

# THE LIBRARY BOARD COMMITTEE MEETING MINUTES

## Library of Virginia

June 27, 2022

### ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee met at 8:30 a.m. on Monday, June 27, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; Paul Brockwell, Robert L. Canida II; Suzette Denslow; and Blythe Ann Scott. Also attending were John D. Metz, Deputy for Collections and Programs; Kathy Jordan, Digital Initiatives and Web Presence Director; Mary Clark, Acquisitions and Access Management Director; Paul Casalaspí, Director of Information Technology; Lydia Neuroth, Virginia Untold Project Manager; and Greg Crawford, Local Records Program Manager. Committee members R. Chambliss Light Jr., *vice chair*; Robert Aguirre; and Leonard C. Tengco were absent.

Dr. Metz reported on the progress of the diseased microfilm replacement project. To date, Imaging Services has sent 5,473 reels to the Backstage Library Works preservation center in Bethlehem, Pennsylvania. Backstage has returned 5,294 duplicated reels, and 4,284 returned reels have been inspected. The number of reels inspected is different from the number of duplicates received because multiple copies are made of some so that we have two copies of each in our collection allowing us to retain one as an archival copy and a second for duplication purposes. An additional 805 reels were sent to Backstage in February, 784 reels in April, and 405 reels in June. Identifying diseased reels that need to be replaced continues to take the majority of time. The number of returns has fallen off dramatically since the decision was made to readjust the threshold of what constitutes a serviceable copy. Emphasis will be placed on filling a vacant Quality Assurance Specialist and hiring the four new Quality Assurance Specialist positions funded by the FY2023 budget.

Ms. Jordan provided an update on the status of the Governors' records processing. Referencing the Executive Summary in the Board Packet, she expressed her appreciation for State Records staff who have diligently worked on the paper and email records for our most recent governors. She expects all the paper and email records through Governor McAuliffe to be available to the public by the summer of 2023.

Ms. Neuroth provided an update from the Virginia Untold project starting with a brief overview of her role as project manager under the two-year National Historical Publications and Records Commission (NHPRC) grant. She highlighted the Library's efforts to digitize and preserve its "Free Negro Registers." Twelve of these registers were recently shared with the public in a special exhibit commemorating Juneteenth.

## **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

The Public Library Development Committee of the Library Board met at 8:30 a.m. on Monday, June 27, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Mark Miller, *chair*; Shelley Viola Murphy, *vice chair*; Laura L. L. Blevins, Lana Real, and Marcy Sims. Also in attendance were Nan Carmack, Director of Library Development and Networking; Kim Armentrout, State Grants and Data Coordinator; Reagen Thalacker, Public Library Consultant; and Deborah A. Love, Senior Assistant Attorney General. Committee members L. Preston Bryant Jr. and Maya Castillo were absent.

Mr. Miller called the committee to order at 8:35 a.m. in the Orientation Room at the Library of Virginia. Dr. Carmack introduced Ms. Thalacker who, began work at the Library in 2021 but had not yet attended a meeting of the Library Board due to COVID constraints. Ms. Thalacker shared a bit about her background and current work and was welcomed by the committee.

Ms. Armentrout then presented the state aid waiver requests received from public libraries, noting a few changes from the list that had been distributed earlier in the Board packet. Colonial Heights was moved from the non-technical to the technical waiver list due to a last-minute addition to their data. Pulaski was removed from the waiver list entirely, having submitted their missing audit last Friday. After these adjustments, discussions about the technical waivers produced a unanimous recommendation to approve all remaining technical waiver requests. Ms. Armentrout then presented each of the non-technical waivers. The committee unanimously recommended approval for all except Petersburg, Halifax-South Boston, Massanutten Regional Library, Norfolk, and Richmond. The committee based the following recommendations for these libraries on each library's individual circumstance.

Petersburg has not yet submitted their 2021 audit, the committee recommended that Petersburg be allocated its full state aid amount but that the Library of Virginia not disperse the funds until the audit has been submitted.

Halifax-South Boston has fallen below 50 percent of the median expenditure. The committee recommended that the library be placed on a five-year plan to reach that benchmark but that it receive its full state aid amount during that time.

Massanutten Regional Library continues a decade long pattern of being below the 50% of the median expenditure. Since they have not been successful with their five-year plan, the committee recommended they receive a reduction in state aid in the same amount they have fallen short of the median expenditure.

Norfolk and Richmond have both seen budget reductions to the library that are not equitable with cuts to other city departments. Both library systems have communicated that these cuts have been restored for FY23. The committee recommends that they receive full funding upon providing FY23 budget documentation demonstrating this restoration.

Lastly, the committee reviewed and recommended the approval of the state aid allocations as presented, with the \$2.5 million increased appropriation from the General Assembly for FY23 and minor adjustments based on the reduction for the Massanutten Regional Library.

## **LEGISLATIVE AND FINANCE COMMITTEE**

The Legislative and Finance Committee of the Library Board met at 9:30 a.m., Monday June 27, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Paul Brockwell, *vice-chair*; Laura L. L. Blevins; Suzette Denslow; and Blythe Ann Scott. Also in attendance were Sandra G. Treadway, Librarian of Virginia; John D. Metz, Deputy for Collections and Programs; Dan Hinderliter, Deputy for Finance and Administrative Services; and Kathy Jordan, Digital Initiatives and Web Presence Director. Committee members L. Chambliss Light Jr., *chair*; Robert Aguirre; L. Preston Bryant Jr.; and Maya Castillo were absent.

Mr. Brockwell asked Mr. Hinderliter to update the committee on the Statement of Financial Condition. Mr. Hinderliter reported that Library general funds were 95 percent expended through May 31, which was appropriate to the agency spending plan. Federal funds were being expended at a slower apparent rate due to the timing of the federal fiscal year which ends September 30, 2022. Across all funds 89 percent of appropriations have been expended o date.

