

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

January 19, 2007

The Library Board met on Monday, January 19, 2007, 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 10:50 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	Mark D. Romer
Lydia J. Johnson	Stephen E. Story
Ronald S. Kozlowski	Carole M. Weinstein
Marc Leepson	Henry Wiencek
Valerie Jean Mayo	Clifton A. Woodrum III
Lewis F. Powell III	

Charles W. Sydnor, Jr., chair

Mary G. Haviland, F. Claiborne Johnston, Jr., and George E. Lovelace were absent.

II. APPROVAL OF AGENDA

Board members had no objection to the Agenda and it was approved as submitted.

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 November 13, 2006**

Marc Leepson moved to accept the Consent Agenda consisting of the November 13, 2006, Library Board minutes. Stephen E. Story seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the November minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

There were no reports from other organizations.

B. Staff Reports

• Archival and Records Management Services

Conley L. Edwards, division director, reported that the Library had acquired the plantation account book of John Allen of Surry County covering the years 1721–1756. Mr. Allen was born and lived at Bacon’s Castle and was head of one of the wealthiest families in Virginia.

The Council of State Archivists’ (CoSA) newest product, the Executive Summary of the Emergency Preparedness Initiative’s (EPI) report titled “Safeguarding a Nation’s Identity,” was released at the end of December 2006. The report is directed to the President, the Congress, governors, and state legislators. It is a report card on record-related preparedness in state archives at the state and local level and identifies strengths and weaknesses in emergency preparedness. The Library will receive an official “Certificate of Preparedness” from CoSA acknowledging completion of the EPI Assessment and Pocket Response Plan. Mr. Edwards described how this report will be distributed within Virginia government.

Mr. Edwards gave a records management orientation to the Governor’s staff members on January 4, 2007. The next step is to review and update existing record schedules for the Governor’s Cabinet.

• Collection Management Services

Edward D. C. Campbell, Jr., division director, advised that the microfilming of the Robert Alonzo Brock Collection at the Huntington Library in San Marino, California, begun in 2002, will be completed by February 2007. There are already 357 sub-collections processed, fully described, and included in the Library’s online catalog as of January 19, 2007.

The search capabilities of the Library’s ExLibris Aleph integrated library system and the expertise of the Library’s Information Technology Services Division together have provided new ways in which to analyze and report the scope and variety of the Library’s collections. Dr. Campbell gave examples of how staff members are utilizing the detailed information.

With regards to the Capitol artwork, Dr. Campbell reported that the General Assembly is scheduled to reconvene on April 4, 2007, and the chambers are expected to be finished to some degree including installation of artwork. The rededication is scheduled for April 30, 2007, with most of the artwork reinstalled by that date. The clerks in the General Assembly have

appropriated money to move the artwork; however, penalties will be added because of the changes in schedules to the original contract. The Library may also be asked to assist in mounting a small exhibition with the Virginia Capitol Foundation and the Capitol Square Preservation Council in the new gallery within the Capitol's underground south extension.

- **Finance and Administrative Services**

Ann N. Harris, division director, provided an overview of the Library's budget as recommended in the Governor's budget submitted on December 15, 2006. The Library requested \$2.1 million to fund Find It Virginia databases in fiscal year 2008, but received \$100,000. A budget amendment for \$2 million has been submitted for funding the Find It Virginia databases. It is sponsored by Delegate Harvey B. Morgan and Senator Thomas K. Norment, Jr.

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

State agencies are now required to complete a revised Virginia Excels Management Scorecard that measures nineteen different and specific criteria to be submitted to the Governor's office. Mrs. Harris elaborated on the issues that will now have to be reported every quarter. Complying with some of the procurement requirements will be challenging for the Library due to the specific nature of its business, such as purchasing books.

- **Library Development and Networking Services**

Valerie Jean Mayo, chair of the Library Development and Networking Services Committee, reported that the committee met on January 18, 2007, to discuss the Craig County Public Library not being in compliance with State Aid requirements. In 2004, Craig County became the last jurisdiction in the commonwealth to acquire a library. Ms. Mayo gave a brief history of this newest library in the state, and how the Library of Virginia had worked with the library during its start-up period. As of today, however, Craig County has not met the State Aid requirements and Ms. Mayo described the steps taken by the Library of Virginia in responding to this noncompliance. Ms. Mayo, on behalf of the committee, made the following motion:

The committee moves to send correspondence to Craig County Public Library and Craig County governing officials:

- 1.) Advising them that their State Aid from this Board is suspended due to their failure to comply with State Aid requirements.
- 2.) Inviting them to meet with the Library staff and committee members either in Richmond or in Craig County to discuss what options they have available to assist in their library development (including certain federal funds already available).
- 3.) Informing them that if they don't respond and show some indication of compliance by March 1, 2007, the Board will have no choice but to deny any further State Aid to Craig County Public

Library until there is evidence of the library meeting State Aid requirements.

