, R. Chambliss Light Jr., Su Yong Min, and M. David Skiles.

The committee received a brief budget update from Dr. Treadway and also reviewed the Library's Statement of Financial Condition as of November 30, 2016. The remainder the meeting focused on the Library Board's work to secure patrons for two budget amendments in both the House and Senate of the General Assembly, the first to fund hiring nine public service staff, which would allow the resumption of reading room hours six days a week, and the second to fund four mission-critical positions elsewhere in the Library. Board Chair R. Chambliss Light Jr. and committee member M. David Skiles described the status of the amendments and the strategy for garnering support for them in the upcoming assembly session. Mr. Light also extended thanks to Foundation Board member Peter Broadbent for his dedication to securing a strong line up of co-patrons for the amendments among House Appropriations Committee members.

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The Library Board met on Monday, January 9, 2017, 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., *Chair* called the meeting to order at 10:40a.m., welcomed the Board and announced a quorum present.

The following members were in attendance:

R. Chambliss Light, Jr., <i>Chair</i>	
Jon Bowerbank	Carol Hampton
K. Johnson Bowles	Barbara Vines Little
L. Preston Bryant, Jr.	Su Yong Min
Kristin Cabral	David Skiles
Mohammed Esslami	

Pursuant to the Board's Policy on Electronic Participation in Library Board Meetings, Marcy Sims, *Vice Chair*, participated via conference call at her home office due to icy weather conditions. Members Mark Emblidge, Emily O'Quinn, and Chris Oprison were absent.

II. APPROVAL OF AGENDA

Mr. L. Preston Bryant, Jr. moved that the Board accept the agenda as proposed and Ms. Kristin Cabral seconded. The Board approved the agenda by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Light thanked the staff for their attendance on a snow day and recognized Conley Edwards, president of the Friends of the Virginia State Archives, for his consistent support.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT

None

V. CONSENT AGENDA

• **Approval of the Library Board Minutes**

The Board reviewed the minutes of the October 3, 2016, and November 17, 2016, meetings and noted that the minutes of the November 17 meeting should be adjusted to reflect that Ms. Marcy Sims and Ms. Carol Hampton attended as both Library Board and Foundation Board members. Ms. Hampton moved that the Board approve the minutes with this correction and Ms. K. Johnson Bowles seconded. The Board voted unanimously in favor of the motion. Mr. Jon Bowerbank, Ms. Su Yong Min, and Mr. David Skiles abstained from the vote as they had not been present at the meetings, and Ms. Bowles abstained from the November meeting vote as she had not been present in November.

VI. **Information Items**

A. Reports from Other Organizations

On behalf of the Friends of the Virginia State Archives, Mr. Edwards announced that the 25th annual Straight to the Source program is scheduled for March 24, 2017. The program will feature the exceptional work of the Library staff and highlight a variety of the Library's collections. Presentations will focus on the immigration and naturalization records, resources relating to WWI, and the recent return, conservation, and digitization of the Charles City County record book.

Mr. Edwards also reported that the Friends will continue their support of the Library's collection development by purchasing and donating published genealogical and family history materials from contiguous states. In June 2016, the Friends acquired and donated fifty-six volumes to the collection. In August, an additional seventeen volumes were donated to the collection and in December an additional ninety volumes were ordered. The Friends will continue their support in 2017. The Friends were also pleased to provide funds for the digitization of the recently acquired original seventeenth century Charles City County court record book.

Finally, the Friends are partnering with the Virginia Genealogical Society to encourage their members to ask the General Assembly to restore the Library's funding to levels comparable to 2008. The latest issue of the VGS Newsletter carries the appeal on its front page, with the title "Help a Treasure House in Trouble: The Library of Virginia." The Friends contacted their membership directly through the mail. Mr. Edwards particularly thanked former Board member and chair, Peter Broadbent, for his leadership in this initiative.

The Virginia Genealogical Society will hold their Spring Conference on April 21-22, 2017, where the topics will focus on using DNA and social media.