An update was provided on the General Assembly and Governor-approved budget for FY23. The most significant budget changes affecting the Library included new funding to identify and replace deteriorating microfilm at \$946,348, funding to cover three positions to support the One Virginia Inclusive Excellence plan at \$234,213, resources to support the continuation of the Virginia Newspaper Project at \$194,915, funding for the Eastern Shore Regional Library and Heritage Center at \$350,000, and a five percent salary increase for employees. The Library's total approved budget across all funds is \$44,008,305.

An update on the Auditor of Public Accounts audit was provided. No written findings have been identified at this time.

Ms. Jordan informed the committee that the Library will likely request legislative action to update a portion of the Virginia Public Records Act (Code of Virginia Title 42.1, Chapter 7). The update would apply to Section 42.1-78, Confidentiality Safeguarded, which would include language to protect individuals whose privacy may be compromised due to a legal "loophole" in the current language.

## **EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE**

The Education, Outreach, and Research Services Committee of the Library Board met at 9:30 a.m. on Monday, June 27, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair*; Marcy Sims, *vice chair*; Robert L. Canida II; Barbara Vines Little; Mark Miller; and Lana Real. Also attending were Gregg D. Kimball, Director of Public Services and Outreach; Catherine Fitzgerald Wyatt, Education and Outreach Manager; Barbara C. Batson, Exhibitions Coordinator; Ashley Craig,

Community Outreach Specialist; and Paul Casalaspi, Director of Information Technology. Committee member Leonard C. Tengco was absent.

Ms. Craig reported on two meetings held at the Library on May 18 and 19, 2022, with seven of the eleven federally and state recognized Virginia Indian tribes. She explained the short-term goal of the meetings was to discuss plans for an exhibition that interprets selected materials in the Library's collection through the eyes of tribal members. The meetings are also intended as a first step in building long-term relationships between the Library and each of the tribes. Ms. Craig thanked Ms. Real for her help greeting tribal members. Staff from many of the Library's departments showcased materials relating to Virginia's native people in the Library's collection. Small group discussions focusing on manuscripts, photographs, and other documents from the Library's collection followed the presentations, with participants offering insights into the materials from a personal and tribal perspective. Tribal members also shared their own extensive research at the Library and identified collections so far untapped, especially local records.

Ms. Little asked how many tribes are state recognized but not federally recognized. Ms. Craig answered this question by showing the committee the Library's recently revised guide, *Resources on Virginia Indians at the Library of Virginia*, which has a full listing of all state and federally recognized tribes.

Dr. Canida asked if "Indian" is acceptable as a term for indigenous people in Virginia. Ms. Real contributed her thoughts from her own perspective, suggesting that there may not be one "right" answer and so it largely depends on what each tribe prefers. The committee discussed the Library's work on a guide to inclusive language. At the committee's request, staff offered to share this guide as well as a spreadsheet listing Native American materials in the collection with the committee via email.

Ms. Wyatt gave an overview of recent developments in the Library's long-standing collaboration with Virginia Humanities' fellows program. She highlighted how the fellow's immersive experience—digging through the collections and closely consulting with our archivists and historians—can enrich a scholar's work. She used the example of Meredith Henne Baker, whose work on Virginia's garden clubs went in new and unexpected directions. Her discovery of extensive materials on Black women's clubs gave her a more expansive view of their work and led to her participation in the 90th anniversary celebrations of African American garden clubs in Virginia and connecting with Lynchburg's Anne Spencer House. Ms. Wyatt also emphasized the public dimension of the fellowships, such as fellow D'Anne Graham's talk on Virginia midwives, historically and in our modern times. Both fellows wrote pieces for the Library of Virginia's "Uncommonwealth" blog and each gave short interviews in *Broadside* reflecting on their experiences as residential fellows.

Ms. Wyatt reported that in June 2022, the Library of Virginia welcomed a summertime Virginia Humanities Fellow, Arlisha Norwood, an assistant professor at the University of Maryland, Eastern Shore. Dr. Norwood will be conducting research through August on the subject of single African American women in post-Civil War Virginia.

Dr. Kimball asked Board members if they noticed anything different as they entered the Library. All recognized that the metal detectors were absent and that new security personnel greeted them. Dr. Kimball explained that the Library had contracted with a new security firm, RMC Events and took the opportunity to reset some of its security set-up, policies and procedures. This work was led by the Library's new Deputy of Finance and Administration, Dan Hinderliter, and David Wilson, Facilities Director. The public service and education and outreach managers consulted with them on implementing these changes. Dr. Kimball emphasized that the main goal was to improve the visitor experience and used as an example the cell phone policy being changed to allow use in public areas as long as it doesn't interfere with other visitors' research.

## **THE LIBRARY BOARD MEETING**

Library of Virginia

June 27, 2022

The Library Board met on Monday, June 27, 2022 in the Board Meeting Room at the Library of Virginia, 800 East Broad Street, Richmond, Virginia.

### **I. CALL TO ORDER**

Blythe Ann Scott, chair, called the meeting to order at 10:30 a.m. She noted there was a quorum of the Library Board physically present. The following members were in attendance:

Blythe Ann Scott, *chair*  
Paul Brockwell Jr., *vice-chair*  
Robert D. Aguirre (via Zoom)  
Laura L. L. Blevins  
Robert L. Canida II  
Suzette Denslow  
Barbara Vines Little  
Mark Miller  
Shelley Viola Murphy  
Lana Real  
Marcy Sims

L. Preston Bryant Jr., Maya Castillo, R. Chambliss Light Jr., and Leonard C. Tengco were absent.

### **II. APPROVAL OF AGENDA**

Ms. Scott asked for a motion to approve the agenda. The motion was made by Paul Brockwell, seconded by Marcy Sims, and passed unanimously by the Board.

