

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

September 22, 2003

The Library Board met on Monday, September 22, 2003, 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, Peter E. Broadbent, Jr., who welcomed the Library Board and announced that a quorum was present. The following members were in attendance:

Gilbert E. Butler, Jr.	Christopher M. Marston
Dylyce P. Clarke	Valerie Jean Mayo
John S. DiYorio	Fran M. Sadler
Mary G. Haviland	Charles W. Sydnor, Jr.
F. Claiborne Johnston, Jr.	

Peter E. Broadbent, Jr., chair
Franklin E. Robeson, vice-chair

Bobbie B. Hudson, Samuel E. Massenberg, and Wendy C. Sydnor were absent.

F. Claiborne Johnston, Jr. moved to nominate Sandra G. Treadway, Deputy Librarian, to serve as acting secretary for the September 22, 2003 Board meeting in the absence of Nolan T. Yelich, secretary to the Board. The motion was seconded and unanimously approved by the Board.

II. APPROVAL OF AGENDA

Mr. Broadbent advised that a corrected agenda reflecting minor changes to the format of the roster had been distributed. Charles W. Sydnor, Jr. moved for the approval of the corrected agenda, which was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Broadbent welcomed the visitors, staff and Board members and commended everyone for their diligence in attending the post-Hurricane Isabel meeting.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT AGENDA

- Approve the Library Board Minutes of June 16, 2003

Mr. Johnston moved for approval of the Consent Agenda including the minutes of June 16, 2003. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the minutes of June 16, 2003.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

George William Thomas, Jr., president of the Friends of the Virginia State Archives, announced the *Fourth Annual Richard Slatten Fall Seminar* scheduled for October 18, 2003 was made possible through a grant from the Slatten Fund by the Richmond Community Foundation. Mr. Thomas congratulated the new Library Board members on their appointment and gave a brief overview of the Friends and their projects.

Mr. Broadbent, on behalf of the Virginia Genealogical Society (VGS) and the Genealogical Research Institute of Virginia (GRIVA) reported in the absence of their representatives. VGS will conduct its fall program in Herndon, Virginia on October 25, 2003, and the spring program will be held at the Library in April 2004. GRIVA's fall workshop at the Library on September 13 was well attended. For the second year in a row, GRIVA won the National Genealogical Society's first place award for a major genealogical society's newsletter in the United States. Mr. Broadbent expressed GRIVA's appreciation to the Library for its resources including the staff and their advice.

B. Report from the Office of the Attorney General

Alison Paige Landry, Assistant Attorney General, welcomed the new Library Board members and explained the Board members' duties and powers. She reviewed the Board's liabilities and responsibilities in relation to the Risk Management Plan, the Freedom of Information Act, and the Conflict of Interest Act as well as the board's legal relationship with the Office of the Attorney General.

C. Committee Reports

- **Archival and Information Services Committee**

F. Claiborne Johnston, Jr., committee chair, asked Conley Edwards, director of the Archival and Information Services Division, to summarize the meeting. Mr. Edwards reported that the visitation to the Library during the past fiscal year was approximately 108,000. This represents a twenty-six percent decline from the previous year. The reduction in Library service hours is reflected in this decline. The use of the Library's Web site was nearly two million user sessions during the year. This is a slight decline from last year; however, last year's statistics reflected a sixty-six percent increase over the previous year.

Archives Week in Virginia will be celebrated October 12-18, 2003. A poster featuring some unique pictures from various institutions is available if Board members wish to share it with institutions in their area. There will be a series of lectures at the Library during Archives Week and Board members were invited to attend.

Mr. Edwards updated the Board on several ongoing projects including the cooperative project with the Huntington Library to film the Robert Alonzo Brock Collection of Virginia. He described the steps necessary to prepare these reels for placement in the public reading area, including filming, duplicating the films for the collections and interlibrary loan, and the describing, analyzing and entering into the catalogs before being ready for public use. Fifty of the nearly 800 reels in the collection have been filmed.

Other continuing projects Mr. Edwards commented on are the rearrangement of the book collection in the main reading room, the cooperative project with the Library of Congress on digitizing Civil War maps, and the recent agreement between the Barter Theatre and the Library to accept the Barter Archives.

