

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 14, 2004

The Library Board met on Monday, June 14, 2004, 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. He welcomed the Library Board and announced that a quorum was present. The following members were in attendance:

Gilbert E. Butler, Jr.	Christopher M. Marston
John S. DiYorio	Valerie Jean Mayo
Mary G. Haviland	Fran M. Sadler
Bobbie B. Hudson	Charles W. Sydnor, Jr.
F. Claiborne Johnston, Jr.	Wendy C. Sydnor
	Henry Wiencek

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

Dylyce P. Clarke and Samuel E. Massenberg were absent.

II. APPROVAL OF AGENDA

Charles W. Sydnor, Jr. moved for the approval of the agenda as submitted. The motion was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Broadbent 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 March 15, 2004

Fran M. Sadler moved for acceptance of the Consent Agenda including the Library Board minutes in the form as distributed for the meeting of March 15, 2004. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda and the minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Dr. Dorothy Boyd-Rush, on behalf of the Virginia Genealogical Society, expressed appreciation to the Library for hosting the Spring Conference on April 17, 2004. The annual meeting of the Virginia Institute of Genealogical Research will be held August 1–5, 2004 at Roslyn retreat in Richmond, Virginia.

G. William Thomas III, president of the Friends of the Virginia State Archives, distributed their current newsletter and highlighted some of its articles. Elizabeth Shown Mills will speak at the annual Slatten Lecture on Friday, November 6, 2004. The Web domain site, www.virginiaarchives.org, recently donated to the Friends, will be used for their newsletters. Mr. Thomas thanked Mr. Broadbent for his work with the Friends.

B. 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 committee meeting. Mr. Edwards reported that the committee along with the Collection Management Services committee continued the behind-the-scenes tour of the Library. It included the preservation microfilming studio developed in joint partnership by the Library with the Online Computer Library Center (OCLC) Preservation Services. The new facility will open on July 1, 2004, and the initial contract is for three years.

The Library began a cooperative project in January 2004 with Virginia Commonwealth University's Fine Arts Department to print maps from original nineteenth century copper plates in the Library's collection. Staff spent fourteen consecutive Wednesdays working with Professor David Freed and his students at VCU to produce more than 300 prints to be used for fundraising by the Library of Virginia Foundation.

Another joint project underway is with the Virginia Museum of Fine Arts to make available copies of early museum records located in the Library's collection to researchers in the museum's newly designed building.

Visitation at the Library through May 2004 is 94,200 which is 6.5 percent below visitation for the previous year. The estimate for annual visitation is 102,000-104,000, a decline of approximately 7 percent from last year.

Don Etherington, president of the Etherington Conservation Center in Greensboro, North Carolina, provided written recommendations for proper humidity and temperature standards for library and archival collections. These standards are consistent with those requested by the Library.

The committee and the Board viewed a recently restored volume of George Washington's manuscripts. These documents were assembled in 1935 to honor a long-time member of the Board, Martha Woodford Height of Newport News. Mr. and Mrs. Etherington adopted this volume through the Library's Adopt-A-Book program and are responsible for its conservation.

Mr. Edwards reviewed the factors enabling the Library to resume public service hours on Mondays beginning September 13, 2004. The Library was required to cover the separation costs of staff positions eliminated in 2002 as a result of budget reductions. Now that these costs have been met, the Library is able to fill some vacancies; however, this does not mean that everything will return to normal. Although the 2002 budget reductions greatly hurt the Library's level of staffing and the ability to add materials and resources to its collections, the Library is committed to its public service mission.

The Board asked questions inquiring more about the Adopt-A-Book program. Wendy C. Sydnor suggested that the chair, on behalf of the Board, send a letter to the Etherington's thanking them for their recent conservation efforts with the George Washington manuscripts.

- **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 meeting. Dr. Campbell also elaborated further on the Adopt-A-Book program mentioned in the previous committee report.

Division expenditures, although very tight, are on target. Current subscriptions have been prepaid for another year; however, the nearly 300 subscriptions lost because of budget reductions will not be renewed. Another prepayment was made to Solinet, the vendor for on-line cataloging resources. This represents a total of \$195,000 for Collection Management Services prepaid for fiscal year 2005.

The Library continues to acquire significant items, although on a reduced scale. A good working relationship built over the past years with rare book and manuscript dealers has helped in obtaining these new accessions with the currently reduced budget.

Dr. Campbell outlined the microfilm services schedule with OCLC for the next three years.

- **Legislative and Finance Committee**

Mrs. Sydnor, committee chair, commented on how she had enjoyed serving on the Library Board. She asked Jim Davis, facilities director, to update the Board on the environmental

conditions in the Library building. He remarked that most of the humidity problems occur in the winter and there are historically fewer problems in the summer. There were no problems to report; however, on June 10 there was severe roof leakage on the fifth floor after a rain storm. Although some items did get wet, there was no permanent damage to any of the documents. The Library is waiting to hear from the Department of General Services concerning the cause. Mrs. Sydnor summarized the committee's role and the activity with the environmental problems. On behalf of the committee, she asked the Board chair to send a letter to the Secretary of Education concerning the Library building's water leakage after the rain storm on June 10, 2004.