### **III. WELCOME TO VISITORS AND STAFF**

Ms. Scott first welcomed Library staff and members of the public who were attending the meeting. Next she welcomed Deborah A. Love, Senior Assistant Attorney General; Pia Trigiani, President of the Library of Virginia Foundation; Conley Edwards, President of

Friends of the Virginia State Archives; and Angela Flagg, the Library's new Director of Marketing and Communications. Finally, she welcomed staff from the Norfolk Public Library who had traveled to Richmond to make a brief presentation at the meeting:

#### **IV. PUBLIC COMMENT**

There were no members of the public present who wished to make public comment. Before moving on, Ms. Scott asked Robert Aguirre to state his location and his reason for attending the meeting virtually. Mr. Aguirre replied that he was attending via Zoom because he was in Venice, Italy, for work.

#### **V. APPROVAL OF MINUTES**

Ms. Scott asked if Board members had any changes they wished to suggest to the minutes for the April 11 meeting as distributed in the Board packet. There being none, Ms. Scott asked for a motion to approve the minutes. The motion was made by Ms. Sims, seconded by Mr. Brockwell, and passed unanimously by the Board.

#### **VI. COMMITTEE/DIVISION REPORTS**

##### **A. Reports from Other Organizations**

Conley Edwards, President of the Friends of the Virginia State Archives, reported that the Friends Board continues to work with Elaine McFadden and Audrey McElhinney on how the Friends might help support the conservation and digitization of the Virginia Convention of 1776 records in the Library's collection. He stated that he will report on the level of support the Friends will provide at the next Board meeting.

The Friends' next program will be its fall Slatten Lecture scheduled for September 24 with speaker Rebecca Whitman Koford, Certified Genealogist and Certified Genealogical Lecturer. Program announcements will be mailed in early July.

Mr. Edwards reported that the cover story for the Friends' latest newsletter centers on the Library's successful grant application to the National Endowment to the Humanities (NEH) for funding to digitize its 250,000 World War II Separation Notices of men and women who indicated they intended to seek employment in Virginia after discharge. He opined that the project team did an exemplary job with the application and built a very strong case for the value of the collection, which resulted in a \$315,000 award to fund the project. These records were known to archival staff, having come to the Library in 1950, but had been inaccessible until recently due to lack of organization of the records. Mr. Edwards stated that digitizing these records will bring increased visibility to the Library, and he closed by commending the project team for its commitment and persistence, especially archivist Roger Christman who worked on the collection for many years.

## **B. Committee/Division Reports**

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

Committee Chair Barbara Vines Little reported that with regard to the diseased microfilm project, four new technicians will be hired in the near future due to new funding for this purpose in the recently approved state budget. The Governor's records processing is also moving forward due to additional staffing added last year, with all records through Governor McAuliffe projected to be completed within a year.

Ms. Little also reported on the Library's exhibition of "Free Negro Registers" which is currently on display in the lobby. This exhibition, which is part of the Virginia Untold project, features a sampling of the many registers in the Library's collection documenting the lives of free people of color in Virginia before 1865. The Library is crowd-sourcing the indexing of these registers.

Ms. Scott thanked Ms. Little for her report and then welcomed Sarah Spota, Deputy Secretary of Education, who had just arrived at the meeting. Deputy Secretary Spota thanked Ms. Scott for the welcome and said that she has enjoyed working with Dr. Sandra Treadway, Librarian of Virginia, and getting to know the Library better. She stated that the Governor and his administration are committed to supporting the Library however they can, and that she looks forward to what we can all do together over the next four years.

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

Committee Chair Shelley Viola Murphy stated that the committee first discussed the report on the stakeholder meetings held between the Library and Virginia's state recognized tribes. The two meetings that took place, one on May 18 and the other on May 19, were meant to get the Library and the tribes together to collaborate and prepare for the upcoming exhibit in the fall of 2023. Ms. Murphy noted that there are currently eleven state-recognized tribes in Virginia, and four that are not federally recognized. She also shared that the Library has a guide on Virginia's tribes in the resources section of its website.

Ms. Murphy invited Catherine Fitzgerald Wyatt to report on the Virginia Humanities Fellowships. Ms. Fitzgerald Wyatt stated that the Library is continuing its partnership with Virginia Humanities. The fellowships that began during COVID lockdown are almost finished, with only one of those fellows still in residence. The Library will be welcoming back two prior fellows at the start of the coming academic year. The Library will also be providing research consultation and support to Virginia Humanities in their new fellowship program working with junior faculty at Historically Black Colleges and Universities (HBCUs).

Ms. Murphy reported that the Library has updated its security protocols, the most visible of which was moving metal detectors from the lobby to the second floor.

- **Legislative and Finance Committee**

Committee Chair Paul Brockwell Jr. prefaced his report by noting that he was filling in for R. Chambliss Light Jr. who was not able to attend. He stated that Mr. Light is exiting the Board after serving two terms, having contributed significantly to the Library during his tenure. Mr. Brockwell wished him all the best in his retirement from the Board.

Mr. Brockwell reported that the final state budget as signed by the Governor is very generous to the Library, and asked Dan Hinderliter to provide additional comments on the subject. Mr. Hinderliter said that he was thankful to have good news to report, the first being that, financially, the Library is doing very well this fiscal year. Through the end of May 2022 the Library had expended 95% of its general funds and is actually on track to have some of these funds left over before the end of the fiscal year. Mr. Hinderliter noted this was a good problem to have and that, as in past years, the Library will be putting those funds toward prepaying its 2023 rent.

