

# THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia  
June 24, 2019

## ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met on Monday, June 24, 2019, at 8:30 a.m. in Conference Room A of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; Marcy Sims, *vice chair*, Mark E. Emblidge, R. Chambliss Light Jr., Blythe Ann Scott, and M. David Skiles. Staff liaisons Dr. John Metz and Mike Strom were also present. Board member Robert Aguirre was absent.

Chair Barbara Vines Little called the ACRMS committee to order after determining that there was a quorum. Deputy for Collections and Programs John Metz reported on the Circuit Court Records Preservation Program (CCRP). Its Grant Review Board is scheduled to meet on July 26 2019 at the Library of Virginia to consider records preservation grant requests from circuit courts across the commonwealth. It was another record breaking year for locality participation and grant submissions with 90 participating localities submitting 94 grant applications requesting a total of \$1,441,194.21. Eighty-nine of the grant applications are for professional conservation treatment for items including deed books, will books, land tax books, marriage licenses, minute books, and plat books, housed in circuit court clerks' offices, which suffered damage from use, age, pests, water, or previous non-professional repairs. The remaining two grant requests are for records reformatting and a security system.

The CCRP is funded through a \$1.50 recordation fee on land instruments recorded in the circuit court clerks' offices. The fee amount has remained unchanged since 2001. Total revenue from the fee for FY2019 was \$1.79 million - the lowest amount since the \$1.50 fee began in 2001. In contrast the per page cost for conserving awarded items increased since 2001 from an average \$2.00 per page to \$8.00-\$12.00 per page. Consequently, it has been difficult to fully fund grant projects at the current level of incoming revenue. Records stored in clerks' offices throughout the Commonwealth continue to deteriorate as a result. The reduced revenue has also hampered the processing and reformatting of chancery collections. In addition, there are hundreds of boxes of historical loose records that contain valuable historical and genealogical information, particularly African-American related, that are still unprocessed and therefore inaccessible to researchers, including Freedom suits, Revolutionary War petitions, coroners' inquisitions, deeds of emancipation, road and bridge records.

Records Management Coordinator Chad Owen and Records & Information Management Analyst Glenn Smith - recently joined by Corey Smith - have been meeting with representatives from the Virginia Information Technologies Agency since late February. At first, the question was whether or not Google Vault represented a liability for records management in state agencies, and in the early meetings, the information we had at hand appeared to indicate that it would be. Afterward, continuing meetings involving representatives from Tempus Nova and Google itself revealed that the liabilities we perceived were default settings, but those settings could be altered

at the enterprise level to obviate our most urgent concerns. In continuing meetings - weekly since mid-May – records management staff and VITA have been exploring possibilities within Vault that would allow users to attach labels to email that would both simplify categorization of mail messages by records series, and allow for reports run by the Vault administrator to facilitate the accurate and timely reporting of the destruction of email messages. These efforts are ongoing, but we expect to be able to communicate a strategy to users in late summer.

At the April Library Board meeting, Dr. Sandra Treadway stated the Library was planning a May public presentation to help interested parties better understand the challenges posed by electronic records. On May 21, Senior State Records Archivist Roger Christman and Digital Archives Coordinator Susan Gray Page presented, “Millions of Messages: Processing Gubernatorial Email.” Approximately 55 people attended including staff from the governor's office and two reporters from the Virginia Mercury and WCVE. The presentation was videotaped and uploaded to our YouTube channel and Facebook page in mid-June. As of June 24, the video had over 500 views

The Library launched a new collections management system (Alma) and discovery layer (Primo) during the first week of June 2019. The LVA team experienced an "expedited" implementation over six months and are happy to report that launch was a relatively painless experience for all staff and members of the public. Of course, change is frequently difficult, and many external users reached out to public services and implementation team staff for assistance during those first few weeks in production. The conversations with users helped staff develop guides and resources to help users navigate a new system that is in many ways more familiar to users of popular online platforms (such as amazon.com), but is also very different from the catalog many of our users had used for nearly 20 years. The new system is rich in discovery features that include "faceted" searching and refining of results sets with just the "click" of a heading, automatic bibliographic citation creation, permalinks to records, and a "saved searches" feature which can send alerts to patrons when new materials meeting that search criteria are added to the collection. Staff have a more modern, web-based interface to work with and enhanced collection acquisition and management tools. In 2020, the Library will incorporate its digital collections into the new system with implementation of Rosetta, our new digital asset and preservation component.