Mrs. Sydnor asked Ann Harris, director of the Finance and Administrative Services Division, to give an overview of the latest events regarding the implementation of the Virginia Information Technologies Agency (VITA) program. Since all of the Library's information technology employees are federally funded, transferring staff and equipment paid with Institute of Museum and Library Services (IMLS) money to VITA would violate the IMLS requirements. Mrs. Harris explained how the Executive Agreement was revised by the Library so that it would be in compliance with federal funding requirements. VITA has requested the signed agreement be returned by June 18, 2004; however, the Library has received two separate letters ruling that the Library would be in violation of the IMLS requirements if personnel and equipment are transferred to VITA. The Library will send the letters from IMLS to VITA so that they are aware of IMLS's concerns. It appears unlikely that this issue can be resolved before the June 18 deadline. Mrs. Sydnor, on behalf of the committee, read a resolution stating that the Library Board directs the Librarian of Virginia to refrain from signing any revised Executive Agreement with VITA until the issues are resolved. There was discussion resulting in one amendment to the resolution changing the word "such" to "any" in the fourth paragraph. The Board voted unanimously to approve the amended Resolution, which will be sent to the Secretary of Education and the Secretary of Technology.

Mrs. Harris highlighted the *Statement of Financial Condition as of May 31, 2004*, which is on target. Four full-time positions and four part-time positions will be filled to reopen the reading rooms on Mondays. During the last part of 2005, four additional staff members will be hired to replace long-time vacant positions. The 2005 budget was also reviewed.

- **Public Library Development Committee**

Mrs. Sadler, committee chair, reported that the committee was briefed on the Summer Reading Program, public library director vacancies, and a recent Gates Foundation grant of approximately \$275,000 for computers and training to be distributed to public libraries around the State. The committee also discussed the proposed State Aid allocations and waivers.

Mrs. Sadler asked Elizabeth Lewis, assistant division director, to further elaborate on State Aid, particularly the requests for waivers. Mrs. Lewis reviewed the proposed grants-in-aid for fiscal year 2004–2005 totaling \$16,034,533 for the 91 public library systems and the requests for waivers from State Aid requirements. Mrs. Sadler, on behalf of the committee, recommended approval of all proposed State Aid waivers for the "Requirements Which Must Be Met In Order to Receive Grants-in-Aid" including the waiver for the new Craig County Public Library. The committee also recommended that a letter signed by the Board chair be sent to five of the nineteen libraries that have failed to meet 50 percent of the median local expenditure per capita for five

years. The letter will express the Board's concerns regarding the longevity of their shortfall in meeting these requirements and ask if the Library of Virginia could help the libraries develop strategies to meet these funding requirements. There was some discussion and since it was the consensus of the Board to vote on the Library Development Action Items during the committee report, the Board voted to approve all waiver requests plus the letters to the five libraries.

Mrs. Sadler summarized the budget for the Fiscal Year 2005 Library Services and Technology Act. There were no questions. The committee voted 7-1 to recommend this budget for approval to the Board. Mr. Broadbent explained why he voted against the budget in the committee meeting. There was discussion about the \$1.8 million database cost, particularly the cost for the Kindergarten-12 grades. The Board voted 11-2 in favor of the proposed budget. Mrs. Sadler commented on how much she had enjoyed serving on the Library Board.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee chair, announced that the *Dictionary of Virginia Biography* project has received a grant from the National Endowment for the Humanities to support three additional staff for a two-year period, two of which have been hired with start dates of June 15 and July 22. An offer has been made to a third candidate. Volume III is expected to be published in August 2005 and work has begun on volume IV.

Recent projects include the completion of a reprint of *Cavaliers and Pioneers*, which is a much-used reference resource. The next exhibit, "Working Out Her Destiny: Women's History in Virginia. 1600-2004," opens in the Exhibition Gallery on August 2, 2004. Mr. Marston gave details about events scheduled for the opening and the March 25, 2005 conclusion. He also highlighted future exhibits and announced plans for a catalog focusing on the art in the Virginia Capitol building.

- **Records Management Committee**

Dr. Sydnor, committee chair, reported that the committee reviewed the document, *Regulations for the Destruction of Records Containing Social Security Numbers*, copy of which was previously mailed to the Board. Since it was the consensus of the Board to vote on this item now, Dr. Sydnor, on behalf of the committee, moved for the adoption of the *Regulations for the Destruction of Records Containing Social Security Numbers*. The Board voted unanimously for its approval.

Dr. Sydnor asked Robert Nawrocki, director of the Records Management and Imaging Services Division, to update the Board on the legislative study of the Virginia Public Records Act. Mr. Nawrocki has met with Legislative Services; however, information is pending regarding committee members.

A report on the effects electronic records will have on the Library will be presented at a future date. Guidelines for state and local agencies about electronic records will also be prepared and published during the upcoming year.

- **The Library of Virginia Foundation Committee**

Dr. Robeson, who serves as a Library Board representative on the Foundation Board, reported the Annual Fund has reached its goal of \$175,000, but the goal of \$95,000 for unrestricted gifts remains a looming target. Library Board participation for the Annual Fund is 73 percent, and board members are encouraged to participate.

