

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

September 18, 2006

The Library Board met on Monday, September 18, 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 10:30 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.	Lewis F. Powell III
Ronald S. Kozlowski	Carole M. Weinstein
Marc Leepson	Clifton A. Woodrum III
George E. Lovelace	
Charles W. Sydnor, Jr., chair	
Mary G. Haviland, vice-chair	

Lydia J. Johnson, Mark D. Romer, Stephen E. Story, and Henry Wiencek were absent.

II. APPROVAL OF AGENDA

Four resolutions were added to the Consent Agenda. Ronald S. Kozlowski moved that the revised agenda be accepted. The motion was seconded and the Board accepted the revised agenda.

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 June 12, 2006**
- **Approval of a Resolution of Recognition to Christopher M. Marston**
- **Approval of a Resolution of Recognition to Gilbert E. Butler, Jr.**
- **Approval of a Resolution of Recognition to Peter E. Broadbent, Jr.**

- **Approval of a Resolution of Recognition to Rick Boucher**

After a correction in date of service for the Resolution to Rick Boucher, Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the June 12, 2006, Library Board minutes and the four resolutions. The motion was seconded and the Library Board voted unanimously to accept the revised Consent Agenda.

VII. INFORMATION ITEMS

A. Report from the Office of the Attorney General

Alison Paige Landry, Senior Assistant Attorney General, provided an overview of the Board's duties and powers as a "policy board" and she explained the Board's legal relationship with the Office of the Attorney General. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act, the Conflict of Interest Act (COIA) including the requirement that all new Board members receive COIA training, and the Risk Management Plan.

B. Reports from Other Organizations

Carolyn L. Barkley, president of the Friends of the Virginia State Archives, explained the role of the Friends, and invited the Board to join the Friends group. She also extended an invitation to the Board for the Richard Slatten fall lecture scheduled for October 14, 2006.

C. Staff Reports

- **The Library of Virginia Foundation**

The agenda was rearranged to allow more time for the Foundation report. Mary Beth McIntire, executive director, reported that the Semper Virginia Society raised \$156,328 in fiscal year 2006, which exceeded the amount raised last year by 13 percent. She thanked the Library Board for their support. Membership renewals for the Society and solicitations for both boards will start in mid-October. Special project fundraising was successful with funds totaling over \$270,000. Interviews are being conducted to fill the membership coordinator position. Efforts to convert gift-in-kind donors to cash donors are underway and going very well.

Invitations are ready to be mailed the week of September 18 for the *9th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends* scheduled for October 21, 2006. Page Turner Society membership for this event is available again this year. These members will be invited to attend a luncheon on September 26, 2006, with Geraldine Brooks and Claudia Emerson, two Virginia literary award finalists who are Pulitzer Prize winners. A new award added this year, the Carole Weinstein Prize in Poetry, will be given at the Celebration ceremony. Through a generous sponsorship by Weinstein Properties, prize amounts given to each award winner will increase from \$1,000 to \$2,500. Ms. McIntire advised the Board of the names of all sponsors for the Celebration.

- **Archival and Records Management Services**

Conley L. Edwards, division director, reported that the microfilming of the Brock Collection is nearing completion and discussed several post-Brock projects. Other microfilm projects include the Southern Claims Commission Approved Claims for Virginia and West Virginia, 1871–1880, donated to the Library by the Virginia Genealogical Society. This microfilm is now available in the reading room. A large number of Kentucky County court records and 64 reels of Virginia-related Revolutionary War service records from the collections at the National Archives, all a gift from the Friends of the Virginia State Archives through a grant by the Richmond Community Foundation, are also available.

Disaster Planning Assistance programs have been a regular part of the Library's records management workshops for the past several years, and this topic continues to receive much attention. Library staff members are helping the King George County Clerk's office use an online tool for disaster planning called DPlan, which will also be presented at the upcoming annual meeting of the clerks' association. This project is described in an article in the *Recordatur* that was distributed to the Board. The Council of State Archivists began a program early this year to have each state archives prepare a disaster-planning document for presentation to the Archivist of the United States, who in turn will present them to the President of the United States.