The Circuit Court Records Preservation Program (CCRP) funds continue to exceed expectations. The Library is doing well this year, although not quite as well as last year. Mr. Hinderliter noted that this was due, in part, to last year being a banner year in regard to home sales and refinancing rates to a degree that we may not see again. He explained that CCRP money comes in one year, and then the Library distributes that money in the form of grants the following year. This allows the Library to easily readjust when necessary.

The Library is also doing well with regard to federal spending, having expended 74% of those funds through the end of May 2022. While it may appear that the Library has a lot of this funding left over, Mr. Hinderliter noted that this was because the Library follows the federal fiscal year in this area, and that we are still on track with our usual federal spending plan.

Mr. Hinderliter reported that, in the final state budget for FY23, the Library will be receiving an additional \$2.1 million in operating funds, as well as an additional \$2.5 million in general funds that will be distributed to libraries throughout Virginia. Among the programs the budget will help to fund are Virginia Untold and the Virginia Newspaper Project, which will now be fully funded with general funds. Allocated through the Library's state aid budget, the Eastern Shore Regional Library and Heritage Center will receive a one-time allocation of \$350,000 to support its new facility. The final piece of good news, according to Mr. Hinderliter, is that the Library is undergoing an audit from the Auditor of Public Accounts (APA). While this may not seem like good news on its face, Mr. Hinderliter assured the Board that audits like this help confirm that the Library is conducting its business properly. He reported that there are no audit findings yet, and the process is going smoothly so far.

Mr. Brockwell asked if there were any questions. Mark Miller commented that while CCRP funds were up tremendously this year, they will not be next year except in very limited circumstances, as few people will be refinancing their mortgages. Rates are



expected to start coming back down in 2024 along with another refinancing boom, so Mr. Miller predicts the CCRP funds will be volatile over the next few years.

Mr. Brockwell invited Kathy Jordan to speak, and she reported that the Library has some concerns about records received from the Governor's Office that contain considerable privacy protected information but which are currently considered to be in the public domain. While the Library supports the principles of transparency inherent in the Virginia Public Records Act, we have concerns about opening records that contain private medical or educational information. Ms. Jordan stated the Library will be looking into a legislative fix to address these privacy concerns.

- **Public Library Development Committee**

Committee Chair Mark Miller stated that he would begin by giving an overview of the recommendations relating to state aid waiver requests that came out of the committee, and then the Board would be voting on those recommendations. He began by referring Board members to the list of technical waivers contained in their packets and said that the committee had no problem with these. He noted that the committee had decided that a budget reduction waiver request received from Colonial Heights fell within the parameters of a technical waiver and so had added Colonial Heights to the list. He stated that the committee unanimously supported approving this list of technical waivers.

Mr. Miller then addressed the non-technical waivers, beginning with Alleghany Highlands and Rockbridge Regional libraries, whose requests related to the requirement that libraries have operating hours between 5:00 p.m. and 8:00 p.m. Alleghany in particular is a large, low-population region, and they reported frequently having fewer patrons between those hours than the minimum number of staff required to stay open. Rockbridge reported similar issues, saying that they rarely see any patrons after 7:00 p.m. Mr. Miller stressed that these libraries are not saying that they cannot open after 5:00 p.m. if needed, but rather that they would prefer not to be penalized in terms of state aid if they do not remain open late when it does not make sense to do. Mr. Miller stated the committee supported their waiver requests.

Mr. Miller reported that Danville's director is on track to receive his Master of Library and Information Science (MLIS) degree next year, so the committee recommends their waiver request be approved.

Mr. Miller stated that Petersburg has routinely failed to provide audits as required in order to receive state aid, though this is the fault of the municipality rather than the library. The committee's recommendation is to withhold Petersburg's state aid pending receipt of their audit, and at that time the Library can release their aid.

The committee approved a non-technical waiver for failure to meet 50% of the median from Halifax-South Boston, which was off by \$21,000. Massanutten Regional Library submitted a similar non-technical waiver, though their situation has been ongoing. Mr. Miller reported that Ms. Love attended the committee meeting earlier in

the morning and confirmed that the committee can recommend a cut in state aid commensurate with the amount of budget shortfall the municipality has failed to provide. That short fall for Massanutten is \$57,831. Mr. Miller said that the committee recommended reducing Massanutten's state aid by this amount from its current total of \$522,000 in order to encourage their municipality to address the issue.

Mr. Miller reported that the committee had no problems with the two-thirds requirement non-technical waivers submitted by Highland and Northumberland. He explained that the two-thirds requirement is in place because the Board strives to have libraries to receive at least two-thirds of their funding from their locality. For Northumberland, funding from their municipality has not changed, they just have done an excellent job raising additional funds themselves and would prefer not to be penalized as a result. Mr. Miller noted that both of these localities still receive around 60% of their funding through their municipality.

Mr. Miller reported that the committee had no issues with the waiver requests submitted by localities who had enacted budget reductions across the board, specifically Central Rappahannock, Culpeper, Henrico, and Rockbridge Regional. Norfolk and Richmond also submitted budget reduction waiver requests, and Mr. Miller stated that staff from Norfolk were in attendance to present information on their situation to the Board.

Mr. Miller then asked for a motion to approve the recommendations of the committee on all of the waivers discussed thus far, except for Norfolk and Richmond. Suzette Denslow asked how often the Board proposed withholding funding as a result of missing audits, referencing the situation in Petersburg in particular. Mr. Miller responded that the Board has not done so in the five years he has been a member. Ms. Denslow asked why the Board was doing so now. Kim Armentrout stated that Petersburg has had issues submitting their audits for the past several years and that the Board has, in fact, withheld their state aid as a result in at least two instances. Mr. Brockwell asked to clarify how many budget reduction non-technical waivers the committee had modified into technical waivers, and Mr. Miller responded they had modified just one.