There being no further comments or new business, the committee adjourned at 8:55 a.m.

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

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, June 30, 2019, at 8:30 a.m. in the Orientation Room of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, *chair*; Mohammed Esslami, *vice chair*; Jon Bowerbank, Paul Brockwell, L. Preston Bryant Jr., Kristin Cabral, Mark Miller, and Shelley Viola Murphy. Staff liaison Gregg Kimball was also present.

Chair K. Johnson Bowles brought the meeting to order. Education and Outreach Manager Catherine Fitzgerald Wyatt opened the meeting by reviewing recent Library programming. *Becoming American: A Documentary Film and Discussion Series on Our Immigration*

*Experience* is a public program featuring documentary film screenings and moderated discussions designed to encourage an informed dialogue around immigration issues against the backdrop of our immigration history. Hosted at the Library with discussions led by staff from VCU Globe (Virginia Commonwealth University's Global Education Office), the Library had two spring evening events, with three more scheduled for the fall.

Ms. Fitzgerald Wyatt also reported on presentations given by our current research fellows. The Library, in partnership with the Virginia Humanities, hosted two fellows this year, Greg Smithers, a professor of history at Virginia Commonwealth University, and Kim O'Connell, an independent scholar from Arlington, Virginia. Dr. Smithers spoke on his book project "The Riverkeepers: The Cherokees, their Neighbors, and the Rivers that Made America," and Ms. O'Connell gave a talk on her research using her own story of mixed-race heritage—half-Caucasian, half-Vietnamese—to explore Vietnamese immigrants and refugees who came to Virginia in the wake of the Vietnam War.

Ms. Fitzgerald Wyatt concluded with a review of our ongoing family history offerings, including genealogical workshops and planning for our annual Virginia History Day which will be held September 14, 2019. This will be the third year of this annual event in collaboration with local chapters of the African American Historical and Genealogical Society and central Virginia members of the Church of Jesus Christ and Latter Day Saints. The Library is also offering two workshops—African American Genealogy and Military Records—in collaboration with the Jamestown-Yorktown Foundation to support their current exhibition on the American Revolution "Forgotten Soldiers."

Communications and Marketing Specialist Cindy Marks reported on a new program series, "Sharing the Table," organized in support of the Library's current exhibition "New Virginians." The Library is partnering with ethnic restaurants in Richmond owned by recent immigrants to the city. Meeting at the restaurant, the owners share their immigration story, their cuisine, and a meal. Participants sign up through the website Meetup.com, greatly simplifying the administrative part of the program. Program goers have raved about the program which typically sellout with waiting lists. This is part of the Library's push to become more visible in the community beyond the physical Library. Some good conversation among board members and staff ensued about the possibility of extending the program beyond the run of the exhibition and possibly to other parts of the Commonwealth.

Public Services & Outreach Director Gregg Kimball discussed the roll out of the new collections management and discovery system, which debuted to the public June 4. Truly more than an old-style catalog, the new system improves the patron experience with a more modern, intuitive, and user-friendly design and interface similar to other library catalogs and major online platforms. Users can now refine their searches in multiple ways and rank them by relevance as you would on Amazon and other familiar online sites. There is also stronger security for account-holder information; to increase security and bring the system up-to-date, all users must renew their library card accounts. Virginia residents may do so in person or online. Non-Virginia residents normally must renew in person but we are allowing them to do a one-time renewal via email to the reference staff. A total system overhaul will always come with a few glitches, especially with internal servers, software, and databases that must interact with the new system. The team

resolved most of these issues related to printing, registration, and database access, and IT is currently working on a few less critical needs. The Library has messaged these changes and updates to the public through signage, social media, LVA's website, and public service; IT staff have done an excellent job of helping the public understand the new system. Staff training is ongoing and public sessions are being planned.

There being no further business or questions the committee adjourned at 8:55 a.m.