Mr. Edwards also updated the Board on other activities in the division. These included a summer intern from the Maggie Walker Governor's School working with the Library staff on several projects, such as efforts to alert the public that the sale of public records is illegal. Another staff project was the transfer of records from a former member of the General Assembly in Roanoke.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, advised the Board about a request from a descendant of Edmund Pendleton concerning the portrait of Edmund Pendleton currently housed at the Supreme Court. A letter will be drafted to this descendant on behalf of the Board that will convey the Library's position.

With the Library having curatorial responsibility for the state's artwork, Dr. Campbell provided an update on the recent conservation and preservation activity as part of the restoration/renovation of the Capitol building. The expected re-installation of Capitol Square artwork is scheduled for April 2007. The Library is also responsible for both the storage and moving of the art pieces.

The Library has been working with the Capitol Square Preservation Council and the Virginia Capitol Foundation on the work in the Capitol's South embankment that will house the visitor's entrance, reception area, shop, exhibition area, and auditorium. No resources have been allocated to the Library for this project. Dr. Campbell also updated the Board on the vandalism of the state-owned Robert E. Lee statue on Monument Avenue. Restoration is underway for its repair.

The director of the Virginia Newspaper Project and Dr. Campbell met with the National Endowment for the Humanities (NEH) regarding the Digital Newspaper Project. The Library will apply for renewed funding from NEH for the ongoing digitization of newspapers for

the period 1890–1910. Digitization is becoming increasingly important to libraries due to public demand.

- **Finance and Administrative Services**

Ann N. Harris, division director, gave an overview of the 2006–2008 biennial budget since the state’s budget had not been finalized at the Board meeting in June. The Library has \$1,087,000 added to its operating budget this biennium that will be used for electronic records software, maintenance, and support as well as conservation and preservation. There is also an increase of \$1 million for State Aid each year of the biennium. The Maximum Employment Level (MEL) increased this biennium to 204 positions for both years due to the addition of seven non-general fund positions. Sixty-three percent of all funds, excluding General Fund pass-through funds and Circuit Court Records Preservation grants, are allocated for salaries and benefits. More than 65 percent of the Library's General Fund appropriation is “pass-through” money that is allocated for building rent and State Aid. Mrs. Harris highlighted additional aspects of the budget including the *Statements of Financial Condition as of June 30, 2006, and August 31, 2006*.

Library staff members met with the Senate Finance and House Appropriations legislative fiscal analysts and the Library’s budget analyst in August to discuss the Library’s critical needs and to give an overview of its programs, especially Find It Virginia. Mrs. Harris has received the budget instructions and the electronic budget submission is due October 18, 2006, to the Department of Planning and Budget. Before submitting any budget request for fiscal year 2008, the Library must have the Secretary of Education's approval. The request is due to the Secretary by September 29, 2006. Library staff members met with Dietra Y. Trent, Deputy Secretary of Education, to discuss the Library's critical needs.

- **Library Development and Networking Services**

Division director Elizabeth M. Lewis advised the Board on the State Aid figures since the state budget had not been finalized at the last meeting. A summary of fiscal year 2007 figures for State Aid was distributed. The annual report for the Library Services and Technology Act will be submitted on December 31, 2006.

Two division staff positions are open. They are the children’s and youth services consultant and the planning and data consultant. The division is currently advertising for a new technology position.

Mrs. Lewis extended an invitation to the Board to attend the meeting for the public library directors on October 12 and 13 as well as the division’s workshops. She described the Outcome Based Evaluation and the Summer Reading Program workshops and their dates.

There was discussion about the State Aid figures and the effects of level funding and full funding.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported on two books scheduled for publication in 2007. *The Papers of Sir William Berkeley*, a documentary edition, has been typeset. *The Hornbook of Virginia* is expected to be completed in fall of 2007.

