

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

November 14, 2005

After a tour of the State Records Center, the Library Board met on Monday, November 14, 2005, 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, Christopher M. Marston. Mr. Marston welcomed the Library Board, staff, and guests. The following members were in attendance:

Gilbert E. Butler, Jr.	Valerie Jean Mayo
John S. DiYorio	Stephen E. Story
Mary G. Haviland	Clifton A. Woodrum III
F. Claiborne Johnston, Jr.	
Christopher M. Marston, chair	
Charles W. Sydnor, Jr., vice-chair	

Peter E. Broadbent, Jr., George E. Lovelace, Lewis F. Powell III, and Henry Wiencek were absent.

**II. APPROVAL OF AGENDA**

Charles W. Sydnor, Jr., moved to approve the agenda, which motion was seconded and unanimously passed by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Marston 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 19, 2005**

Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the September 19, 2005 Library Board minutes. The motion was seconded, and the Library Board voted unanimously to accept the Consent Agenda including the September minutes.

## **VII. INFORMATION ITEMS**

### **A. Report from Other Organizations**

There were no reports.

### **B. Staff Reports**

#### **• Research and Information Services**

Nolan T. Yelich, Librarian of Virginia, announced that after this division's reorganization, its name was changed along with the Records Management division to more accurately reflect the services provided. Sandra G. Treadway, Deputy Librarian, updated the Board on the status of the search for a new division director. The position has been advertised and will be left open until filled. Dr. Treadway commended the managers and staff for their efforts and hard work while the division is without a director.

A database for the Archives Research Room has been created to record patrons' stack requests. This will help the Library staff know what records are accessed, and it will also help patrons to know what collections they have used in the past.

#### **• Collection Management Services**

Edward D. C. Campbell, Jr., division director, gave a brief overview of projects recently undertaken by the division's branches. Special Collections has assisted with the interior-design elements for the Patrick Henry Building and the Oliver Hill Building.

The Virginia Newspaper Project has been working extensively with ProQuest, formerly University Microfilms International, on newspaper titles on microfilm for Virginia and West Virginia. This resulted in 80 titles of newspapers being purchased, mostly from West Virginia prior to separate statehood. This brings the Library's collection of newspapers to 3,008 titles, of which 2,262 are Virginia papers.

Technical Services has been busy cataloging maps, and an example was shown. The Library has approximately 45,600 maps, of which 3,976 have been cataloged. Both map cataloging positions were lost in the 2002 state budget reduction; however, recruitment has begun for a map cataloger. Government Documents is conserving and cataloging a large collection of early U.S. soil survey maps, and an example was shown.

The Conservation-Preservation Lab is restoring and making pictures from the 47,000 negatives of prison inmates taken between 1934 and 1961. Nearly 8,300 negatives are deteriorating rapidly and 1,600 of these have been restored. An example was shown of a badly deteriorated negative and also a restored photograph.

- **Finance and Administrative Services**

Ann N. Harris reviewed the Library's *Statement of Financial Condition* as of *October 31, 2005*, and reported that spending is on target. The Governor's budget will be released December 16 and the Library will learn if its budget decision packages were accepted. Ms. Harris summarized the budget decision packages. Two Library Board members, Lewis F. Powell III and Clifton A. Woodrum III, met with the Governor's Office to discuss the Library's budget requests.

Ms. Harris updated the Board on the progress of the Library's exhibition gallery. The next step is to submit a request for a building permit and details were provided on the planned renovation scheduled to begin April 2006 and to be completed by June 2006. These improvements include additional lighting in the gallery and outside under the steps, a possible low-pile carpet, replacing the hinged walls with moveable walls to allow more exhibit space, replacing the curved wall to allow more exhibit space, and purchasing five interactive kiosks.

C. Anson Matthews, Human Resources director, gave an overview of the compensation study for the Librarian Classification Series that is currently underway by a consulting firm. Most of the Library's employees fall within the Librarian Series; including archivists, historians, and records managers. Although these positions may be classified appropriately, there have not been any market studies or salary surveys for that collective group for some time. Since this extensive study would require a great deal of research and time, it was necessary to hire Cooperative Personnel Services (CPS) Human Resources Services, a consulting firm. Mr. Matthews explained why this study is necessary and the steps CPS will follow. An update will be provided at the next Board meeting.