## **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

The Public Library Development Committee met on Monday, June 24, 2019, at 9:00 a.m. in the Orientation Room of the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair*; Jon Bowerbank, *vice chair*; Paul Brockwell, Mohammed Esslami, Barbara Vines Little, and Mark Miller. Staff liaison Dr. Nan Carmack and Public Library Consultant Kim Armentrout were also present. Board member Robert Aguirre was absent.

Chair Shelley Viola Murphy called the committee to order at 9:00 a.m. and asked Public Library Consultant Kim Armentrout to lead discussion surrounding the business items for action and review of state aid to libraries.

Ms. Armentrout led a discussion of 21 proposed technical waivers. She explained that these waivers allow for fluctuation expenditures that are part of doing business, such as staff vacancies, capital outlays, etc. Ms. Murphy asked for a motion to approve all 21 technical waiver requests; Paul Brockwell moved that these waivers be granted; the motion was seconded by Mohammed Esslami and passed unanimously.

Next, Ms. Armentrout led a review of libraries struggling to meet state aid requirements for local funding and median local expenditures per capita, upon which no action was required. The first review outlined the 66.6 percent local funding requirement in order to receive state aid. This requirement entails a review of expenditures and revenue. These libraries are acting within an LVA approved 5-year plan to improve their funding levels and, since the supporting agenda documentation was published, three of the libraries reported successful funding increases this coming budget year. The second review outlined those libraries who failed to meet 50 percent of median local expenditures per capita, which promotes a certain level of service in all Virginia libraries.

Ms. Murphy stated they would next be voting on the approval of the state aid allocations. In reviewing the information provided in the Board packet, she reminded the committee that the Library of Virginia allocates the General Assembly appropriation for State Aid to Libraries per a formula set out in the Virginia Code. Currently, the appropriation is only 61 percent of what the formula allows. A table of estimates was presented indicating the estimate for each library system based on the current appropriation and a comparison to what each system would receive if the formula were fully funded. Discussion ensued about the differences between them. When discussion concluded, Ms. Murphy asked for a motion to approve the state aid as presented; Mr.

Brockwell moved to approve the allocations and Barbara Vines Little seconded the motion, which carried unanimously.

Ms. Armentrout then reviewed two non-technical waivers and explained that non-technical waivers are requested in situations in which localities fail to meet state aid requirement standards, usually in relation to library funding cuts. In these cases, if a library is not singled out in a municipality but part of a larger budget constriction, consideration is given. In the two cases presented, Clifton Forge received a cut in a lesser percent than other local departments and in the context of “rolling” cuts in that locality to all departments; thus, the waiver is appropriate. The second waiver request from Nottoway County, noting that the perceived cut was in response to a lower budget request by the library, possibly due to the presence of a fairly new library director. Discussion ensued about Nottoway’s history of not meeting state aid requirements. Ms. Armentrout was asked to write a letter to Nottoway officials and library staff to further educate them about state aid standards and include that in next quarter’s packet to the committee, she also said that she would spend some time educating the new director about state aid processes and budgets in general. Mr. Brockwell moved that these waivers be granted, seconded by Mark Miller; and was unanimously approved.

Library Development & Networking Director Dr. Nan Carmack reviewed the Planning for Library Excellence (PLE) document; this had been distributed a month in advance for review and feedback from the committee. Dr. Carmack shared that this document is often referred to as “the standards,” and that the updates were in language and removal of specific technical language that had dated the document, as well as the process of review, which included feedback from library directors via survey, focus groups, and steering committee. Library directors endorsed the document update in April and Dr. Carmack asked for the same from the committee. Discussion ensued about the applications of the document, from assessment and planning to advocacy. Mr. Miller expressed concern about libraries at the opposite ends of the spectrums and some of the administrators’ educational requirements not meeting their needs. Ms. Murphy asked for a motion to endorse the document; Mr. Brockwell gave the motion for endorsement, Ms. Little seconded, and the motion carried with unanimous approval.

Having reached the end of the agenda and there being no further committee business, the meeting adjourned at 10:00 a.m.

