

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

June 11, 2007

The Library Board met on Monday, June 11, 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 10:45 a.m. by the chair, Charles W. Sydnor, Jr., following a Board work session. Dr. Sydnor welcomed Alison Paige Landry, Senior Assistant Attorney General, and the following members in attendance:

John S. DiYorio	Valerie Jean Mayo
Mary G. Haviland	Mark D. Romer
F. Claiborne Johnston, Jr.	Stephen E. Story
Ronald S. Kozlowski	Carole M. Weinstein
Lydia J. Johnson	Henry Wiencek
Marc Leepson	Clifton A. Woodrum III
George E. Lovelace	
Charles W. Sydnor, Jr., chair	

Lewis F. Powell III was absent.

II. APPROVAL OF AGENDA

Ronald S. Kozlowski moved to accept the Agenda as submitted, which was seconded by George E. Lovelace and unanimously approved by the Board.

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 March 19, 2007**

Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the Library Board minutes for March 19, 2007. Carole M. Weinstein seconded the motion and the Library Board voted unanimously to accept the Consent Agenda.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Carolyn Barkley, president of the Friends of the Virginia State Archives, summarized the Friends' activities. These included sponsoring a sold-out luncheon for the Virginia Genealogical Society Conference featuring a talk from Minor Weisiger, Archives Research coordinator from the Library. The Friends have filed a grant through the Community Foundation to complete the third phase of microfilm purchases for the Library's collections. A full-grant request will be submitted July 5 for \$10,000 worth of North Carolina court records on microfilm. A response is expected in mid-September. The 8th Annual Richard Slatten Lecture will be held on October 27, 2007. Ms. Barkley, on behalf of the Friends, extended best wishes to Nolan T. Yelich, Librarian of Virginia, on his retirement.

Peter E. Broadbent, Jr., president of the Virginia Genealogical Society (VGS) and a director of the National Genealogical Society (NGS), reported that approximately 2,000 people attended the NGS Conference held in Richmond, Virginia, on May 16 to 19, 2007. A number of Library staff members gave lectures at the conference, and Mr. Broadbent thanked the Library for its support and assistance to the conference and the researchers.

B. Staff Reports (The order of staff reports was changed to accommodate schedules.)

• The Library of Virginia Foundation

Mary Beth McIntire, executive director, thanked Board members who have contributed to the Semper Virginia Society. Members are encouraged to reach 100 percent participation by June 30. The membership coordinator position remains vacant and this hinders achieving the anticipated goal.

The Foundation sponsored the reception for the Boards of VGS and NGS and several committees. Ms. Weinstein, on behalf of the Board, donated funds for hospitality areas for the researchers.

The Foundation has completed a survey of its members and 300 responses were received. The Marketing/PR Committee will study the responses, and Lewis Media Consulting will help to expand advertising opportunities.

The 10th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends is scheduled for October 20, 2007. Lee Smith will host the event. The Whitney and Scott Cardozo Award for Children's Literature will be offered this year for the first time. The Carole Weinstein Poetry Prize will be presented for the second time in addition to the traditional awards for fiction, nonfiction, People's Choice, and lifetime achievement.

- **Archival and Records Management Services**

Conley L. Edwards, division director, provided statistics on the volume of research work the Library provided during the NGS Conference as well as figures for the conference's economic impact on the area. A month's worth of work was handled in this one week. For example, there were 418 manuscripts served in the Archives Research room during the conference week as compared to 497 for the prior month. This required additional staff and volunteers to handle the demand. The conference also positively impacted sales in the Virginia Shop.

Mr. Edwards updated the Board on the Circuit Court Chancery Records Project. There are three on-going projects with vendors to produce more than 270,000 digital images of chancery case files and link them to the existing index on the Library's Web site. There are 106 total projects funded by the Circuit Court Chancery Records Preservation Program in 65 localities across the state, representing \$3.8 million in expenditures.

He also described the statewide contract for Enterprise Content Management (ECM) Software that includes indexing, searching, and retrieval as well as work flow and document management. This is a cooperative project with other agencies. Final negotiations are underway with one vendor for the ECM Software. The next step will be to select multiple vendors for the integration phase. It is important to ensure that the records management issues of the Library are evaluated in the proposals.

The revisions made to the regulations governing the destruction of public records containing social security numbers were approved by the Secretary of Education and forwarded to the Governor's Office on May 29. Janice M. Hathcock, the library's public relations officer, is monitoring this process. Mr. Edwards distributed a pre-publication issue of a brochure entitled *A Guide to the Virginia Public Records Act*.

Mr. Edwards described the nature and extent of the Library's effort to document Web content relating to the murder of the students and faculty at Virginia Tech on April 16, 2007. Library staff acted quickly at the time of this tragedy to ensure that essential documentation appearing on the Web was captured.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, provided a brief overview of the Library's draft of the *Collection Development and Collection Management Guidelines* discussed in the Board work session of January 19 and presented to the Board at the March 19 meeting. This will replace the last guideline issued in 1992. Dr. Campbell described the process involved in this revision and why it is the Board's responsibility to approve these guidelines. He introduced Tom Ray, Collection Management coordinator, who was in charge of the team of eleven staff members for this project. This document will continue to grow and develop further over time. The Board did not have any questions about this document.