Ms. Denslow, returning to her question, stated that she was not in favor of withholding state aid since the problem was caused by the city, not the library, and that doing so would hurt local residents, particularly in Petersburg. Mr. Miller said that the Board would vote on Petersburg's waiver separately, and explained that the committee did not want to withhold all of the state funding, which amounted to \$522,000, but that at some point they were going to have to use the mechanisms available to enforce the audit requirement. Ms. Carmack added that the issue with Petersburg differed from that of Massanutten as the city of Petersburg has repeatedly failed to provide the required audits. She said that she has had conversations with city officials who are well aware of this problem, and that the Library and Board have kept letting them slide but that we are now at a point where it is necessary to take action to get them to abide by the requirement. Ms. Carmack noted that we would not

be penalizing them by revoking their aid; rather, we are simply withholding the aid until they can support a clean audit, at which point that aid will be released to them in the original amount. Ms. Denslow replied that she is very aware of Petersburg's situation and that they have this problem with many other government services beyond the library. She stated she feels very strongly that the state should not back away from helping fund this service for the residents of Petersburg. Ms. Carmack said that she knows the director of the Petersburg library well and his take on the situation is that he tries to educate city officials on the audit requirement and their library does receive a lot of private donations that help cover funding gaps. As a result he has never been uncomfortable with the Board withholding state aid. She said when aid has been withheld in the past there was not a negative impact on library services. Mr. Miller stated that in this case the aid proposed to be withheld amounted to \$193,000.

Mr. Brockwell asked Ms. Scott if he was correct that the current question before the Board was whether to approve the technical waivers as recommended by the committee, to which she said yes. Mr. Miller then made a motion to approve the committee's recommendations on both technical and non-technical waivers, stating that he was trying to explain all the details first and then make a motion and allow for discussion before the vote. Ms. Love interjected and suggested the Board take up the committee's recommendations as presented in the Board packet with the following exceptions: modify Colonial Heights to be a technical waiver; set aside Petersburg, Massanutten, Norfolk, and Richmond for separate consideration; and take Pulaski out since their audit was received last Friday. Mr. Miller asked that the Board approve the committee's recommendations as stated by Ms. Love. Ms. Scott noted that there was no need for a second since the motion came from the committee. The Board passed the motion unanimously.

Mr. Miller then moved that the Board approve the committee's recommendation to withhold aid from Petersburg until they submit their audit. He clarified for Mr. Brockwell that the recommendation is to conditionally authorize state aid to be released upon satisfaction of the audit requirement. Ms. Scott stated that a second was not needed and then called for a vote. The motion passed with all Board members present voting aye, except Ms. Denslow who voted nay. Next, Mr. Miller asked the Board to approve the committee's recommendation to reduce Massanutten Regional Library's state aid by \$7,831. Ms. Scott, noting no need for a second, called for a vote and the motion passed unanimously.

Mr. Miller started to discuss the situation with Norfolk, but Mr. Brockwell suggested that it might be easier to deal with Richmond first. Ms. Scott agreed, and so Mr. Miller reported that the committee had the same recommendation for Richmond as it did for Petersburg. He said the challenge with this case is the Board's inability to understand how the City of Richmond sets their budget and allocates funding in light of large amounts of federal aid received in recent years due to the pandemic. He asked Ms. Armentrout to provide further details. She said that for grant waiver applications the Library sends out templates for the requesting libraries to complete and return. The templates include a chart of budget reductions across city or county

departments which helps show the Library whether cuts were equitable or not. Richmond did not provide that chart with their waiver request. Instead, they provided a written explanation of their budget cuts that showed an 8 percent reduction in their budget along with significant increases in the budgets of other city departments; however, those increases included federal COVID funds which skews our understanding of where those budget cuts actually were. The committee, therefore, does not have a clear picture of the city's budget scenario for FY21. The committee discussed having the city submit budget scenarios for FY22 and FY23 that show budget percentages across the board. This would help determine if there is any improvement from the decrease they saw in FY21. The committee said that if they see an improvement then perhaps they could recommend conditional approval of their waiver, pending the results of those document reviews. Ms. Armentrout said that if the documents come back and are found to be satisfactory then we could move forward with the waiver request since it would just be an administrative function at that point. Ms. Denslow asked what would happen if they are not found to be satisfactory. Ms. Armentrout replied that the state aid would be withheld. Ms. Denslow asked if that is what the Board would be voting on. Mr. Miller said that yes, the Board would be voting to withhold the aid, but Ms. Armentrout interjected to say that the vote would actually be to cut the aid. Mr. Brockwell asked to confirm that the situation is that currently we are not operating with enough data to make a long-term decision. Ms. Armentrout said that was correct and that while the libraries have themselves indicated an improvement in subsequent fiscal years, the committee does not feel comfortable making a decision until they see something other than these reassurances. Mr. Brockwell asked what the staff recommendation is for this request. Ms. Armentrout said they recommend conditionally approving the request based on what we have heard from the library thus far, but requesting further documentation to confirm what they have reported. Ms. Denslow commented that this would be a conditional denial, rather than approval, since the aid would be cut if the committee is not satisfied with the documents the library provides. She stated she opposes this action. Mr. Miller reiterated that the committee's recommendation is to withhold state aid from the City of Richmond until they have satisfied the reporting requirements as outlined in Code. Ms. Scott then called for a vote on the motion. The motion passed with all members present voting aye, except Ms. Denslow who voted nay.