## **LEGISLATIVE AND FINANCE COMMITTEE**

The Legislative and Finance Committee of the Library Board met on Monday, June 24, 2019, at 9:00 a.m. in Conference Room A of the Library of Virginia. The following committee members were in attendance: L. Preston Bryant Jr., *chair*; R. Chambliss Light Jr., *vice chair*; K. Johnson Bowles, Kristin Cabral, Mark E. Emblidge, Blythe Ann Scott, Marcy Sims, and M. David Skiles. Staff liaison Connie B. Warne and Librarian of Virginia Dr. Sandra G. Treadway were also present.

Dr. Treadway provided the committee with an overview of three items likely to be on the Library’s legislative agenda for the coming year. She explained that the Library was planning to

submit two budget decision packages for consideration for inclusion in the Governor's budget. The first would be a request for positions to process gubernatorial records and for funding to cover the cost of using outside technology to assist in identifying records that do not contain privileged or restricted information. The second request was for planning funds to enable the Library to add an additional wing to the current State Records Center in partnership with Virginia Commonwealth University Libraries. The third item Dr. Treadway shared with the committee was the Library's intent to propose an additional sentence be added to the Virginia Public Records Act relating to patron access to medical information contained in historical records of various state hospitals and mental health facilities held by the archives. Current privacy laws restrict access to this material and the Library would like to make it possible for researchers to use this material after 100 years. She was not certain, however, that the language could be settled and reviewed in time for submission in the upcoming legislative session.

After discussion of how best to move these requests forward and how the committee might assist with this effort, Mr. Bryant asked Deputy of Administration Connie Warne to review the Statement of Financial Condition as of April 30, 2019. Ms. Warne stated that with two months remaining in the current fiscal year, everything was on track to close the year out without any problems or concerns. Mr. Bryant adjourned the meeting at 9:35 a.m.

## **EXECUTIVE COMMITTEE MEETING**

The Executive Committee of the Library Board met on Monday, June 24, 2019, at 9:40 a.m. in Conference Room A of the Library of Virginia. The following committee members were in attendance: M. David Skiles, *chair*; L. Preston Bryant Jr., R. Chambliss Light Jr., K. Johnson Bowles, and Marcy Sims. Librarian of Virginia Dr. Sandra G. Treadway and Senior Assistant Attorney General Carrie Nee were also in attendance.

Dr. Treadway asked if she could add one item to the agenda before the committee addressed her performance review. She wished to apprise the committee of a hotline complaint against the Library that had been filed last December and she shared some of the findings of the report that the agency received in late May and her response to the Office of the State Inspector General. She explained that she would be speaking to this matter during her report in the full Board meeting as she wants to be as transparent as possible about the complaint. Only a few of the items included in the complaint were found to be substantiated and she assured the committee that these were extremely minor and had already been addressed and corrected.

The committee then asked Dr. Treadway to highlight some of the items she had included in the written summary of the Library's work and activities across the past year that she had provided to the committee in advance of the meeting. After she concluded, the committee asked Dr. Treadway to step outside for a few minutes. When she returned to the meeting, Mr. Skiles thanked her on behalf of the committee for her work during the past year and said that the committee was very pleased. He stated that he would present the committee's report at the full Board meeting. Mr. Skiles adjourned the committee at 10:15 a.m.

## THE LIBRARY BOARD MEETING

Library of Virginia

June 24, 2019

The Library Board met on Monday, June 24, 2019, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

### I. CALL TO ORDER/QUORUM

M. David Skiles, chair, called the meeting to order at 10:30 a.m., welcomed the Board, and asked Board member Mark Emblidge to lead everyone in the Pledge of Allegiance to the U.S. flag.

The following members were in attendance:

M. David Skiles, *chair*

K. Johnson Bowles, *vice chair*

Jon Bowerbank

Paul Brockwell

L. Preston Bryant Jr.

Kristin Cabral

Mark E. Emblidge

Mohammed Esslami

R. Chambliss Light Jr.

Barbara Vines Little

Mark Miller

Shelley Viola Murphy

Blythe Ann Scott

Marcy Sims

Robert Aguirre was absent.

### II. APPROVAL OF AGENDA

Mr. Skiles asked for a motion that the meeting agenda be approved which was made by Marcy Sims and seconded by K. Johnson Bowles; the agenda was approved by unanimous vote.

