

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 12, 2006

The Library Board met on Monday, June 12, 2006, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

After a work session consisting of updates on various topics, the meeting was called to order at 10:30 A.M. by the chair, Christopher M. Marston. Mr. Marston welcomed the following Library Board members in attendance:

Peter E. Broadbent, Jr.	Valerie Jean Mayo
Gilbert E. Butler, Jr.	Lewis F. Powell III
John S. DiYorio	Mark D. Romer
Lydia J. Johnson	Stephen E. Story
F. Claiborne Johnston, Jr.	Henry Wiencek
Christopher M. Marston, chair	
Charles W. Sydnor, Jr., vice-chair	

Mary G. Haviland, George E. Lovelace, and Clifton A. Woodrum III were absent.

II. APPROVAL OF AGENDA

Valerie Jean Mayo moved to approve the agenda. The motion was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Marston welcomed the visitors and staff.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT AGENDA

- **Approval of The Library Board Minutes of March 13, 2006**

Charles W. Sydnor, Jr., moved for acceptance of the Consent Agenda consisting of the March 13, 2006, Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the March minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Carolyn L. Barkley, president of the Friends of the Virginia State Archives, highlighted the Friends activities. These include the spring program, *Straight to the Source*, at which several Library staff members made presentations. As an appreciation for the assistance from the Library staff members, Ms. Barkley presented a check for \$300 to Conley L. Edwards, State Archivist, for the Library of Virginia Foundation. Board members have been added to the Friends newsletter mailing list for *Archives News*. The next program will be the Richard Slatten fall seminar scheduled for October 14, 2006.

Peter E. Broadbent, Jr., president of the Virginia Genealogical Society, reported that the Society had a successful spring meeting that focused on DNA research. At the last Board meeting, Mr. Broadbent presented the microfilm for the Southern Claims Commission Approved Claims, 1871–1880 for Virginia, to the Library. He presented the remaining West Virginia reels to Mr. Edwards. Progress is being made to secure funding for microfilming the Tredegar records. Mr. Broadbent reminded the Board that the 2007 National Genealogical Society's Conference will be held in Richmond on May 16–19, 2007.

B. Staff Reports

- **Archival and Records Management Services**

Mr. Edwards, division director, updated the Board on the processing of Governor Warner's administration records, and he provided examples of the work prepared by the staff as part of the processing of those records. The Description Services staff has already created guides for several departmental records that are available on the Library's Web site.

Library staff met with Governor Kaine's cabinet on April 17 for a brief introduction and explanation of the Library's Records Management Program. Meetings between the Attorney General's office and Library staff have also begun resulting in over 1,000 cubic feet of records being moved to the State Records Center or the archival collection.

As part of the Library's effort to establish model records management programs, staff visited the King George County Circuit Court on May 16. During this visit, Library staff discussed results of the records inventory with the clerk as well as the grant program for circuit court records administered by the Library. Staff also presented the dPlan (an online disaster planning tool) to the clerk and received archival items transferred to the Library. Future tasks include completion of the archival transfer, identifying possible grants for the office, and compiling recommendations for future record-keeping practices. The Library's records management assistance project for both archival and current records with the clerk of the court in King George

County is nearing completion. Mr. Edwards described the nature of the assistance offered the clerk, tentative findings, and the ways in which this effort can be extended to other clerks of court.

Mr. Edwards also reported on various other projects. The Finding Aids Committee of the Mid-Atlantic Records and Archives Conference awarded a third place to Renee Savits's *Guide to the Mutual Assurance Society of Virginia General Business Records, 1795–1965*. Senate Bill 979 passed in 2003 directs the Library to develop “procedures for the disposal, physical destruction or other disposition of public records containing social security numbers...” in order to help curb the growing problem of identity theft. The Library Board approved the draft regulations which have been posted for public comment according to the requirements of the Administrative Process Act. Final regulations will be presented to the Board for approval once these comments are incorporated into the document. Mr. Edwards also updated the Board on recent accessions.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, updated the Board on the division's conservation and preservation activities, including a two-year pilot project to develop a National Digital Newspaper Program, led by the Library of Congress and the National Endowment for the Humanities. The time span of newspapers for this research-and-development project is 1900 to 1910. Only six institutions qualified for the grant and the Library received \$201,226, which covers only the production costs. A reapplication will have to be submitted in November for the next phase of funding available next spring. This would increase the time span from 1890 to 1910.

