



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 11 January 2023**

- Call to Order
- Approval of Minutes – 14 December 2022
- Library Director's Report – January 2023 (for December 2022 activity)
- Friends of TBL, Inc. Report – Don Cooper, President of the Friends
- TBL Foundation Report – Alexandra Gressitt, Secretary/Treasurer, TBL Foundation Board
- Old/Continuing Business:
 - Catalog Project - updates Gressitt
 - Historic marker for Leesburg's Potters Field – updates Hershman/Gressitt
 - Memorial tree for Martha Schonberger
- New Business:
 - Election of Officers: Chair and Vice Chair
 - Agenda Process for TBLAC
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday, 8 February 2023 @ 7 PM

All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at www.leesburgva.gov.

If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to attend and/or participate in this meeting, please contact Alexandra Gressitt, Library Director at 703-737-7195 or Balchlib@leesburgva.gov. Three days advance notice is requested.

TBL ADVISORY COMMISSION ATTENDANCE SHEET FY 2023												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023
NAME:												
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	X	X	P	P	P	P						
Hershman, James H Jr Chair (2022) appointed 7/1994 [Martinez]	P	P	P	P	P	A						
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	P	A	P	P	P						
Kinne, Mandy (2022) appointed 7/2019 [Steinberg]	P	P	P	P	A	A						
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	P	P	A	P	P						
Pellicano, Mary (2024) appointed 1/2017 [Reid/Thiel/Bagdasarian] removed 7/31/2022	A	X	X	X	X	X	X	X	X	X	X	X
Scheib, Elizabeth (2022) appointed 4/12/2022 [Fox]	P	P	P	P	P	P						
Woolard, Russ (2022) appointed 1/2017 [Burk]	P	P	P	P	P	P						
Cummings, Zachary, Council Manic as of 1/2021			P		P							
Umstatt, Kristen C., Board of Supervisors from 1/2016												
P = Present												
A = Absent												
N = No Meeting												
V= Virtually present (telephone)												
X = Not Member												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	P	P	P	P	P						
Don Cooper, FTBL President	P	P	P	P	P	P						
Public						65						
Total	8	8	9	8	74	7						

Thomas Balch Library Advisory Commission
14 December 2022
Library Director's Report

Activities:

Exhibits: For November 2022, in the Mercer Room, the exhibit was on the History of Douglass High School by Loudoun County Public Schools and Douglass High School Commemorative Committee. In the Meeting Room, October-December, the exhibit is presented by Friends of Leesburg Public Arts. Town press releases and postings to social media are issued for events.

Grants: The Library received a grant of \$4,900 from Loudoun Library Foundation to process papers of the late State Senator Charles Waddell.

Lectures and Author Talks, Classes, Tours & Other Activities:

In-person events, tours and classes have been scheduled for Winter Spring 2023 and Fall 2023 is in progress.

Registration for all events is required. To facilitate registration there is Season Ticket registration. See our Event registration page (<https://tinyurl.com/TBLEvents>) and select "Season Ticket" in the drop-down box. Some events will be recorded/filmed for virtual attendees to maintain national interest in our programming established during the pandemic.

On 22 March 2023 the Library has scheduled The Ulster Historical Foundation Lecture Tour for an all-day genealogical seminar. Registration in advance is \$30 for members of the Friends of Thomas Balch Library and \$40 for nonmembers; registration at the door will be \$60 should any seats be available. Copy of flyer attached.

Publications/Products: The History Awards brochure has been updated to reflect the 2022 honorees. The general brochure about the library and the on-line resources brochure are scheduled to be revised and printed. The Winter Spring newsletter is under construction.

Building and Grounds: The handicap ramp was completed; the rail is being constructed.

Disaster and Emergency Preparedness: The TBL emergency plan has been updated and is being prepared for distribution. Anna Carneal continues the update of the Library's Disaster Plan. Some details related to Town staffing remain to be finalized for both items.