### III. WELCOME TO VISITORS AND STAFF

Mr. Skiles welcomed members of the Library staff who were present Senior Assistant Attorney General Carrie Nee, and Conley Edwards from the Friends of the Virginia State Archives, and thanked them for joining the Board meeting.

### IV. APPROVAL OF THE LIBRARY BOARD MINUTES OF April 15, 2019

Mr. Skiles asked if there were any additions or corrections to the April 15, 2019 Board meeting minutes. As no comments or corrections were offered, he asked for a motion to approve the minutes of April 15, 2019 as submitted. Blythe Ann Scott motioned to approve the minutes as submitted, Paul Brockwell seconded the motion, and the minutes were approved unanimously.

## **V. PUBLIC COMMENT**

Conley Edwards, president of the Friends of the Virginia State Archives (FVSA), reported that they are currently preparing for their 20<sup>th</sup> Annual Slatten Lecture, to be held on Saturday, September 21 with guest speaker Michael Strauss, professional genealogist and lecturer. He relayed that due to the steady efforts of Board Member Peter Broadbent, the Friends had added 99 volumes of published genealogical materials to the Library's collection since January 2019. Mr. Edwards announced that the Virginia Genealogical Society fall conference will be held in Williamsburg, October 18-19, at Saint Bede Catholic Church, with speakers Dr. Thomas Jones and Rebecca Koford. The National Genealogical Society has selected Richmond as the site for its annual meeting in 2021; a major draw for the Society is the Library of Virginia and its collections. Mr. Conley anticipates that there will be high visitor counts at the Library prior to and after this conference.

## **VI. INFORMATION ITEMS**

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

None.

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

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

Committee Chair Barbara Vines Little reported that the committee had received an overview of the CCRP program. She stated that requests from the local clerks' offices for conservation projects totaled \$1.5 million this year, but that it would not be possible to fund all the requests as the total revenue earned through the program in the past year was \$1.7 million. The revenue is also used to fund the processing and indexing of Chancery records, so it appears likely that only two thirds of CCRP item conservation projects will be funded. She emphasized that there continues to be a need to encourage the local circuit court clerks to advocate for increased funding from the General Assembly. To illustrate the urgency of this issue, LVA staff had shown actual maps to the committee that are in desperate need of restoration and conservation. Ms. Little expressed how devastating the loss of the information was on the documents due to deterioration and suggested it could be helpful for nurturing a local advocacy effort for the Library to create a brief video providing a similar demonstration which could then be uploaded to YouTube or the Library's website in order to provide an accessible information piece on the problem. Mr. Miller encouraged Board members to take the time to see records in need of conservation and preservation and commented on the need to reach out to the Virginia Circuit Court Clerks' Association to urge their consideration of seeking increased funding in the upcoming General Assembly session.

Ms. Little provided brief highlights on other projects in process, including the new library catalog and discovery system and the Library's work to ensure that implementation of Google Vault will meet the records management needs of state agencies. She

commended the staff for having done an excellent job on troubleshooting and resolving issues relating to the new catalog system along with creating some visual aids for the end user. She also reported that the staff presentation on processing gubernatorial records was a great success and that the video of the presentation has had over 500 views. Mr. Skiles expressed appreciation to the Library staff who put on the event and video, commenting that this supports the ongoing effort to raise awareness with the General Assembly and the public, on what it will require for the Library to meet the increasing need and expectations of processing gubernatorial records.

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

K. Johnson Bowles, committee chair, began her report by encouraging all present to check out the Facebook page of the Library to keep abreast of programs and events and use that as a means to share what's going on with others. Ms. Bowles then recapped highlights of some of the current and recent programs at the library, such as the New Virginians exhibition. She found the naturalization program held at the Library recently especially inspiring. Eighty people from twenty-seven different countries became U.S. citizens at the Library of Virginia, and a second naturalization ceremony will be held here on Constitution Day. She shared highlights about the two scholars doing research here this year from the Fellows program from Virginia Humanities, Gregg Smithers and Kim O'Connell and their presentations. She also reported that genealogical workshops continue as robustly as ever and there is a Virginia Family History Day coming up soon. Ms. Bowles then provided information about a new program called Sharing the Table that Communications and Marketing Specialist Cindy Marks had briefed the committee about. The program features small Meetup groups that gather at restaurants established by new Virginians to hear the owners' stories about coming to the United States and to Virginia while sharing a meal. Ms. Bowles commended Dr. Treadway, Ms. Marks and her team on this innovative program, which fosters community connection through social media tied to a current Library exhibit. She found the enthusiasm contagious and commended staff on taking chances like this to make the Library and its programs contemporary and relevant.