The committee received a brief demonstration of the ExLibris online public access catalog. Staff has been in training to prepare for this new system with a switch to production date scheduled for October 14, 2003. New library cards, which can also be used to pay for making copies, will be issued. Board members are encouraged to obtain a new card, which will also allow all Virginia users access to the *FindItVirginia* databases.

Mr. Edwards recognized Sandra G. Treadway, Deputy Librarian; Jan Hathcock, Public Information Officer; Mary Beth McIntire, executive director of the Library of Virginia Foundation; and Jim Davis, facilities director, for their work at the Library during the recent hurricane.

- **Collection Management Services Committee**

Franklin E. Robeson, committee chair, asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to provide an overview of the committee meeting.

Dr. Campbell highlighted the reports from each area of Collection Management. The Archival Descriptions Services director, for example, discussed for the committee the differences between the work of Collection Management and Records Management. Records Management serves as the conduit for original archival materials sent to the Library. Dr. Campbell described the process the records follow going through Description Services to finally reaching the Archival and Information Services Division and the reading rooms.

Library Technical Services recently hired two monographs catalogers. The new brochure for the Virginia Newspaper Project was distributed to the committee. This project is funded by the National Endowment for the Humanities. The State and Federal Documents report centered on staffing issues and how much the new electronic environment is affecting the Library's collection development, especially with state and federal documents. This is especially significant with the concerns for information technology staffing and support.

Library staff members, especially facilities management, were commended for their help during and immediately after the recent hurricane. Actions taken to protect the collections from the effects of the hurricane included moving or covering items that were near windows or areas that could have water damage. There were only a few minor leaks in the Library building resulting in minimal damage to a small number of books.

- **Legislative and Finance Committee**

Dylyce P. Clarke, committee vice-chair, reported that the committee received an update on environmental conditions in the Library building. Peter A. Blake, Deputy Secretary of Education, and James T. Roberts, director of the Department of General Services, also attended the committee meeting and listened to the committee's concerns about the building's humidity and temperature problems. It is the recommendation of the committee that the Board chair, the Librarian of Virginia, the Legislative and Finance division director and other Library representatives search the best way to resolve these problems. Ms. Clarke advised that this recommendation is not an action item.

Ms. Clarke asked Mrs. Ann Harris, director of the Finance and Administrative Services Division, to comment on the other items discussed in the meeting. Mrs. Harris reported that the Library has nearly completed the Library's 2004-2006 Biennial Budget. Budget requests are due October 15, 2003. Mrs. Harris and Mr. Yelich met with the Secretary of Education and the Department of Planning and Budget in August to discuss the Library's critical issues. Items presented for consideration include funding for acquisitions, technology, staffing, state aid to public libraries and transferring the maintenance and operation of the Library building to the Library.

Mrs. Harris stated that in the Library's fiscal year 2004 operating budget, sixty seven percent of the general fund monies are "pass through" funds and not used to support the Library. State aid to public libraries is \$16 million and \$2.3 million is paid to the Department of General Services for the building rent. Most of the Library's operating budget is allocated to salaries and associated benefits. The remaining amount, approximately \$1.8 million, is used for acquisitions, technology, preservation, State Records Center operations, and administrative and program support.

Mrs. Harris commented on the *Library's Statement of Financial Condition as of August 31, 2003*. These figures reflect the first quarterly payment for both state aid and rent for the Library building.

- **Public Library Development Committee**

Fran M. Sadler, committee chair, commented on several topics discussed by the committee. It was the consensus of the committee to wait until the November meeting to bring the Professional Librarian Certification issue to the Board for consideration. The committee voted at the June meeting to adopt the model using the American Library Association's graduate degree as the standard of certification for professional librarians and added a continuing education process based upon points similar to that required for teachers and other professionals to maintain certification. There are still, however, many unanswered questions that need to be addressed before presenting this to the Board.

Mrs. Sadler also highlighted other topics. The Library Services and Technology Act reauthorization until 2009 has been passed by Congress and is waiting for the President's signature. Virginia had 185,000 participants for the Summer Reading Program and there are plans for possibly expanding services for this program.

Mrs. Sadler asked Nelson Worley, director of the Library Development and Networking Division, to elaborate further on the meeting. Mr. Worley reported on damages to several public libraries from Hurricane Isabel. Many libraries are without power and more reports are expected within the week regarding the effects of the hurricane on the libraries and their services.