Mr. Miller reported that the waiver submitted by Norfolk had similar issues to Richmond, but that recently they had provided much more information on their fiscal situation and that representatives from the city were present at the Board meeting to present this information in person. He introduced Paris Colburn, Norfolk Public Library Administrator, and Sean Bilby, Library Collection and Support Services Administrator. Ms. Colburn thanked the Board for allowing them time to speak and said that the Norfolk Public Library was excited to be putting COVID behind them. She reported that during the pandemic the Norfolk Public Library experienced a large budget reduction. Many staff were furloughed, with the library's staffing level dropping from 246 to 62. A number of branch libraries closed with only three anchor branches remaining open. The library transitioned to virtual programming at that time. Ms. Colburn reported that another city department, Parks and Recreation, faced

even more severe budget reductions than the library, with the city's rationale that they were both public-facing departments at a time when most residents were staying home. Ms. Colburn reported that prior to the pandemic the Slover Library had separated from the Norfolk Public Library system to become its own department. During the pandemic, 10 Norfolk library staff were loaned to Slover to help with their needs. These 10 staff members were reflected in Slover's budget but are now back at the Norfolk Public Library.

Ms. Colburn reported that when COVID began, Norfolk was in the middle of constructing its third anchor branch, the Richard A. Tucker Library, which was a \$7 million project that is still ongoing. They will soon be embarking on a joint project with Parks and Recreation to build the city's first ever joint library and recreation facility, which is expected to be completed in 2025. Ms. Colburn stated that in 2022 the library was happy to receive more than \$1 million in additional funding and staff support, but that, like many places, they have had trouble filling positions. She said that the city will be implementing a minimum wage increase of \$18/hour for permanent staff and \$15/hour for temporary staff, which she believes will help with this issue. Ms. Colburn reported that in FY23 the library has received more than \$1.7 million in new funding and that they are now close to having 100 people on staff. Of the 246 positions she mentioned earlier, around 150 were part-time. She said that they now have more full-time staff than they did before the pandemic and the accompanying budget reductions. She noted, however, that since the start of the pandemic they have opened up an additional anchor branch, and plan to open another later on. She also said that their library's foundation has secured a \$200,000 donation which they will receive at the end of the fiscal year.

Mr. Miller asked whether the new anchor branch was open yet, and Ms. Colburn replied that it opened in September 2021. Mr. Miller asked what the FY23 budget would be, considering the committee's recommendation to provide \$240,000 in state aid. Ms. Colburn responded that the FY23 total is \$12,422,609. She noted that though Slover is now a separate department, they still have a close working partnership. In fact, all of their fines and fees still come to the Norfolk Public Library, and they still provide them support with regard to their collections. Ms. Colburn believes they will know more about how Slover plans to develop and how Norfolk Public Library will provide further assistance once they present a plan to city council later in the year.

Ms. Sims commented that the stipulation in the state aid allocation is based on decreases in local expenditures, and so the issue at hand is how the budget cuts compare to other departments. She said Ms. Colburn and Mr. Bilby did an excellent job with their presentation, but reiterated the committee's main concern is how the cuts stack up against other departments. She cited, as an example, an 8.62% cut to Arts and Culture and a 4.27% cut to Transit while the Library and Parks and Recreation had their budgets cut by 26.44% and 29% respectively. That, she said, does not look very equitable, and Ms. Colburn agreed. Ms. Sims noted that she served as director for the Virginia Beach Public Library for thirty-seven years and that she always viewed this part of the state aid formula to be an insurance policy against

targeted budget cuts. She stated the committee's question is whether the Norfolk cuts fit that description, and Ms. Colburn responded that they do. She said that her locality told her that the cuts to the library were due to the fact that they are a public-facing entity and at that time patrons were not visiting the Library in person due to COVID lockdowns. They also told her that the cuts would help reduce the city's financial stress. Mr. Miller asked if they had the FY20 budget and Ms. Colburn responded that she did not have it with her but that she could send the Board a copy later.

Laura L. L. Blevins asked whether Norfolk Public Library will still be behind other city departments after they receive more funding in FY22 and FY23. Ms. Colburn replied that the FY22 and FY23 budgets actually provide substantial additional funding to the library and parks departments which will help minimize the funding gaps. She said that this is a result of the library opening back up in 2022 and hiring back some of the staff it had to furlough earlier. Norfolk's anchor branches are now open 40 hours each week and their neighborhood branches are open four days a week. In the coming fiscal year, the neighborhood branches will be open five days a week and the anchor branches six days a week.

Mr. Miller stated that the committee did not make a recommendation on Norfolk's request as they wanted to hear the presentation at the full Board meeting. Based on the state aid formula and the FY23 budget of \$12,422,000, Norfolk would be receiving \$240,000 in aid, which is a little less than 2% of their total budget. He said it appeared as though the FY22 budget served as a restoration budget in light of the cuts from FY20. Mr. Miller, speaking for himself and not on behalf of the committee, moved that the Board grant Norfolk's non-technical waiver for state aid. Mr. Brockwell seconded the motion and the Board passed it unanimously.

With all state aid waiver requests now taken care of, Ms. Scott noted it was time to move to the committee's final action item. Mr. Miller stated that the committee recommended approving the FY22 State Aid Allotments included in the Board packet. Ms. Scott, noting no need for a second, called the motion to a vote, which passed unanimously.

- **Bylaws Committee**

Committee Chair Paul Brockwell Jr. reported that while the Committee had no action items to put before the Board, they will be submitting a package of amendments for the September meeting that respond to recent legislative changes to open meeting laws, particularly in regard to electronic meetings. Mr. Brockwell said they are taking this as an opportunity to review and update all of the committee descriptions as well.