Dr. Kimball introduced Katie Johnson, the Library's new education coordinator. Ms. Johnson announced that all future exhibitions will have corresponding educational materials and that Library tours will include reproductions of important documents. She has scheduled meetings with teachers to advise them of the Library's resources. Plans are underway for a resource compact disc to accompany the new edition of *The Hornbook*, plus she is examining ways to tie these resources into lesson plans that relate to the Virginia Standards of Learning requirements. Educational materials for teachers and students will be placed on the Library's Web site.

- **Research and Information Services**

Interim division director Conley L. Edwards reported that visitation for the fiscal year was 254,277, which is a 53 percent increase over the previous year. This visitation figure is inflated due to the bus-routing changes. User sessions on the Library's Web site were 2,044,000, which is a 16 percent increase. Circulation of printed materials and microfilms remains steady. The Library is again listed in *Family Tree Magazine's* 101 best Web sites for genealogical research.

The National Genealogical Society will hold its May 2007 annual meeting in Richmond, Virginia, and Mr. Edwards informed the Board of the Library's plans for this event. Several Library staff members will make presentations during the conference and the Library plans a reception for invited guests, speakers, and the boards of associated organizations. Other division activities include plans for Archives Week in Virginia during the week of October 8, 2006, and an Elderhostel program conducted in cooperation with Virginia Commonwealth University scheduled for January 28 to February 2, 2007. The 12-member State Historical Records Advisory Board is celebrating thirty years of working to preserve the documentary heritage of Virginia.

D. Report of the Chair

Dr. Sydnor commented that, as Board chair, he will not initiate any correspondence with anyone unless it is in concert with the staff or as a result of Board action taken during a meeting. He asked the Board to mark their calendars for the next Board meeting scheduled for November 13, 2006.

E. Report of the Librarian of Virginia

Nolan T. Yelich, the Librarian of Virginia, welcomed the new Board members. He called on Sandra G. Treadway, Deputy Librarian, to report on her attendance at the Chief Officers of State Library Agencies (COSLA) week-long Executive Leadership Institute recently held at the University of Wisconsin in Madison, Wisconsin. This institute focused on the future of libraries, particularly the unique niche and place of state libraries in the library community nationally. Dr. Treadway described the topics covered such as public sector leadership, public policy, advocacy, crisis/conflict resolution, collaboration, and finance. Mr. Yelich was instrumental in planning this institute with the leadership of COSLA, which will be offered again next year.

Mr. Yelich then called on Paul Casalapi, division director of Information Technology, to update the Board on the latest developments and correspondence with the Virginia Information Technology Agency (VITA). Library staff members have met with the VITA staff to discuss technical review issues. At the Commonwealth of Virginia Innovative Technology Symposium, winners of the 7th Annual Governor's Technology Awards were announced. In the category of increased accessibility to government, the Library was runner-up for its work with the archival system to collect, capture, manage, and provide access to dynamic Web content relating to Governor Mark Warner's archives. Mr. Yelich summarized the two issues of concern to the Board: (1) ensuring that the legislative intent and authority of the Board are not compromised with the Memorandum of Understanding with VITA, and (2) assessing the cost structure and fiscal impact that participating in VITA will have on this institution. There was discussion among the Board members concerning this topic.

The Library will celebrate its tenth anniversary at 800 East Broad Street in January 2007. Interviews are currently underway for the Research and Information Services director position. Updated material for the Board handbooks was distributed. The Bylaws Committee will need to meet to revise the bylaws to reflect the organizational changes in the divisions during the past year.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

F. Claiborne Johnston Jr. moved that the Library Board committee list of assignments be accepted as presented. The motion was seconded and unanimously accepted by the Board. The Library Board committee list of assignments is appended.

X. ADJOURNMENT

There being no further business, George E. Lovelace moved to adjourn the meeting, and the Board agreed to adjourn at 12:45 p.m.

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