The committee also discussed the Federal Children's Internet Protection Act, which will impact public libraries including the Library of Virginia. If any library uses federal funds for Internet access, filtering on those computers will be required. Mr. Worley explained how this will affect e-rate funding and the Library Services and Technology Act funding. There was discussion about the cost of filtering and possible consideration by the General Assembly with regards to filtering.

FindItVirginia is expanding its database to the K-12 community beginning October 1, 2003. The registration process will begin soon and will include public and private schools. A companion component of this, *AskItVirginia*, is being considered and Mr. Worley described this online and e-mail reference service.

The Public Library Director's meeting was held September 11 and 12, 2003. Mr. Worley highlighted the sessions that included a workshop from the Freedom of Information Advisory Council, a demonstration of *AskItVirginia*, and a program on preventing white collar crime. A series of Library Trustee Workshops will be offered around the state in October, and the Library Board members were invited to attend.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee chair, reported that the committee members were introduced to the department's staff who presented reports on current projects and activities. Mr. Marston asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to elaborate further on the committee meeting.

Dr. Campbell reported that there were two primary discussions, one of which involved the Library's exhibition program since it is an integral part of the Library's functions plus it was recognized in the BrandSync study as a possible tourist destination. The Board was updated on future exhibitions including *Radio in Virginia*, a traveling exhibition on *Elizabeth I: Ruler and Legend*, the 1954 decision of *Brown v. Board of Education*, and an exhibit honoring the map and atlas donations by Alan Voorhees. Possible changes to the exhibition gallery allowing two current exhibits were discussed.

Volume three of the *Dictionary of Virginia Biography* will be issued in August 2005. This proposed issue date will be a challenge considering the loss of staffing. Dr. Campbell explained how the reduced staffing is also causing a ripple effect for future volumes. The Publications program is applying to the National Endowment for the Humanities to fund three positions for two years for the

Dictionary of Virginia Biography to help resume the publication schedule. Several Board members asked questions concerning the loss of staffing, publication schedules, and volume sales.

There will be a symposium on October 9, 2003, with regards to the recent publication of the *Unboxing of Henry Brown*.

- **Records Management Committee**

Charles W. Sydnor, Jr., committee chair of the Records Management Committee, asked Robert Nawrocki, director of the Records Management and Imaging Services Division, to highlight the committee meeting. Mr. Nawrocki described how that department will provide disaster recovery assistance to the counties hit by Hurricane Isabel. The pest eradication chamber is especially helpful for records that have become wet. The freezing temperature will protect the records from mold and mildew until the records can be dried.

Mr. Nawrocki advised the Board that both the electronic records coordinator position and the manager of Records Analysis position will be filled September 25, 2003. Two other positions have become vacant and recruitment has begun for those positions.

A bill was passed in the 2003 legislative session ensuring that public records containing social security numbers are destroyed. The Library was directed to create regulations for the destruction of records containing social security numbers. A draft is being prepared to cover paper, electronic and microfilm records, which will go through the regulatory process. This will take about eighteen months.

The Public Records Act was developed in 1971 and was last modified in 1976. The Library has been internally reviewing how to improve this Act. Revisions are needed to accommodate the increase of electronic records. Mr. Yelich made a presentation to a joint subcommittee to study the operations, practices, duties and funding of the Commonwealth's agencies, boards, commissions and other State governmental entities. This subcommittee has gone forward with the Library's recommendation to update the Act. Mr. Nawrocki explained the process that will occur.

Mary G. Haviland, committee vice chair, advised that the committee has set a tentative date to visit the State Records Center after the November meeting and invited any Board members who are interested.

- **The Library of Virginia Foundation Committee**

Mary Beth McIntire, executive director, reported that the Annual Fund had exceeded its goal by \$5,000 for a total of \$170,300. She thanked the Library Board for their support and announced that both the Library Board and the Foundation Board had 100 percent participation by its members.

The 6th *Annual Library of Virginia Awards Celebration* scheduled for September 20, 2003 was cancelled due to Hurricane Isabel. Rescheduling this event is being considered.