Dr. Robeson summarized the recently held education programs and cultivation events in May. They included programs for three schools and evening cultivation events in Danville and South Boston.

The Library Shop is scheduled to close soon. An executive Masters of Business Administration team from Virginia Commonwealth University completed their study of the Shop and presented the results to the Foundation's board of directors. The Public Relations/Marketing committee is currently reviewing the findings and will make a recommendation regarding the Shop's future.

Dr. Robeson also gave details about upcoming events including the opening events in September for the exhibition, "Working Out Her Destiny." The Seventh Annual Library of Virginia Celebration Honoring Virginia Authors and Friends will be held on October 16, 2004 and will be hosted by David Baldacci.

- **Nominating Committee**

Gilbert E. Butler, Jr., chair of the Nominating Committee consisting of Peter E. Broadbent, Jr., F. Claiborne Johnston, Jr., and Wendy C. Sydnor, presented the following draft slate of officers for 2004-2005:

Library Board Officers

Chair: Franklin E. Robeson
Vice-Chair: Christopher M. Marston

Executive Committee

Chair: Franklin E. Robeson
Vice Chair: Christopher M. Marston
Immediate Past Chair: Peter E. Broadbent, Jr.
F. Claiborne Johnston, Jr.
Charles W. Sydnor, Jr.
Henry Wiencek

The committee also recommended allowing the incoming Board chair the discretion to appoint the Library of Virginia Foundation Committee members. Mr. Butler, on behalf of the committee, moved to approve the nominations. There was no discussion and the Board voted unanimously to accept the slate as presented.

C. Report of the Executive Committee

Mr. Broadbent reported that the Executive Committee met on June 14, 2004 before the Board meeting for the evaluation of the Librarian of Virginia. Based on its findings, the Executive Committee recommended the following for the Board's approval:

1. The Librarian's goals for 2004–2005 as distributed,
2. The extension of the Librarian's contract for one additional year, and
3. A five percent bonus to the Librarian in addition to the base salary.

Mr. Broadbent asked if any Board member wished to go into closed session to discuss this matter and there was no request for a closed session. There was some discussion to clarify the length of the contract; however, there was no other discussion and the Board voted unanimously to approve all three recommendations.

D. Report of the Chair

Mr. Broadbent summarized his activities as chair since the last meeting, which included working with Mary Beth McIntire of the Library of Virginia Foundation on seeking sponsors for upcoming exhibitions and arranging tours of the Library by representatives of historical groups. He commented on the accomplishments by the staff in spite of obstacles such as funding and building maintenance problems.

He thanked all the Board members for their involvement and active support for the Library. Mr. Broadbent also recognized Bobbie B. Hudson, Fran M. Sadler and Wendy C. Sydnor, Board members whose terms expire June 30, 2004, for their tremendous support and leadership over the years. He thanked the Library staff for their continued dedication and for serving the Library's patrons and preserving Virginia's records. Mr. Broadbent congratulated the new chair, Franklin E. Robeson.

E. Report of the Librarian of Virginia

Nolan T. Yelich, the Librarian of Virginia, provided an update on the absent Board members. He commented on the issues presented to the Board including the VITA program, the review of the Public Records Act, and the planned reopening of the Library on Mondays.

Mr. Yelich expressed his gratitude to the staff and the senior management for all of their outstanding accomplishments with significantly limited resources. He reminded the Board of the joint luncheon with the Foundation Board members.

He thanked the Board and the chair for their support and work during the past year, and he recognized the three Board members whose terms are about to expire for their hard work in the past years. Mrs. Hudson commented on her years of Library Board service, including her term as chair.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

(Note: Items listed under Public Library Development Committee, Records Management Committee, Executive Committee and Nominating Committee were voted on and approved during the committee reports.)

- **Public Library Development Committee**
 - Proposed State-Aid Grants and Waivers
 - Proposed Federal-Aid Budget

- **Records Management Committee**
 - *Regulations for the Destruction of Records Containing Social Security Numbers*

- **Executive Committee**
 - Evaluation of the Librarian of Virginia

- **Nominating Committee**
 - Election of Officers

- Comments by the Incoming Board Chair

Dr. Robeson, on behalf of the Board, distributed tokens of appreciation to those members whose terms expire June 30, 2004. He extended a special thanks to Mr. Broadbent for his leadership in the past year and presented a gift to him on behalf of the Board. Dr. Robeson provided his comments and views for the coming year emphasizing the importance of exceptional customer service and ensuring the Library continues its outstanding commitment to patron services.

- Adopt Schedule of Meeting Dates

Mr. Broadbent reviewed the proposed meeting dates. After discussion regarding the January date, Dr. Sydnor moved that the Board adopt the proposed schedule for the coming year with the January meeting date to be considered later:

September 20, 2004
November 15, 2004
March 14, 2005
June 13, 2005

The motion was seconded and unanimously approved by the Board.

X. ADJOURNMENT

There being no further business, Mrs. Hudson moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:25 p.m.

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