Ms. Mayo called the Board's attention to an article that appeared in *The Roanoke Times* the morning of January 19, 2007, regarding the Craig County Public Library.

After discussing this article and possible legal and financial aspects, the motion was amended to include personal contact with the county administrator and state legislators, and the amended motion passed unanimously.

The committee will meet again sometime between March 1 and the next Board meeting on March 19, 2007, to determine whether any further action will be necessary.

Elizabeth M. Lewis, division director, reported on the division's current activities. She advised that the division is reviewing the mandates and will examine the requirements for State Aid and for certification in the coming months. Workshops/hearings will be scheduled for constituents to express their views on these regulations as well as concerns about federal money. The five-year review of goals funded with federal money is due at the end of March. A report is due at the end of June on how the federal money will be spent for the next five years. The Library Services and Technology Act Advisory Council met on January 5, 2007, and the Library's yearly report was submitted on time. The search continues to fill the division's four vacant staff positions.

- **Publications and Educational Services**

Gregg D. Kimball, division director, invited the Board members to view the Library's new exhibition, *Myth and Memory: 400 Years of Virginia History*, in the newly renovated exhibition room.

Dr. Kimball reported that the next print publication will be *The Papers of Sir William Berkeley*. The editorial work by Warren Billings is complete and the documentary edition is in the final stages of design.

- **Research and Information Services**

Sandra G. Treadway, deputy librarian, advised that division managers are examining trends from the past ten years in areas such as visitation, circulation, and reference questions to determine a profile of the changing needs of patrons and public service requirements.

Since more businesses and governments now require job applications to be submitted online, more people are using libraries to search for jobs and complete these applications. The public service staff is becoming savvier about these processes.

The search for a new division director is still in progress. It is a challenge to find someone with the right experience and background. Two candidates are scheduled for interviews in early February.

Dr. Treadway is serving on the Virginia Sesquicentennial of the American Civil War Commission and representing the Library. The commission hopes that this will provide a tourism and educational opportunity for more people to learn about the social, cultural, and political history of Virginia as well as the military aspects of the war.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, reported that the Semper Virginia Society is growing and that the spring renewals will soon be mailed. She thanked the Board for their support and encouraged them to continue their support, especially in light of the many programs, events, and outreach activities the Foundation is funding for the Library. Ms. McIntire highlighted the events for the Board, some of which are cosponsored with other organizations. These include the Virginia Women in History event on March 1, 2007, and the Alan M. and Nathalie P. Voorhees Lecture on the History of Cartography on March 10, 2007.

The Foundation is also working with the Library's education coordinator to continue the noon talks and to add some evening talks about fiction, nonfiction, poetry, and children's books.

C. Report of the Executive Committee

Dr. Sydnor reported that the Executive Committee met on January 19, 2007, before the Board meeting and voted to recommend the following members for the Nominating Committee. The committee will consist of Stephen E. Story (chair), Valerie Jean Mayo, Lewis F. Powell III, and Clifton A. Woodrum III. The Board voted unanimously to accept the Nominating Committee as proposed by the Executive Committee. A slate of nominees will be presented at the March Board meeting.

D. Report of the Chair

Dr. Sydnor has talked with Delegate Morgan and thanked him for his efforts to help the Library. He will also write a note to Senator Norment thanking him. Dr. Sydnor extended his appreciation to everyone who attended the Legislative Reception the previous night.

E. Report of the Librarian of Virginia

Mr. Yelich thanked the Board for attending the Legislative Reception and he thanked the Foundation office for coordinating the event. Board packets were e-mailed to the Board, but hard copies were available if needed. He called the Board's attention to the two annual reports included in the Board packet. One covers the status of the Circuit Courts Preservation Program and the other concerns processing the archival backlog.

The next Board meeting is March 19, 2007, which will begin with a brief overview of some of the Library's current outreach activities. This will include the advocacy that accompanies the outreach. The bulk of the presentation will be by Mr. Yelich, Mrs. Harris, and Ms. McIntire on the appropriation and budget process at the Library, as well as its implications. Any Board members having questions or interests pursuant to the Library's finances should contact Mr. Yelich or Mrs. Harris so that those questions can be incorporated into this session.

Virginia's 400th Anniversary weekend is May 11-13, 2007, and tickets are available on Colonial Williamsburg's Web site. Queen Elizabeth II of England will visit Virginia during this time, and the Library has been working with the Governor's office to select an appropriate gift to present to the Queen.

Mr. Yelich reminded Board members that the Conflict of Interest forms are due to the Secretary of the Commonwealth.

Janice M. Hathcock, public information officer, called the Board's attention to the General Assembly Bill Tracker that will be distributed every five to seven days, and reported that eight bills are being monitored. House Bill 2770, Virginia Public Records Act; disposition of public records, is of special interest.

Mr. Yelich asked the Board to contact him if there was any interest in a joint meeting with the Foundation Board. The Annual Staff Recognition & Service Awards will be held on January 29, 2007, and all Board members are invited.

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, Ronald S. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:15 p.m.