The Library's overall Newspaper Project will this year finish all fieldwork, cataloging United States imprint newspapers throughout the commonwealth. When complete, there will be approximately 7,000 titles cataloged to issue-specific detail. The Library's own collection includes approximately 3,400 of these titles, the largest collection in the state. Dr. Campbell also commented on Library “branding” when working with other institutions on projects. Many institutions' digital projects are featured on another organization's Web site, and one of the concerns in the digital age is how each institution positions itself in order to receive credit for its endeavors and to ensure some measure of control over intellectual content. This is an increasingly important issue as on-site visitation plateaus and online use of collections soars.

Dr. Campbell also provided a brief update on the second year of the Library's public-private initiative with the Online Computer Library Center (OCLC) to provide preservation microfilm services on-site and through OCLC's Bethlehem, Pennsylvania, facility. He provided details as to productivity, budgets, and examples of the types of collections reformatted. OCLC's Preservation Services division has five microfilming operations around the world; the Library's being the only one dedicated to one institution's collections. The Library and OCLC are delivering materials every two weeks, more than doubling productivity.

For conservation work through the Etherington Conservation Center (ECS), the Library this year invested approximately \$400,000. A list of conservation activities with ECS's on-site laboratory for fiscal year 2005–2006 was distributed.

- **Finance and Administrative Services**

Division director Ann N. Harris reported that the General Assembly has yet to approve the 2006–2008 Biennial Budget. The appropriation for the July 3 payroll has been moved to June 30 so that employees will be paid. It is believed that the Library’s \$1 million additional appropriation from the Governor’s budget submission has been removed; however, the \$385,000 for State Aid is intact. This will not be confirmed until the budget is finalized. Mrs. Harris reviewed the *Statement of Financial Condition as of May 31, 2006*, and advised that everything is going smoothly with the year-end plans, and spending is on target. She also elaborated on the Special Funds budget and the Circuit Court Program as well as the Virginia Shop and the Records Center income.

The Exhibition Gallery renovation is on schedule and will be completed by the end of June. Board members were invited to visit the Gallery to view the renovations.

Mrs. Harris called on Anson Matthews, Human Resources director, to provide an update on the Compensation Study for the Librarian Series. Mr. Matthews reported that the study is complete, and approximately 60 percent of positions in the study will receive a salary increase. Although the Library is not able to give the full recommended amount of increase at this time, a portion will be given now, and it is hoped that in the next few years the budget will allow these salaries to reach the recommended level. The study also recommended position appraisal methods and the Library plans to adopt these methods.

- **Library Development and Networking Services**

Elizabeth M. Lewis, division director, introduced Carol Adams, assistant division director, who advised that the final figures for State Aid will not be available until the state finalizes the budget. Since there are no actual figures for approval, the Board is being asked to approve State Aid to public libraries according to the formula in the *Code of Virginia*.

Ms. Adams highlighted the proposed Federal Aid budget consisting of the Library Services and Technology Act (LSTA) funds for fiscal year 2006–2007, which is basically the same as in previous years.

The Board was also asked to approve the proposed grants-in-aid for fiscal year 2006–2007 as well as the requests for waivers from the State Aid requirements.

(Note: The Board agreed to vote on all of this division’s proposals during the division report rather than under Action Items as indicated on the Agenda.)

Library Development and Networking Services

- **Action on Proposed State-Aid Grants and Waivers**

Following discussion on the proposed waivers, F. Claiborne Johnston, Jr., moved to approve the waivers and the distribution of State Aid funds by formula subject to appropriation. The motion was seconded and passed unanimously.

- **Action on Proposed Federal Aid Budget**

With regards to the LSTA budget, Mr. Broadbent commented that while the Find It Virginia database is very beneficial to many students, he felt it should be paid for by another source and not by the Library so that those funds could be used for increased digitization projects. Lewis F. Powell III moved to approve the proposed LSTA budget. The motion was seconded and passed unanimously.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported that the expected delivery date for the forthcoming publication of *The Dictionary of Virginia Biography, Volume 3*, is June 23. Another publication, *Freeing Art from Wood: The Sculpture of Leslie Garland Bolling* is at the printer and this catalog will accompany the exhibition scheduled to open to the public on July 24 and continue through October 21, 2006. Discussion is underway with the Office of Graphic Communications, a state agency, for the reprint of the *Virginia in Maps* book.