- **Legislative and Finance Committee**

L. Preston Bryant Jr., committee chair, reported that there were three related legislative items in addition to the budget review on the agenda. He briefly reviewed the gubernatorial records processing issue and the two bills that had been put forth in the General Assembly in the legislative session earlier in the year. While those pieces of legislation were not successful, it served the purpose to raise awareness and dialogue about how to meet this pressing and important need. The Library was planning to submit two budget decision packages for consideration for inclusion in the Governor's budget. The first would be a request for positions to process gubernatorial records and for funding to cover the cost of using outside technology to assist in identifying records that do not contain privileged or restricted information. The second request was for planning funds to enable the Library to add an additional wing to the current State Records Center in partnership with Virginia Commonwealth University Libraries. The third item Mr. Bryant

shared with the board was the Library's intent to propose an additional sentence be added to the Virginia Public Records Act relating to patron access to medical information contained in historical records of various state hospitals and mental health facilities held by the archives. Current privacy laws restrict access to this material and the Library would like to make it possible for researchers to use this material after 100 years. Dr. Treadway stated that she was not certain that the language could be settled in time for submission in the upcoming legislative session.

Deputy of Administration Connie Warne reviewed the financial report, indicating the Library had used 87 percent of its budget through April of this year which was in line with normal spending. She added that all state aid had been distributed by the end of April. In reviewing the 2018 to 2019 expenditure comparison, she reported that the Library had spent about 3 percent less this year than during the same period last year. She concluded her report stating the Library was in good shape for the year end and on track to finish the year with no issues.

- **Public Library Development Committee**

Shelley Viola Murphy, committee chair, gave an overview on the two agenda items discussed in committee: the Planning for Library Excellence standards document and the State Aid Waivers and Allocations.

Public library directors throughout the state worked with Library Development and Networking Director Nan Carmack to update the Planning for Library Excellence publication issued by the Library. Ms. Murphy stated that the document offers guidance to public library directors and boards but is aspirational in nature as the Library does not have enforcement authority over the standards.

Ms. Murphy then reviewed the requirements for the 21 technical waivers as well as the two non-technical waivers for Clifton Forge and Nottoway counties respectively. After a brief discussion Ms. Murphy stated that the committee recommends the Board approve all the technical waiver requests as well as the two non-technical waivers for Clifton Forge and Nottoway counties, and also approve the State Aid estimated allocations for the public libraries as outlined on the sheet in the Library Board packets. Since no second was required on these motions coming from the committee, Mr. Skiles called for a vote on the twenty-one technical waivers, which passed unanimously. He then called for the vote on the two non-technical waivers, which also passed unanimously. Lastly, Mr. Skiles called for a final vote for the approval on State Aid allocations for all the libraries. The vote was unanimous, with Mark Miller and Mohammed Esslami abstaining.

- **Report of the Librarian**

Librarian of Virginia Sandra Treadway gave brief updates on several items. First, as she has been providing oversight to the Library Foundation staff in the absence of a Foundation Executive Director since the end of April, she reported on the excellent job the Foundation staff was doing, working to finish the fiscal year strong. She made special

note of their work with the Adopt Virginia History program, which this year had brought in more than \$23,000. She also reported that currently only 60 percent of the Library Board had made an annual fund donation to the Foundation, and she encouraged everyone to consider making a gift to meet the goal of 100 percent Board participation. She then reminded all to mark their calendars for October 19 for the Annual Literary Awards Gala and gave an update on the search for the next Foundation Executive Director position.

Dr. Treadway then apprized the board of a hotline complaint against the Library that had been filed last December, and she shared some of the findings of the report that the agency received in late May and her response to the Office of the State Inspector General. Only a few of the items included in the complaint were found to be substantiated and she assured the Board that these were minor and had already been addressed and corrected.