Paul J. Casalaspì, Information Technology Division director, explained the latest developments within the Virginia Information Technologies Agency (VITA) and their impact on the Library. He elaborated on the Public-Private Education Facilities and Infrastructure Act (PPEA), why it was created, and concerns the Library has with the decision to accept Northrop-Grumman's (N-G) PPEA proposal to take over management responsibility for all state technology infrastructure, including the Library's servers, networks and PCs. He described the PPEA process and the \$2.5 billion, 10-year proposals presented by IBM and N-G for infrastructure responsibility. He also described another separate PPEA proposal worth \$300 million for CGI-AMS to upgrade the state's Enterprise Applications (Finance/Accounting/HR systems), a proposal which the Library strongly supports. Mr. Casalaspì detailed the N-G infrastructure proposal, and discussed the impact implementation may have on the Library of Virginia. Potential problems include: VITA has not determined an agency chargeback method for services; long-term cost increases; N-G will determine equipment refresh schedules and will own all equipment on refresh; N-G will be responsible for hardware and software consolidation and standardization; there is little agency input into N-G requirements; current agency-specific work being done by agency VITA employees will revert back to the agencies, yet personnel doing the work and associated financial support will remain with VITA. Mr. Casalaspì explained that everything VITA intends to correct has been previously addressed by the Library, and no outside help is required, particularly if it will cost more and be less efficient. He explained why the Library is more closely aligned with the Higher Education sector, which is exempt from VITA, than it is with other executive branch agencies. He

concluded by pledging to deal with the fallout of the agreement as best as we can, stating that the Library will do everything to lessen the impact on our patrons and other constituents.

- **Library Development and Networking Services**

Valerie Jean Mayo, chair of the Public Library Development Committee, reported that the committee met on November 4, 2005. Ms. Mayo, on behalf of the committee, recommended Gerald M. McKenna, director of the County of Henrico Public Library and president of the Virginia Public Library Directors Association, as a citizen member for the committee. The Library Board voted unanimously for the recommendation.

The committee also discussed the report from the Himmel & Wilson study on Virginia Public Libraries. Ms. Mayo advised that the committee recommends the Board accept the report. Mr. Woodrum moved that the Board accept the Himmel & Wilson report, *Inventing the Future of Public Library Service in Virginia*, dated October 10, 2005. The motion was seconded and the Board voted unanimously to accept the report.

Ms. Mayo also reported that the committee proposed the creation of a steering committee to consider all of the recommendations by Himmel & Wilson. She explained how members will be selected for the steering committee and the three task forces assigned to develop action plans for specific recommendations. A proposed timeline to complete these activities was furnished. Ms. Mayo, on behalf of the committee, moved that the Library Board adopt the action plan procedures to further the study and its recommendations. There was discussion about the size and composition of the task forces as well as clarification that they are subject to the Freedom of Information Act. Also discussed were the best methods for dissemination of the Himmel & Wilson report, the Joint Legislative Audit and Review Commission report, and the *Planning for Library Excellence* report. The Board expressed its appreciation to Ms. Mayo for her time and work with this project. The Board voted unanimously to accept the committee's recommendations for the proposed task forces and action plan.

The committee also discussed issues concerning certification and state aid. Ms. Mayo reported that without exception the committee in attendance unanimously agreed to recommend the following statement to the Board for their adoption:

The Public Library Development Committee moves that the Library Board reaffirm their action of the November 17, 2003, meeting wherein the Board voted to support legislation calling for a professional librarian's certificate with a renewable certification based on continuing education credits "be issued by the Board of the Library of Virginia to any applicant who has a master's degree or doctoral degree in library and/or information science from a school that had a program accredited by the American Library Association at the time the degree was awarded."

A copy of the specific certification model was distributed to the Board.

Ms. Mayo stated that the Public Library Development Committee moves that this Board reaffirm their previous adoption of the certification model for the purposes of letting the library community, the staff, and other people know the Board's position on certification should it come up before there is a specific action plan to do more with it. The Library Board voted unanimously to accept the motion.

Elizabeth M. Lewis, assistant division director, updated the Board on the latest developments regarding Internet filtering in public libraries and there was discussion to clarify the filtering issue.

Ms. Lewis will attend the annual Library Services and Technology Act meeting in Washington, D. C., November 15–17, and she will advise the Board if there is any action affecting the Library.