Dr. Kimball reported that Katherine Johnson has accepted the position of education coordinator and will start work on June 27. He provided details of Ms. Johnson's work experience in a similar position running a state-wide educational program from an institution similar to the Library of Virginia.

- **Research and Information Services**

Conley L. Edwards, acting division director, reported on the visitation statistics. The total for the fiscal year is expected to reach between 250,000 and 260,000, as compared to 120,302 for the previous year. Visitation jumped from 11,300 in January to 30,622 in February, which coincides with the change in the public bus transfer point to 800 East Broad Street in front of the Library. Busses were again re-routed in mid-May so that the transfer point is no longer at the Library.

The recruitment for the division director continues. The vacancy announcement has been refined and reposted on the Web site as well as being placed in a broader range of professional publications and at several nationwide professional meetings.

A member of the Library staff attended the recent National Genealogical Society meeting in Chicago to observe conference organization and logistics in preparation for the group's meeting here in Richmond in May 2007.

- **The Library of Virginia Foundation**

Mr. Marston introduced Peter B. Schwartz, president-elect of the Foundation Board. Mr. Schwartz advised the Library Board of the newly elected Foundation Board officers consisting of Carmen Foster as vice-president, Sallie Belle G. Benedetti as secretary, and William C. Wooldridge as treasurer. He extended an invitation to the Library Board members to attend the Foundation Board meetings.

The Miller & Rhoads Tea Room event held on May 13 was well-attended and successful in increasing the Library's visibility. The Foundation cleared approximately \$15,000

from this event. Two future joint projects include one with the Supreme Court of Virginia entitled "Journey Through Justice" that will focus on helping the public to understand the judicial system in Virginia as well as increase visibility. Another joint project is with the Center for Politics at the University of Virginia, which holds a political history event each year. The Library will assist in compiling source materials and the Foundation will provide a financial sponsorship; this involvement will also help increase the Library's visibility.

Mr. Schwarz reminded the Library Board members of upcoming dates and events, such as the end of the fiscal year for the Semper Virginia Society (in which Library Board membership is currently at 80 percent). Other events include the special Society members preview reception for the exhibition *Freeing Art from Wood: The Sculpture of Leslie Garland Bolling*. The 9th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends will be held on October 21, 2006. Mr. Schwartz updated the Board on the Celebration's sponsors. Through a generous sponsorship by Weinstein Management Company, the prize amounts given to winners will increase from \$1,000 to \$2,500. These amounts will continue to increase in an effort to place the Library on par with many national book awards.

C. Report of the Chair

Mr. Marston described the activities he has attended on behalf of the Board, including a lecture in Williamsburg sponsored by the American Library Association and the opening of the *Virginia Collects: Art from Capitol Square* traveling exhibition in Abingdon, Virginia.

D. Report of the Librarian of Virginia

Nolan T. Yelich, Librarian of Virginia, asked Paul J. Casalaspì, Information Technology division director, to explain the latest developments within the Virginia Information Technologies Agency (VITA) and their impact on the Library. Mr. Casalaspì commented on VITA's database of projects over \$1 million. The Library has been designated by the Secretary of Technology as the lead agency for statewide scanning. A Digital Initiatives Committee has been formed with several Library staff members serving on this committee. The Library hopes to gradually increase digitizing records, but will not be able to achieve what it had in the past without additional funding. Visits to the Library's Web site since July 2005 have totaled more than 2 million. Mr. Casalaspì summarized a meeting held with the Secretary of Technology, the Secretary of Education, and the Deputy Secretary of Education to discuss two unresolved issues. These are federal funding and the Public Records Act, which gave the Library the authority to own and manage all of the equipment for archival records. It is hoped a compromise will soon be reached.

Mr. Yelich commented on the importance of communicating with the Secretary of Finance on budget issues and with the Secretary of Education on other issues facing the Library.

