

**MINUTES**  
**THE LIBRARY BOARD MEETING**  
**The Library of Virginia**

November 13, 2006

The Library Board met on Monday, November 13, 2006, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

The meeting was called to order at 10:40 a.m. by the chair, Charles W. Sydnor, Jr., following a Board work session. Dr. Sydnor welcomed the following members in attendance:

John S. DiYorio	Valerie Jean Mayo
F. Claiborne Johnston, Jr.	Mark D. Romer
Ronald S. Kozlowski	Stephen E. Story
Marc Leepson	Carole M. Weinstein
George E. Lovelace	Henry Wiencek
	Clifton A. Woodrum III
Charles W. Sydnor, Jr., chair	
Mary G. Haviland, vice-chair	

Lydia J. Johnson and Lewis F. Powell III were absent.

**II. APPROVAL OF AGENDA**

Ronald S. Kozlowski moved to approve the agenda, which motion was seconded by John S. DiYorio and unanimously passed by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Dr. Sydnor welcomed the visitors and the 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 September 18, 2006**

F. Claiborne Johnston, Jr., moved for acceptance of the Consent Agenda consisting of the September 18, 2006, Library Board minutes. Dr. DiYorio seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the September minutes.

## **VII. INFORMATION ITEMS**

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

Pat Howe, president of the Virginia Library Association (VLA), emphasized VLA's mission as an advocate for information literacy across the state. This encompasses academic, school, and special libraries in addition to public libraries. VLA looks forward to continuing its working relationship with the Library of Virginia. Membership is open to all persons, organizations, and libraries in the state, and Ms. Howe invited the Board members to VLA's 2007 conference.

Carolyn L. Barkley, president of the Friends of the Virginia State Archives, reported that the *Richard Slatten Fall Lecture* held on October 14, 2006, was well attended. Plans are underway for the *Straight to the Source* spring program. Work has begun for an additional grant request from the Community Foundation of Central Virginia to purchase microfilm of North Carolina records.

### **B. Staff Reports**

- **Archival and Records Management Services**

Conley L. Edwards, division director, highlighted the Commonwealth of Virginia's Innovative Technology Symposium held in September in Roanoke. The Governor's Technology Awards were announced at the meeting and the Library received an honorable mention in the Increased Accessibility to Government category for its ArchiveIt system to collect, manage, and provide easy access to dynamic Web content. This system was used to make accessible online the Web-based materials for the administration of Governor Mark Warner. Mr. Edwards discussed comments made by the Secretary of Technology about the priority of records management and document imaging in the Kaine Administration.

Mr. Edwards reported on recent staff training provided by Ex Libris for DigiTool, the digital asset management system used by the Library to manage its digital resources. Four collections using printed and archival materials have been selected for implementation. Two projects use images created for items in the collection. These include the Civil War maps created and cataloged for the joint project with the Library of Congress and a collection of broadsides from Special Collections. The other two projects are the born-digital state publications and the records of the Warner Administration, other than e-mail.

Two staff members, Don Chalfant and Kathy Jordan, have received a National Historical Publications and Records Commission research fellowship to develop and test methodologies and workflows concerning processing electronic records. Staff will also participate in the development of a tool to help automate and manage the content. Further details on this project will be provided at future meetings.

The Board received updates on various division activities. These included staff participation at the Virginia Association of Government Archives and Records Administrators conference held in Virginia Beach on November 2–3, 2006, a fire at the courthouse in King George County, records management training sessions conducted at the Library by staff, and conversations with exhibition curators at the Contemporary Art Center in Virginia Beach concerning an exhibition of the Magna Carta in March 2007.

Changes recently made to the regulations concerning the destruction of records containing social security numbers will have to go through the proposed steps of the regulatory process again.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, provided a brief update on the Library's grant request to the National Endowment for the Humanities for renewed funding totaling \$400,000 for a second two-year project. This is Phase II of the National Digital Newspaper Program. There are nineteen applicants for the ten grant awards. Several institutions did not apply due to the complexity of the process. Intellectual property is a major concern and "branding" will be implemented so that the user will know the source of information.

The Library's Government Documents Program hosted a meeting of the thirteen State Publications Depository Libraries on October 18, 2006, to review how the new Virginia legislation affects the program and to discuss several new digital initiatives. In this increasing digital age, the question arose as to how a digital element such as a publication would be recognized. The group decided to actually archive the item rather than having a Web site pointer. Digital content will also encourage additional libraries to participate in the program. In addition, certain electronic collections can be tailored for specific public libraries sizes.

The Library's current *Collection Development Policy* is being updated. A team of staff members from various departments has finished a preliminary draft. Once the draft is finalized, it will be submitted to the senior management team and then to the Board.

Since the Library has curatorial responsibility for Virginia artwork, the Library coordinated moving the artwork from Capitol Square before the restoration began. A completion date for the Capitol restoration has been moved up to spring. Moving the artwork back into the Capitol in haste before the construction is completed would be difficult and would endanger the artwork's safety.

- **Finance and Administrative Services**

Ann N. Harris, division director, updated the Board on the budget decision package submitted to the Department of Planning and Budget on October 17, 2006. The request was for \$2.1 million to fund Find It Virginia databases in fiscal year 2008. Federal funds are temporarily supporting Find It Virginia; however, these funds were diverted from other programs and may soon end. The Governor's budget will be released on December 15, 2006. There was discussion on how the Board can help support this request for funding.