B. Committee/Division Reports

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

Dr. John Metz, deputy of collections and programs, reported on the Archival, Collections, and Records Management Services Committee meeting held earlier in the morning, noting that the WWI and WWII Legacy Scanning project information update will be deferred until April. He then provided an update on the pending RFP for the digitization of the pre-1913 vital records held by the Library of Virginia. Finally, Dr. Metz announced the conservation of the Charles City Court record book sponsored by the Virginia Genealogical Society and the digitization sponsored by the Friends of the State Archives. The Library hopes to make digital images of the records contained in the book available to researchers by the end of January 2017.

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

Ms. Kristin Cabral asked Dr. Gregg Kimball to report on the information items discussed during the Education, Outreach, and Research Services Committee. Dr. Kimball briefly summarized the effects of the budget cuts on the Education Department and explained how the staff is reevaluating their use of resources to plan upcoming programs. He also announced that an exciting genealogical program will be hosted on March 17, 2017 in conjunction with a visit from the Ulster Historical Foundation. The events of the day will include lectures highlighting the Library's genealogical resources and the map collection, which sheds light on immigration patterns throughout the state.

The Library is a key partner in *American Evolution: Virginia to America, 1619-2019*. Through the Commemoration 2019 commission, Virginia plans to commemorate key events from 1619, including the first Thanksgiving, the first meeting of a representative body in America (which would become the General Assembly), and the first documented arrival of large groups of women and African Americans to the English colonies. *American Evolution* will remember these events in light of their impact on the ensuing 400 years of history, specifically in the areas of democracy, diversity, and opportunity. Library staff are using the collections to develop content to support these themes.

Dr. Treadway reminded the Board that the Library routinely provides integral support to legislative commissions, among them the commemoration of the War of 1812, the Civil War Sesquicentennial, the Martin Luther King, Jr. Memorial Commission, and the upcoming WWI & WWII projects. There is a staff expertise and a content base that makes the Library absolutely critical in carrying out these statewide events.

- **Legislative and Finance Committee**

L. Preston Bryant, Jr., reported on the Legislative and Finance Committee discussion and reviewed the current budget situation, which led to staff layoffs in the fall and a reduction of the Library's public service hours. The Library has two budget amendments currently being prepared for consideration by the General Assembly. The first is for \$428,571 for 9 additional public staff personnel to enable the Library's reading room hours to reopen to the public six days a week. The second budget amendment is for \$294,250 to restore four positions in various other departments to enable the Library to continue processing collections and serve in its appointed advisory role to state agencies.

In terms of the Library's financial condition, it is important for the Board to realize that the loss of state funding also jeopardizes funding at the federal level, which has to be matched by the state.

Mr. Bryant also reported that as of December, the Library had spent approximately 51% of its 2016-2017 budget, which is comparable to past budget years.

Mr. Light assured the Board that he and Dr. Treadway will be meeting with members of the General Assembly in the upcoming weeks to solidify support for the budget amendments. Mr. Light particularly thanked Mr. David Skiles and Mr. Peter Broadbent for their assistance in networking with legislators.

- **Public Library Development Committee**

Mr. Mohammed Esslami, vice chair of the Public Library Development Committee, reported on the morning discussions, which included an update on filling the vacant position of Director of the Library Development and Networking Department, a report on the completion of the state project report and the five-year evaluation for LSTA funds, and a preview of the next round of state aid waivers.

Dr. Treadway added that the five-year plan evaluation required by the Institute of Museums and Libraries Studies is well underway and the initial feedback is encouraging and positive. She added that the Library Development and Networking staff are beginning to analyze the data for state aid requests and it looks as if the waivers for this year are mostly technical in nature. Upon an inquiry from Ms. Hampton, Dr. Treadway informed the Board that the City of Richmond has not yet received 2016 funding because their audit is not complete and they have been put under corrective guidance in the past.

- **Library of Virginia Foundation**

Ms. Amy Bridge, executive director of the Library of Virginia Foundation, distributed a job description and a nomination form for prospective Foundation Board members. She encouraged the Board to share the information with their contacts as the Foundation is seeking new members from all over the state.