- **Library of Virginia Foundation**

Pia Trigiani, President of the Library of Virginia Foundation Board, welcomed Deputy Secretary Spota and stated she was glad she was in attendance because it is important for her to see the work that the Library does. Ms. Trigiani noted that the Foundation differs from the Library in that its board members are not appointed by the Governor, and that their goal is to support the Library, its programs and

collections, through fundraising. Ms. Scott asked to make a point of order and stated that the Foundation now has 100% support from the Library Board in terms of personal donations. Ms. Trigiani said that the Foundation Board has made a purposeful effort to attend these meetings because it is important for both boards and organizations to work hand-in-hand. She noted that Mr. Brockwell and Leonard C. Tengco also serve on the Foundation Board, and Ms. Scott is a past member.

Ms. Trigiani reported that the Foundation has raised more than \$400,000 to support the Library's 200<sup>th</sup> anniversary celebration in 2023. She said that this will be a big event and an important opportunity for the Library to showcase its important work. She thanked Dr. Treadway and her team for their help with planning, and reported that the Foundation will soon be purchasing a vehicle for the Library to use to travel around the state during 2023. She said the Foundation Board has designated a committee to work with the Library's staff on the planning and execution of programming for the anniversary year, with an extra special Literary Awards event being planned to mark the anniversary year. Ms. Trigiani stated she hopes each Board member will sponsor a table and invite important stakeholders to attend.

Ms. Trigiani noted that one of the functions of the Foundation is to engage more Virginians in the work of the Library and stated that toward that end the Foundation's Governance Committee, led by Jack Catlett, had attracted a strong group of new Foundation Board members: Wendy Auerbach of Norfolk, Charlotte Porterfield of Roanoke, Jeffrey Dreyfus of Charlottesville, Shareef Tahboub of Charlottesville, and Matt Williams of Richmond. She added that with these additions the Foundation Board now has representation from all regions of Virginia, and emphasized the importance of the Library reaching all corners of the Commonwealth.

Ms. Trigiani reported that FY22 has been one of the most successful years for the Foundation since she joined the Board. She noted that Executive Director Scott Dodson, Director of Development Elaine McFadden, and the rest of the team have done a wonderful job. She highlighted author David Baldacci's gift of \$1,000,000 in addition to a bequest and active money through grants. Ms. Trigiani said that grant funding in particular can only happen when Library and Foundation staff work together to come up with the idea, put together the application, and go after the money. The more funding the Foundation secures, the more treasures we can collect and preserve.

In addition to grant applications the Foundation has focused on outreach. Ms. Trigiani reported that Ms. Scott and Foundation Board Vice-President Julia Marsden recently hosted cultivation events in their homes, and that Dr. Treadway and Mr. Dodson have attended these events to speak about the Library and exhibit materials from the collection. These events, she said, help open peoples' eyes with regard to what the Library has in its collections and the work it does each day. Ms. Trigiani took a moment to applaud Mr. Dodson for the staff he is building. She said this effort has been very deliberate and intentional on his part, and noted the Foundation had recently hired a new staff member to focus on fundraising in Northern Virginia. She

closed by thanking the Board members for their contributions and gifts, and for their volunteerism in serving on the Board.

Mr. Dodson reported that FY22 has been a successful year for the Foundation, with revenue currently projected to be just over \$2.7 million. This includes \$1.6 million in restricted program giving and another \$730,000 in unrestricted giving. He stated that even with the ongoing pandemic the Foundation has been thrilled to see the interest and support from those who truly believe in the Library and the work it does. He thanked the Board for their support and remarked on how incredible it is to now have both boards at 100% participation in terms of giving. Some of the gifts that have come in since the last Board meeting include \$10,000 from the National Society Daughters of the American Revolution to support the 1776 records conservation project, \$25,000 from the Richard S. Reynolds Foundation for the 200<sup>th</sup> anniversary activities, and a \$25,000 sponsorship from Amazon for next year's Literary Awards. He also mentioned the Foundation had received a \$350,000 grant from the National Endowment for the Humanities (NEH) and commended Ms. McFadden for taking the lead on that effort along with Ms. Jordan and Roger Christman.

Mr. Dodson gave a brief recap of the Foundation's recent cultivation events in Northern Virginia and Norfolk and expressed thanks to the hosts for their support. He also thanked the Library Board for granting Library staff the authority to assist and to allow certain materials from the collections to be transported and exhibited at those events. He reported that the next collections cultivation event will be held at the Library on July 21 and will focus on maps.

Mr. Dodson restated Ms. Trigiani's announcement that the Foundation has hired Erin Whiteman as its Senior Advancement Officer and that she will be focusing her efforts on Northern Virginia. He said that soon Ms. Whiteman may be reaching out to Board members, particularly those who live in Northern Virginia, to meet and discuss strategies for how the Foundation can continue its work in that region.

## **VIII. REPORT OF THE LIBRARIAN OF VIRGINIA**

Dr. Treadway reported that the Library is gearing up for its 200<sup>th</sup> anniversary next year, and that she plans to provide a schedule of events along with additional details at the next Board meeting in September. A big factor in the planning, she said, has been the addition of Angela L. Flagg, the Library's new Director of Marketing and Communications, who will be working with Dr. Treadway on strategy, branding, and messaging for the anniversary year. She emphasized the importance of the anniversary, noting it was a once-in-a-lifetime event and that the Library is one of the oldest agencies in our state government. Dr. Treadway stated that the legislation to establish the Library was passed on January 24, 1823, and on that date next year the Library will kick the year off with a major exhibit centered on amazing items in our collection and the stories behind them. The Library is grateful to the Foundation for helping hire outside professional exhibition designers and incorporate technology into the exhibit.