The Board was asked to let Mr. Yelich know if there is a need to have a retreat with the Foundation Board similar to the one held last year.

Mr. Yelich thanked the Board and the senior staff for their work. He extended a special appreciation to the Board members whose terms are expiring and to Mr. Marston for his leadership. He reminded the Board of the joint luncheon with the Foundation Board following the meeting.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

Library Development and Networking Services

- **Action on Proposed State-Aid Grants and Waivers**
This item was voted on in the division report.
- **Action on Proposed Federal Aid Budget**
This item was voted on in the division report.

Executive Committee

- **Evaluation of the Librarian of Virginia**
This item was moved to the end of the agenda since the Board will need to go into a closed meeting.

Proposed Schedule of 2006–2007 Meeting Dates

Ms. Mayo moved to accept the proposed schedule of meeting dates for 2006–2007. The motion was seconded and the Board voted unanimously to accept the following meeting dates:

September 18, 2006
November 13, 2006
January 18, 2007 (Legislative Reception)
January 19, 2007
March 19, 2007
June 11, 2007 (annual meeting)

Nominating Committee

- **Election of 2006–2007 Slate of Officers**

Gilbert E. Butler, Jr., in the absence of Clifton A. Woodrum III, chair of the Nominating Committee consisting of Gilbert E. Butler, Jr., Valerie Jean Mayo, Stephen E. Story, and Charles W. Sydnor, Jr., presented the following draft slate of officers for 2006–2007. The committee also decided to allow the incoming Board chair the discretion of recommending a member for the vacant position on the Library of Virginia Foundation Committee.

Library Board Officers

Chair: Charles W. Sydnor, Jr.
Vice-Chair: Mary G. Haviland

Executive Committee

Chair: Charles W. Sydnor, Jr.
Vice Chair: Mary G. Haviland

Immediate Past Chair: Christopher M. Marston
Valerie Jean Mayo
Stephen E. Story
Clifton A. Woodrum III

Mr. Butler, on behalf of the committee, moved to approve the nominations and the Board voted unanimously to accept the slate as presented.

- **Comments by the Incoming Board Chair**

Mr. Marston congratulated Dr. Sydnor as the new chair. Dr. Sydnor commented on his objectives for the coming year and looks forward to working with both the Library Board and Mr. Schwartz and the Foundation Board to advance the causes of the Library. Dr. Sydnor presented a token of the Library's appreciation to the retiring Board members and to Mr. Marston for his leadership.

Executive Committee

- **Evaluation of the Librarian of Virginia**

CLOSED MEETING

Dr. Sydnor moved that under the *Code of Virginia*, Section 2.2-3711(A), the Board hold a Closed Meeting for the following purposes:

To discuss employment: (Paragraph 1 – “Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.”)

To protect privacy of individuals in personal matters: (Paragraph 4 – “The protection of the privacy of individuals in personal matters not related to public business.”)

Mr. Yelich was asked to remain for the Closed Meeting. The motion was seconded and the Board voted unanimously in favor of the Closed Meeting with the designated individual attending the meeting.

CERTIFICATION OF THE CLOSED MEETING

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act, and because *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia law, Dr. Sydnor moved that the Library Board certify by roll call vote 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.

The motion was seconded and the Board members voted as follows:

Christopher M. Marston.....	Aye	F. Claiborne Johnston, Jr.	Aye
Charles W. Sydnor, Jr.	Aye	George E. Lovelace	Absent
Peter E. Broadbent, Jr.	Aye	Valerie Jean Mayo	Aye
Gilbert E. Butler, Jr.	Aye	Lewis F. Powell III	Aye
John S. DiYorio.....	Aye	Mark D. Romer.....	Aye
Mary G. Haviland	Absent	Stephen E. Story	Aye
Lydia J. Johnson	Aye	Henry Wiencek.....	Aye
		Clifton A. Woodrum III.....	Absent

Dr. Sydnor moved to approve a five-percent bonus for the Librarian of Virginia. The motion was seconded and all voted to accept the recommendation. Mr. Johnston moved to approve the goals for 2006–2007 as proposed by the Librarian. The motion was seconded and passed unanimously.

X. ADJOURNMENT

There being no further business, Mr. Marston adjourned the meeting at 12:25 P.M.