Outreach:

Outreach for November included Laura Christensen's workshop on the History of Photography, hosting 5th grade students from Elaine Thompson Elementary School for research with the Elaine Thompson Collection. Laura met with staff from Stewart Bell Archives at Handley Library to consult about archival processing standards and procedures and created a Demo of the in-process Oral History platform for the upcoming December BHC meeting. In addition to assisting with inquiries and projects from TOL staff, TBL staff also collaborated with the Loudoun County Public Schools, Historic Court Records staff and Loudoun Museum. Gressitt attended the Digital VA 250 meeting,

attended the memorial former Commissioner Martha Schonberger, and with TBL staff completed preparations for the Loudoun History Awards.

Collections:

November 2022 Activity:

Accessions: 9 gifts were accessioned. Donations of note included Receipts, Letters, Etc. from Family of George Shugars, c. 1848-1910.

Additions to existing collections included additional Leesburg Garden Club Collection, 1920 - (M 044); additions to the Loudoun Laurels Oral Histories including programs and 2022 Loudoun Laureate interview with Sandy Lerner [Video] and related footage.

Published materials included revised and updated copies of *Searching for Sully's Enslaved* and *Sully Historic Site* by Beth Sansbury and a donation of 14 books related to Maryland genealogical records such as Elise Green Jourdan's *Abstracts of Charles County Maryland Court and Land Records, v. 2. 1665-1695* and *The Land Records of Prince George's County Maryland 1702-1709*.

Digital Collections, Computers, and Microfilm: The Town, continues to work on updating its technology including security measures required to obtain and maintain Cybersecurity insurance.

Manuscript and Visual Collections: 0 Manuscript collections were processed in November:

510 photographs were processed; no records were uploaded to the online Past Perfect catalog which currently holds 7,270 images.

Printed Collections: A total of 110 items were added to the catalogue: 49 books/periodicals were added to or corrected in the catalogue by TBL staff, 61 newspapers were received and inventoried, and 0 books/periodicals were sent to LCPL, and 0 books/periodicals were returned by Loudoun County Public Library cataloging since the last report to the Commission.

Vertical Files (VF): Additions and or updates to the microform index (0) ephemera files (0), vertical files (0) unpublished papers (0); family files (0) and maps (0). Anna Carneal is working on the Family Files and will create a Collection Guide in preparation for inclusion in the new TBL catalog.

Catalog Project: We are working with LCPL and OCLC to coordinate Project needs. Madison (Maddie) Russell, Christiansen, and Gressitt continue to hold working meetings with OCLC in preparation for the conversion and are working with LCPL to obtain the Library's records.

Personnel:

Interns/Student Researchers: One intern, Aubrey Jett, a Junior at Patrick Henry College, continues working.

Staff: Interviews for the Library Assistant Flex staff position, were conducted, an offer made and accepted. Helen Fonda Vettori with a BS with majors in Physics, Economics and Mathematics from Johns Hopkins University and experience at George Peabody Library, Capital One, the Postal Regulatory Commission and the US Department of Justice Antitrust Division, will join us 9 January 2023.

News of Former Staff: Nothing currently.

Volunteers: Have been busy on a variety of projects including, but not limited to scanning of photographs, rough sorting a recently received large post card collection; and

inserting an errata sheet in copies of the 100th anniversary booklet on Thomas Balch Library.

Building Use:

Room rental is slowly picking up.

Action Items:

- Memorial Tree for Martha Schonberger
- Budget FY24

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 14 December 2022

Commissioners Present: Scott Billigmeier; Paul Coyer; Adrian Dias-Mattina; Elizabeth Scheib, Vice Chair; Russ Woolard

Commissioners Absent: James H. Hershman, Jr., Chair; Mandy Kinne

Others Present: Don Cooper, President, Friends of Thomas Balch Library

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Scheib in lower-level meeting room, Thomas Balch Library, at 7:06 PM.

Electronic Recording Statement: It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. The audio portion of this recording of this meeting failed. Recording not posted.