Dr. Treadway then said a few words about the Library's new strategic plan, a copy of which was distributed to all Board members present. She complimented the Library design team for creating such an attractive publication that conveys high energy and suggests the agency's dynamic movement forward leading up to the Library's 200th anniversary in 2023. She encouraged Board members to share the plan with others in promoting awareness about the Library.

Finally, she announced that this was the last Library Board meeting for legal counsel Carrie Nee, who will be leaving the Attorney General's Office to assume the position of lead counsel at the College of William & Mary. Dr. Treadway expressed deep appreciation for Ms. Nee's service, collaboration and many contributions while serving the Library and the Library Board and stated that she will be greatly missed.

- **Report of the Chair**

Mr. Skiles indicated that the Board had several action items to discuss, the first being the annual performance review of the Librarian of Virginia. He then cited the Code of Virginia, § 2.2-3711 (A) Paragraph 1, and asked for a motion to go into executive session in order to discuss personnel matters, namely the performance review of the Librarian of Virginia, Dr. Sandra G. Treadway. Mr. Bryant made the motion, which was seconded by Mr. Light, and the motion carried by unanimous vote. The Board then moved into Closed Meeting. Mr. Skiles asked the members of the public to excuse themselves from the meeting for the above purpose and that Ms. Nee remain.

Coming back from executive session, Mr. Skiles read the following statement:

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes in accordance with the Virginia Freedom of Information Act, and because Code of Virginia § 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law, that the

Library Board certify by roll call votes that, to the best of each member's knowledge:

- (i) Only public business matters lawfully exempted from open meeting requirements under this chapter; and
- (ii) Only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body.

If any member of the public body believes that there was a departure from the requirements of clauses (i) and (ii), he or she shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

A roll call vote of all Board members present was then taken by Mr. Skiles to certify that only the above subject was discussed in the Closed Meeting: Jon Bowerbank, K. Johnson Bowles, Paul Brockwell, L. Preston Bryant Jr., Kristin Cabral, Mark E. Emblidge, Mohammed Esslami, Barbara Vines Little, R. Chambliss Light Jr., Mark Miller, Shelley Viola Murphy, Blythe Ann Scott, Marcy Sims, and M. David Skiles each individually certified that only the stated purpose of the closed meeting was discussed.

On behalf of the Library Board, Mr. Skiles stated that the Board reviewed Dr. Treadway's performance over this past year in her leadership role as the Librarian of Virginia, and it was the Board's recommendation she receive a performance bonus of 5 percent. He asked for a motion to approve the 5 percent performance bonus recommendation for Dr. Treadway; the motion was made by Ms. Sims, seconded by Mr. Brockwell and the motion carried unanimously. Mr. Skiles thanked Dr. Treadway for her service and appreciation was expressed by the Board.

Mr. Skiles next reviewed the proposed slate of officers for the Library Board for 2019-2020: L. Preston Bryant as chair, K. Johnson Bowles as vice chair, M. David Skiles serving as past chair. In addition to those three positions, the proposed Executive Committee would include Mark E. Emblidge, R. Chambliss Light Jr., and Blythe Ann Scott. Mr. Skiles then asked for comments or discussion; there being none offered, he asked for a motion to accept the proposed slate of officers as presented. Mr. Brockwell moved to approve, Ms. Scott seconded the motion and the motion carried unanimously.

The next business item was the approval of the proposed meeting dates for the upcoming 2019-2020 year; those dates are September 23, 2019; November 21, 2019; January 6, 2020; April 6, 2020; and June 15, 2020. Mr. Skiles asked for a motion to approve the meeting dates as proposed; Ms. Scott made the motion and Ms. Murphy seconded; the motion carried unanimously.