In terms of development, the numbers from 2016 are encouraging. Membership is up by 4 percent and giving levels are up by 34 percent. The Foundation is considering the creation of a Family History membership for those whose primary interest is genealogy.

Ms. Bridge announced that David Baldacci is the Lifetime Achievement Award recipient for this year's Literary Awards, which will take place on October 14, 2017.

Finally, the Foundation Board is hoping to arrange a visit to the new African American History Museum at the Smithsonian in May. Group tickets are difficult to obtain, but the Foundation has applied for a group pass and will provide additional information as available.

C. Report of the Librarian of Virginia

Dr. Treadway thanked the Board for their support in the Library's current fiscal situation and assured them that the Virginia Genealogy Society and the Friends of the State Archives are not alone in advocating on the Library's behalf, but many other regional and national groups have reached out to the Library. The Virginia Library Association, the Mid-Atlantic Records and Archives Council, and the Council of State Archivists have all indicated their support and will be utilizing their resources to rally behind the proposed budget amendments to fund Library staff positions.

In the absence of Carrie Nee, senior assistant attorney general, Dr. Treadway updated the Board on the progress toward obtaining all public records from Governor McDonnell's administration. Ms. Nee has continued correspondence with Governor McDonnell's legal counsel, John Brownlee of Holland and Knight, since the last meeting. The initial records provided by the law firm were only materials relevant to the court case that the firm handled for the Governor, not a comprehensive search of emails from Governor McDonnell's four-year administration. In the past week, Ms. Nee has received a follow up message from Mr. Brownlee's office indicating that another disk containing upwards of 11,000 electronic records is on the way to the Library. The Library will await the delivery of this disk and provide the Board with an update at the April meeting. Mr. Light thanked Dr. Treadway and Ms. Nee for their continued diligence in pursuing these records and stated his personal resolve to have the records secured before the end of June.

Dr. Treadway announced that the Library has been invited to host the Southeastern Archives and Records Conference in the fall 2017. The Library will notify the Board when the dates are finalized. She also reminded the Board about the Strong Men Strong Women event that is hosted by Dominion, which is coming up in early February.

Ms. Hampton inquired about the e-discovery software tools being developed in conjunction with the University of Waterloo. Dr. Treadway reported that the Library has entered the second phase of testing the search algorithm and will soon be executing the search on a second, larger batch of data. The Library is happy to contribute to the development of this software and looks forward to the completed product being affordable and widely available in the archival community.

D. Report of the Chair

Mr. Light thanked Dr. Treadway for her energetic and diplomatic efforts to restore funding to the Library through the General Assembly. It is abundantly clear when speaking with public figures that the Library has a great brand and is widely recognized and the excellent quality of the staff is a huge part of this reputation.

Mr. Light recommended the following members for the 2017 Nominating Committee:

Mark Emblidge, *Chair*

Carol Hampton

R. Chambliss Light

Su Yong Min

Emily O'Quinn

The Board approved the proposed Nominating Committee by unanimous vote.

VII. Joint Board Retreat Follow Up

Dr. Treadway provided the Board with a brief summary of the history of the space planning initiative that had been discussed at the retreat. The initiative began in 2013 as a joint effort of the Library and the Foundation Boards. She explained why this initiative is so necessary to the future of the Library. Although the current Library building was opened in 1997, it was designed in 1993 before libraries and archives had begun to digitize original material and make it available through the World Wide Web. Since the 1990s, the internet has revolutionized the way information is stored and accessed, which in turn has altered the way Library staff interacts with patrons. The changing service model necessitates more open access points, a structural design which will allow staff to interact fluidly with researchers, as well as a need for collaborative meeting spaces near the collections. The Library must transition from a 20th century to a 21st century agency and be positioned to act as a facilitator of discovery and a conduit of information for its constituents. The Library recently asked architect Henry Myerberg, who prepared the original drawings of how to repurpose the Library's space back in 2013, to refresh these for us so that we can begin to share the vision of how we would like to transform our reading room spaces with stakeholders and potential funders.

VIII. OLD OR NEW BUSINESS

None.

X. ADJOURNMENT

There being no further business, Mr. Light adjourned the meeting at 12:25 p.m.