Minutes: Minutes of the regular commission meeting of 12 October and 6 November 2022 were approved on a motion by Dias-Mattina and a second by Billigmeier.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- The Friends held their annual meeting on Sunday 11 December. Following election of Board members and a financial report the oral history of Wynne Saffer was shown.
- The Friends received a \$5000 grant to support library Programs from the Virts Miller Foundation.
- The Friends have held fundraisers for 15 years. Total income over that time has been \$306,566 minus expenses of \$127, 679 for a net donation to the Thomas Balch Library Endowment Foundation of \$178,886. Additionally, the Friends have provided direct financial support for the Library by paying for two digital products (NewsBank and ProQuest historic newspapers) and the honoraria for speakers.
- There was general discussion on upcoming oral histories with suggestions.
- The next meeting of the Friends Board, where officers will be elected, is 17 January 2023 @ 9:30AM at Thomas Balch Library.

Thomas Balch Library Endowment Foundation: Gressitt, Secretary/Treasurer reporting

- The last board meeting was held 15 November 2022.

- The next meeting of the Foundation is 17 January 2023 @ 12 noon at the Thomas Balch Library.

Old Business:

- Loudoun History Awards revised brochure was distributed. The History Plaque has been updated with the 2022 awardees and been re-hung in the microfilm room.
- Catalogue Project: Cataloguer is working with TBL staff, LCPL staff, and OCLC preparing records for the transfer.
- Memorial for Leesburg's Potter's Field. Gressitt noted the reburial had taken place. Details on construction of memorial site are being finalized. Event still on track for Spring.
- Follow up to new business from October meeting: At her request, Town Council redirected creation and cost of a sign for the Underground Railroad mural to Ms. Felder.

New Business:

- FY2024 budget proposal was reviewed Hershman and submitted to Finance. Copy distributed.
- Following discussion of possible memorial trees for Martha Schonberger, Commission members want to consider additional options for types of trees.
- Billigmeier inquired a) if the Library was involved with potential transfer of Oakhill to the federal government as an historic site and b) if the Library was involved in the school renaming project. Per Gressitt, the Library is not involved in either project and will inquire if the Town is involved and report back.

Councilmanic remarks: None

Commission Comments: None

On a motion by Coyer and a second by Woolard the meeting adjourned at 7:56PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
15 December 2022

To: Leesburg Town Council

From: Elizabeth Scheib, TBLAC Vice-Chair

Thomas Balch Library Advisory Commission - Summary of 12/14/2022 Meeting

- Approved the minutes of the October 13 and November 6, 2022, meetings.
- Received the Library Director's report with an excellent report on how staff and new hires are making progress on all of the library's projects including Laura Christiansen's workshop for students from Elaine Thompson Elementary school. TBL has also recently collaborated with Loudoun County Public School, Historic Court records staff, and the Loudoun museum.
- Don Cooper, President of the Friends of the TBL, gave the report of their activities, including their winning of a grant in the amount of \$5,000 from a local foundation. He also discussed upcoming oral history video projects with suggestions for certain local persons to be the upcoming subjects.
- Alexandra Gressitt reported on the TBL Foundation board meeting - the last meeting was held on November 15, 2022, and their next meeting is on January 17, 2023, at 12 noon at the Thomas Balch Library.
- Old Business -
 - The Loudoun History Awards revised brochure is complete and distributed.
 - The Catalog project moves forward as the Cataloguer is working with TBL, LCPL, and OCLC preparing records for transfer.
 - Memorial for Leesburg's Potter's Field: Gressitt noted the reburial had taken place. Event is still on track for the spring.
- New Business -
 - FY2024 budget proposal was reviewed by Hershman and submitted to Finance with copies distributed.
 - Additional options are being considered for a memorial tree on TBL ground for Martha Schonberger.
- Councilman remarks: None
- Commission Comments: None

Meeting adjourned at 7:56 PM.