Mr. Yelich advised that the interviews are underway for the division director position.

- **Publications and Educational Services**

Sandra G. Treadway, deputy librarian, gave the report in the absence of the division director. The reprinting of *A Guide to Church Records*, 2d edition (2002) has been completed. This is a substantial collection and represents virtually every denomination in Virginia. Information about every one of the record groups is available on the Library's online catalog. Any Board member wishing a copy who did not receive the 2002 edition should contact Gregg Kimball in the Publications Division.

Volume 3 of the *Dictionary of Virginia Biography* will begin the typesetting process at the end of November. A publication date for spring 2006 is scheduled.

- **Archival and Records Management Services**

Conley L. Edwards, State Archivist, thanked the Board members for touring the State Records Center and hoped this helped to clarify the role of the Records Center. He reported that Carl Childs, Local Records Services director, attended the annual meeting of the Virginia Circuit Court Clerks' Association wherein he distributed pamphlets about the Library's services, copies of the *Recordatur*, and a survey to assess the Library's programs. Responses to the survey revealed that many clerks are unfamiliar with the Library's services. A concentrated effort is now underway to advise the clerks about the Library.

Mr. Edwards and Ms. Mayo serve on the Joint Legislative Subcommittee studying the Virginia Public Records Act, and Mr. Edwards updated the Board on the progress made by the subcommittee and its workgroups. Two more meetings are scheduled for the workgroups and the full subcommittee will meet on November 28. Areas being updated include education, enforcement, powers and duties of the Library Board, and a public advisory body.

Transfers of materials from the Warner Administration to the Library are going very well, including transfers of the Administration's Web site and political blogs.

In response to a question from Mr. Marston, Mr. Edwards stated that the Virginia Circuit Court Records Digital Project is moving ahead. Mr. Childs has made contacts for two small pilot projects that will take place before the end of the year.

- **The Library of Virginia Foundation**

The *8th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends* held on October 15, 2005, was successful. The Foundation Board met on November 10 and voted on two new members to join that Board. They are Kirkland Kelly from Kaufman & Canoles, PC, and Franklin D. Robeson from the College of William and Mary and former Library Board chair.

The Library's awareness film, *Virginia's Collective Experience*, will air on WCVE on November 25 at 7:00 P.M. and November 27 at noon. Ms. McIntire thanked Dr. Sydnor for his assistance with this project.

The Semper Virginia Society renewal membership requests will be mailed in November and Ms. McIntire asked the Board members to generously support the Foundation as they have in the past.

**C. Report of the Executive Committee**

Mr. Marston reported that the Executive Committee has not met since the last Board meeting.

**D. Report of the Chair**

Mr. Marston described the activities he has attended on behalf of the Board including addressing the Virginia Public Library Directors Association fall workshop at the Library and the Virginia Library Association's annual meeting in Williamsburg.

The scheduling of committee meetings prior to the full Board meeting is being examined. Mr. Yelich advised that the committees are in the bylaws and need to be retained, however, they are not required to meet unless needed. The committees could meet on an "as needed" basis so that the Board would have more time to discuss specific items requiring immediate attention. Board members were asked for their comments about the committee meeting structure.

**E. Report of the Librarian of Virginia**

Mr. Yelich asked Alison Paige Landry, Senior Assistant Attorney General, to update the Board on the negotiations concerning the Library building's heating, ventilation and air conditioning system. She reported that a new agreement has been reached with Clarke Construction with four provisos and she gave the details of each.

Mr. Yelich thanked Mr. Marston for speaking at the Virginia Library Association's annual meeting. He recognized the staff for their hard work with the *Celebration* on October 15.

He thanked Mr. Powell and Mr. Woodrum for talking with the Governor's Office about the Library's budget.

Mr. Yelich emphasized the importance of the Public Records Act study and the critical issues relating to the Library Board's independent authority for the Library to acquire and manage public records in the Commonwealth. The Legislative Reception, which is co-hosted by the Virginia Library Association and Jamestown 2007, is scheduled for Thursday, January 26, 2006, with the Board meeting following the next day, January 27. Mr. Yelich thanked the staff who assisted with the Board tour of the State Records Center before the Board meeting.

**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, the meeting was adjourned at 12:30 P.M.

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