Dr. Treadway stated the Library is currently planning to hold a reception the evening of January 23, 2022 to open the exhibit. If the Board approves the proposed meeting dates for the coming year, then this reception will be held the same evening as the January Board meeting. Dr. Treadway is working with the Secretary of Education's office to see if they can arrange for the Governor to attend, and the legislature will be in session at that time so the Library hopes to have some legislators attend as well. She will also be speaking with legislators to have the General Assembly issue a joint resolution honoring the anniversary, and hopes to have it read aloud during session with both Board chairs being recognized from the floor.

Dr. Treadway added to what Ms. Trigiani had mentioned about the new travelling vehicle, tentatively named "LVA on the Road," which will be visiting all regions of Virginia in 2023 to host events in cooperation and partnership with public libraries across the Commonwealth. These events will showcase the Library's collections, its staff and services, and will help build connections with communities all over Virginia. The vehicle will also be going to existing events to have a presence in places where the Library has not before. Such events include heritage days, festivals, fairs, and similar activities across the Commonwealth. Dr. Treadway said she is particularly excited about this because while the Library does a lot already to connect with patrons digitally, these events will give us an opportunity to connect in-person with people who may not ever come to the Library to do research or who may live too far away to ever visit. This summer the Library will be working to plan these events, and more information on them will be forthcoming.

Dr. Treadway thanked the Board members who have served on the committee to discuss the patron of letters program. She noted the Library has the ability to grant honorary patron of letters degrees in several fields, and while it has done this once before, the Board has not been very active in that space. Dr. Treadway said the Library hopes to relaunch that effort in a major way in conjunction with the 2023 Literary Awards. The committee has been working on a policy to share with the Board at the September meeting. The plan is to have a nomination process for these degrees in place this fall.

Dr. Treadway reported that the Library has continued its work on space planning with the goal of transforming, repurposing, and realigning public spaces to better fit the needs of our patrons. The Library is especially focused on the second floor as the public spaces there are currently underutilized. Dr. Treadway said the Library is currently weighing two options: either having the Foundation assist in hiring an architect to review our ideas and tell us the best ways to implement them, or having the Department of General Services (DGS) handle that for us. The Library will be seeking numbers on the anticipated cost of this work to help decide between the two options. At some point this will become a capital outlay project but it will be funded through a combination of public and private sources. Dr. Treadway added that she wanted to close with this information since the speaker for the day's luncheon is in charge of implementing the City of Richmond's master plan for the area in downtown in which the Library resides. Understanding what will be changing outside the Library will add important context to the space planning efforts inside the Library.

## **IX. REPORT OF THE CHAIR**

Ms. Scott remarked that serving as Library Board chair has been an honor and a privilege, and thanked the rest of the board members and Dr. Treadway for their support throughout her term.

Next, she stated that the Board needed to take action on the State Librarian's contract. She said that Dr. Treadway has been a phenomenal leader of the Library and, as a result, the Board's Executive Committee recommended that her contract be extended an additional two years past its expiration date of June 30, 2022. With Dr. Treadway in agreement Ms. Scott noted that the committee's recommendation did not need a second, but it did need a vote. The Board then voted unanimously to approve the contract extension.

Ms. Scott stated that the Board needed to approve the proposed meeting dates for 2022-2023 which were included in the packet members received before the meeting. She reminded the Board to hold the night of January 23, 2023 for the reception honoring the Library's 200<sup>th</sup> anniversary. Mr. Brockwell made a motion to approve the proposed dates, Ms. Murphy seconded the motion, and it was passed by the Board unanimously.

Lastly, Ms. Scott recognized outgoing member R. Chambliss Light Jr.'s many years of service to the Board, and asked for a vote on the following resolution:

WHEREAS R. Chambliss Light Jr. was appointed to the Library Board in 2012 by Governor Robert R. McDonnell and reappointed to a second consecutive term on the Board in 2017 by Governor Terence R. McAuliffe; and

WHEREAS he had previously served a term on the Library Board from 1998 to 2003, appointed by Governor James S. Gilmore; and

WHEREAS he served with distinction as a member and chair of the Board's Legislative and Finance Committee and as chair of the full Library Board from January 11, 2016 through June 30, 2017; and

WHEREAS as chair he led the Library Board in developing a successful legislative strategy for the 2017 General Assembly session and worked closely with Board members to advance budget amendments that funded a restoration of the Library's public service hours following a reduction in state funds; and

WHEREAS both as a Library Board member and as Board chair he has been an enthusiastic, knowledgeable, and effective supporter of the Library of Virginia and its collections;

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to R. Chambliss Light Jr. as a token of the Board's gratitude for his service to the Library and to the Commonwealth of Virginia.

Mr. Brockwell made a motion to approve the resolution, Mr. Miller seconded, and the Board passed the motion unanimously. Dr. Treadway stated that the Library will have its graphic design team print an official copy of the resolution and deliver it to Mr. Light.

**X. NOMINATING COMMITTEE**

Ms. Sims presented the committee's slate of officers for FY 2023, as originally shared with the Board at its April 11 meeting: Paul Brockwell Jr. for Chair; Robert D. Aguirre for Vice-Chair; Blythe Ann Scott for Past Chair; and L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow for the Executive Committee. Ms. Scott thanked the committee and asked if there were any additional nominations from the floor. There being none she asked for a vote to approve the slate of officers, which passed unanimously.

Ms. Scott congratulated the new officers and passed the gavel to Mr. Brockwell, the new Library Board chair. Mr. Brockwell thanked Ms. Scott and remarked that it had been a joy to work alongside her as vice-chair and that he hopes he will do her justice.

**XI. OLD OR NEW BUSINESS**

There was no old or new business.

**XII. ADJOURNMENT**

There being no further business, Mr. Brockwell adjourned the meeting at 12:05 p.m.