Ms. McIntire reported that the digital files for the printing of the *Virginia in Maps* book were destroyed by the printer, Cadmus Communications. (*Mr. Johnston left the room.*) The minimum cost

to reproduce this book will be approximately \$80,000. The Foundation is considering ways to handle, if possible, the challenge of reprinting this very successful book. Discussion followed among the Board members regarding this situation.

The Foundation has been busy planning events including the *Unboxing of Henry Brown Symposium* on October 9, 2003, and a cultivation event in Lynchburg on October 22, 2003.

The Library Shop has submitted a formal request to Virginia Commonwealth University's Executive Master of Business Administration program requesting a study to conduct a business plan for the Library Shop.

(Mr. Johnston returned to the meeting.)

D. Report of the Executive Committee

The Executive Committee has not met since the last Board meeting.

E. Report of the Chair

Mr. Broadbent reported on the activities and meetings he has attended as chair of the Library Board. These have included a meeting with Secretary of Education to discuss the Library building's environmental conditions and maintenance issues, the need to protect the Library's information and technology staff, and the need for the Governor to restore the Circuit Court Records Preservation Program funds. Mr. Broadbent will be working with Mr. Yelich and Mrs. Harris regarding the best method to inform the members of the General Assembly regarding the issues of the Library building.

Mr. Broadbent has asked Attorney General Jerry W. Kilgore for advisory opinions on two library related issues; one dealing with the Library's duties in distributing federal funds in light of the Supreme Court's decision on Internet filtering requirements and the other relating to the interpretation of the Virginia statutes on Librarian Certification and whether the existing 1990 regulations correctly follow that statute. Mr. Broadbent explained that he is not advocating action on either issue; however, he requested this information so that the Board could be informed if and when either issue comes before the Board.

William G. Thomas, Jr. and the Friends of the Virginia State Archives were commended for writing letters to the members of the General Assembly regarding the past year's reversion of funds from the Circuit Court Records Preservation Program. Discussion followed on identifying other groups that would be interested in the status of this program.

Mr. Broadbent advised the Board on the various other meetings he has attended to expand awareness of the Library with the public and the General Assembly.

The Board was updated on the status of the Library's Information Technology (IT) staff in light of the formation of the Virginia Information Technology Agency (VITA). At this time, it appears that some of the Library staff will be transferred to VITA, but they will remain onsite along with the senior IT staff. The Library will continue to closely monitor this situation and advise the Board if there are any changes that would affect the Library's operation of service.

F. Report of the Librarian of Virginia

Sandra G. Treadway, Deputy Librarian, reported in the absence of Nolan T. Yelich, Librarian of Virginia. On behalf of the entire Library staff, Dr. Treadway welcomed the new Board members. An updated Board manual was distributed to all Board members.

Dr. Treadway commented on the strategic planning process that the Library staff is engaged in to determine how the Library can build back some of the programs and expertise that were eliminated or severely reduced by the State budget reductions last fall. This process would not necessarily mean that the programs would be restored exactly as in the past, but rather the aim would be to improve and streamline those programs where possible. A planning process has begun that involves the critical issues outlined in the budget document, the recommendations from the BrandSync study, and other new ideas. Dr. Treadway asked the Board members for their input.

The Staff was commended for their diligence in preparing the Library and its collections for Hurricane Isabel and the efforts to notify guests about the cancellation of the Literary Awards Celebration scheduled for September 20, 2003. Efforts were also made by the staff to offer guidance to the public libraries who sustained damage as a result of the hurricane.

VIII. OLD OR NEW BUSINESS

There was discussion about the Librarian Certification issue, and several Board members requested more information about this topic.

Gilbert E. Butler, Jr. made a motion to approve the citizen members of the Library Board committees as shown in the September 22, 2003 agenda and to appoint Fran M. Sadler and Wendy C. Sydnor to fill the two vacant positions on the Library of Virginia Foundation Committee. There was discussion concerning the expiration of the Board members' terms before their terms expire on the Foundation Committee. Mr. Broadbent explained that any vacancies on the committee would be filled as needed. The motion was seconded and passed unanimously.

IX. ACTION ITEMS

There were no action items.

X. ADJOURNMENT

There being no further business, Mr. Marston moved to adjourn, the motion was seconded and the meeting adjourned at 12:30 p.m.

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