The final business item was the approval of two resolutions of appreciation; one for the board service of Jon Bowerbank and the second for former Foundation Executive

Director Amy Bridge. Mr. Skiles read the resolution for Mr. Bowerbank into the minutes:

***The Commonwealth of Virginia  
A Resolution of the Library Board***

***WHEREAS*** the Honorable Jon Bowerbank was appointed to a five-year term on the Library Board by Governor Tim Kaine in July 2009 and reappointed to a second five-year term in July 2014 by Governor Terry McAuliffe; and

***WHEREAS*** he has served faithfully as a member of the Board during this ten-year period and has provided the Board and Library staff with sound, practical advice based on his long career in business and local government; and

***WHEREAS*** hailing from Russell County he has provided valuable insight and perspective about opportunities for the Library of Virginia to serve citizens in the southwestern region of the state; and

***WHEREAS*** during his tenure on the Board, he was an active member of the Archival, Collections, and Records Management Services, Public Library Development, and Education, Outreach, and Research Services Committees; and

***WHEREAS*** he has been a strong supporter of the work of the Library of Virginia; now therefore

***BE IT RESOLVED*** by the Library Board on this 24th day of June 2019 that the Library Board recognize Jon Bowerbank for his leadership and service; and

***BE IT FURTHER RESOLVED*** that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Jon Bowerbank as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

Mr. Skiles invited Mr. Bowerbank to speak to the Board. Mr. Bowerbank reflected upon his Board service over the past decade and expressed his appreciation for being able to participate and encouraged them to consider and explore ways to raise more funds, perhaps through monetizing some aspects of the collections or services to support its ongoing necessary mission and excellent work. Mr. Skiles thanked Mr. Bowerbank for his decade of service to the Board and the Commonwealth. He then asked for a vote to approve the resolution of appreciation for Mr. Bowerbank, which was approved unanimously.

The next resolution of appreciation to be read into these minutes was a resolution of appreciation for Amy Bridge. Mr. Skiles read the resolution into the minutes as follows:

***The Commonwealth of Virginia  
A Resolution of the Library Board***

***WHEREAS*** Amy Bridge joined the Library of Virginia Foundation as its third Executive Director in May 2014, having previously been director of the Richmond Public Library

*Foundation and director of Virginia's Executive Mansion under Governors Mark Warner and Tim Kaine; and*

***WHEREAS** from day one she applied her experience and strong organizational skills to strengthening the operational capacity of the Foundation and to streamlining the processes for tracking and reporting the Foundation's finances; and*

***WHEREAS** she oversaw the Virginia Shop, the Capitol Shop, and Discovery Café, ensuring that the Foundation continued to provide these valuable amenities to Library users and visitors to the State Capitol; and*

***WHEREAS** during her tenure she worked closely with several major donors to craft endowment agreements that aligned their gifts and interests with the Library's programmatic needs and worked tirelessly to grow the Foundation's annual fund; and*

***WHEREAS** she organized numerous cultivation events each year to thank current donors and to engage others in supporting the work of the Library of Virginia and oversaw five stellar Literary Awards Celebration galas, including the highly successful 20<sup>th</sup> anniversary celebration honoring David Baldacci; and*

***WHEREAS** she provided expert support to the Foundation Board and its committees and also served a member of the Library's Executive Management Team; and*

***WHEREAS** she was an effective advocate with external audiences for the mission and work of the Library of Virginia; now therefore*

***BE IT RESOLVED** by the Library Board on this 24th day of June 2019 that the Library Board recognize Amy Bridge for her leadership and service; and*

***BE IT FURTHER RESOLVED** that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Amy Bridge as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.*

Mr. Skiles then asked for a motion to approve the resolution which was given by Ms. Sims, seconded by Ms. Murphy, and the motion was carried unanimously.

Mr. Skiles reminded all that this was his last Board meeting as chair and that he, along with Board member Kristin Cabral, were up for reappointment. As it would be several months before it is known whether either or both would be reappointed, he took a few moments to share some words of appreciation, acknowledging the Library staff for their work, Mr. Emblidge, Mr. Light, the late Earnestine Middleton, and lastly, Dr. Treadway, for their invaluable help and support; all provided mentorship and guidance to him during his Board service. Thanking everyone for the past year and looking forward to great things to come, he concluded his comments with a quote from Walter Cronkite: "Whatever the cost of public libraries, the cost is cheap compared to that of an ignorant nation."

## **VII. OLD OR NEW BUSINESS**

None.

**VIII. ADJOURNMENT**

There being no further business, Mr. Skiles thanked everyone and adjourned the meeting at 12:10 p.m.