Mrs. Harris provided an overview of the Library's financial condition as of October 31, 2006, and reported that everything is on target.

The Library submitted a proposal to have a branch of The Virginia Shop at a designated retail area at the Capitol; however, the proposal was not accepted by the Virginia Capital Foundation.

- **Library Development and Networking Services**

Carol Adams, assistant division director, advised that the Library Services and Technology Act program yearly report is in the process of being filed. State Aid is being distributed to the public libraries based on the approved state budget. The newest public library in Craig County is not in compliance with State Aid requirements, and Library staff members are working with the county to ascertain the situation. The State Aid third quarterly payment to Craig County is being held back until compliance with State Aid requirements is confirmed. There was discussion among the Board members about this situation.

Elizabeth M. Lewis, division director, reported on the various division activities. These included the Public Library Directors meeting held October 12 and 13, 2006, and a Himmel & Wilson Study update including the committee meetings. The Advocacy Task Force suggested that VLA look at institutional memberships as a way to raise funding for the legislative campaign. The Virginia Public Library Directors Association voted to support this recommendation and sent the suggested price list to VLA. The Standards Committee is working on the first draft of their document. The Funding and Equity Committee is waiting to hear from the public librarians.

Other division activities include summer reading workshops, trustee and friends workshops, and a series of Spanish outreach programs sponsored by the Gates Foundation. Mrs. Lewis updated the Board on the status of division personnel. This department of eight professionals and one shared administrative assistant is recruiting for four vacant professional positions. Interviews are currently being conducted.

Mark D. Romer asked about the interaction of school librarians with public librarians. Public librarians work with the school librarians in their district, but this varies by district depending on the working relationship between the public librarian and the school superintendent. The parallel association to VLA for school librarians is the Virginia Educational Media Association. Library Development staff are regular speakers at its meetings. The Library encourages these interactions but it does not have the resources to be actively involved with all of the school districts.

Nolan T. Yelich, Librarian of Virginia, commented on issues relating to the State Aid formula that need to be addressed. The Library staff will meet to consider recommendations.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported on several keynote lectures that will be given in conjunction with the Library's commemoration of the 400th Anniversary of Jamestown. Dates for these events are: (1) a lecture by Fitzhugh Brundage on January 25, 2007, entitled

“Commemorating Jamestown: A Clash of Race and Memory,” (2) the 2007 Alan M. and Nathalie P. Voorhees Lecture on the History of Cartography on March 10, 2007, and (3) a lecture on June 14, 2007, by John D’Entremont, “‘May We Be Worthy of Our Birthright’: Defining the Meaning of America at the Jamestown Commemorations, 1807–2007.”

Dr. Kimball also reported on planning for the first of three teachers’ workshops, to be held at the Library on December 12, 2006. Eighteen teachers will work with a wide range of Library staff on finding primary sources in the Library’s collections, researching the background of those documents, and generating lesson activities linked to the Standards of Learning in the anticipation of creating an educational component to accompany the 2007 edition of *The Hornbook of Virginia*.

- **Research and Information Services**

Sandra G. Treadway, deputy librarian, reported that the search for a new division director is still in progress. A list of holiday and event closings for 2006–2007 was distributed.

The reading rooms in the Library will be open on holidays during the General Assembly. In order to staff the reading rooms during the holidays, the Library will be closed on two Saturdays, January 13 and February 17, 2007, due to the Fair Labor Standards Act. The Library will also be closed on Saturday, May 12, 2007, which is America’s 400th Anniversary weekend at Jamestown.

Dr. Treadway is working with the public service managers to review the ways the Library provides Internet access to the public. There are seven Internet stations that patrons can register to use for up to two hours. There are express Internet stations for patrons to use for up to 15 minutes to check e-mail. There is increased use of libraries for vital information such as taxes and completing employment applications online.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, reported that 300 people attended the *9th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends* on October 21, 2006. The event had 300 attendees and earned a profit. She reminded the Board that it is time to renew or begin a Semper Virginia Society membership. The Foundation’s next event is the Legislative Reception on January 18, 2007.

**C. Report of the Chair**

Dr. Sydnor deferred any comment.

**D. Report of the Librarian of Virginia**

Mr. Yelich invited the Board to attend the staff Holiday Breakfast scheduled for December 14, 2006. The Library will celebrate its 10th anniversary in the current building in January 2007. An anniversary function is planned for the evening of January 3, 2007. Mr. Yelich commented that the Library was grateful for the opportunity to pay tribute to William G. Styron

before he passed away. Carole and Marcus Weinstein will be recognized by the Central Virginia Chapter of the Association of Fundraising Professionals for their warm and outstanding contributions to many endeavors in the community. Board members will be sent as much information by electronic means as possible. Any Board member wishing to receive paper copies should contact Mr. Yelich.

**VIII. OLD OR NEW BUSINESS**

There was no old or new business.

**IX. ACTION ITEMS**

There were no action items.

**X. ADJOURNMENT**

There being no further business, Mr. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:45 p.m.

\* \* \* \* \*