Dr. Campbell announced that the National Endowment for the Humanities had granted the Library \$349,471 in renewed funding for the National Digital Newspaper Program.

- **Finance and Administrative Services**

Ann N. Harris, division director, provided an overview of the Library's *Statement of Financial Condition* as of May 31, 2007. She reported that the budget is 97 percent spent in general funds, and spending is on target for the end of the fiscal year.

- **Library Development and Networking Services**

Elizabeth M. Lewis, division director, introduced Carol Adams, assistant division director, who reviewed the proposed grants-in-aid for fiscal year 2008 as well as the requests for waivers from the State Aid requirements. Ms. Adams pointed out that Craig County Public Library submitted an application for State Aid. She summarized the improvements Craig County has made and advised that they are requesting a waiver under the provisions governing those libraries serving a population of 5,000 or less. Ms. Adams described the waivers requested by other libraries and there was discussion about these requests.

Ms. Adams also highlighted the proposed Library Services and Technology Act (LSTA) budget. The majority of funding is spent on the Find It Virginia databases, the summer reading program, and some digital library projects as well as salaries of staff to work on these projects.

Ms. Lewis updated the board on division activities including those of the Himmel & Wilson Study. The Public Library Directors Association accepted the Funding and Equity Task Force summary report. The Standards Task Force report is in the editing stage.

The Advocacy Training sessions for public library trustees and friends held in Roanoke and Richmond were well received. The success of these workshops will be revealed in two to three years if participants have successfully advocated for changes. There were 189 participants with 73 percent of the public library systems in Virginia represented.

Library Development has also submitted the LSTA five-year review and will soon submit the LSTA five-year plan. The search continues for new staff members to fill the vacant positions in this division. The Library joined a consortium for the summer reading program for 2008 and 2009. The division is working with Governor Kaine's "Smart Beginnings" early learning initiative by helping public libraries sponsor programs this summer. The staff is assisting nine different Virginia public libraries that are looking for new directors.

Mr. Yelich announced that his collection of previous years' literary awards finalists' books, purchased by the Foundation, is being donated to Craig County Public Library to encourage them to continue their hard work to make their library successful.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported that advance copies of the reprint of the *Virginia in Maps* book have arrived. The full shipment will be at the Library the week of June 18. The printing of *The Papers of Sir William Berkeley* is in the final stages and will be shipped the week of June 18. The manuscript is finished for the *Hornbook of Virginia* and a 2008 publication date is expected.

There were 204 registrants for the 2nd Annual Virginia Forum sponsored by and held at the Library on April 13 and 14, 2007. The conference included nineteen sessions and workshops covering a wide range of historical topics and was generously supported by the Library of Virginia Foundation. Many Library staff members volunteered to help with the Forum as well as serving as speakers and chairing sessions.

John d'Entremont will speak on "May We be Worthy of Our Birthright: Defining the Meaning of America at the Jamestown Commemorations, 1807–2007," at the Library on June 14.

The education coordinator has held six workshops with fifteen teachers from the central Virginia region to bring the Library's primary sources into wider classroom use. One hundred primary sources from the Library's collection have been identified for use online.

- **Research and Information Services**

Sandra G. Treadway, deputy librarian, reported that a new division director has been hired. Suzy Sasz Palmer, from the University of Louisville, Kentucky, will start her new position with the Library on June 26. She has extensive experience in managing reference and public services in academic libraries including work with digital collections, which will be a benefit for the Library.

Dr. Treadway will attend a meeting on June 15 with the Virginia Information Technologies Agency about technology issues relating to the management of the public service workstations in the second floor Reading Room.

C. Report of the Chair

Dr. Sydnor reported that the Executive Committee met on June 10 and drafted two resolutions for the Board's approval. Dr. Sydnor read the resolution for F. Claiborne Johnston, Jr., for his ten-year service to the Board. Marc Leepson moved to accept the motion, which was seconded by Ms. Weinstein and unanimously accepted by the Board. Dr. Sydnor read the second resolution to be presented to Nolan T. Yelich for his service as Librarian of Virginia since 1995 and his work at the Library since 1973 until his retirement on July 1, 2007. John S. DiYorio moved to accept the motion. It was seconded by Mark D. Romer and unanimously passed.

D. Report of the Librarian of Virginia

Mr. Yelich expressed his appreciation to the Library Board, the Foundation Board, and the staff at the Library for the privilege and honor of working with everyone. He commented that he has confidence in the current staff and leadership. He reflected on the priorities of his

management and leadership since he became Librarian of Virginia 12 years ago. Two major strategies were to run the Library as a business and to hire the best staff possible. He elaborated on the speaking points he distributed to the Board on August 5, 1996, and showed how these goals were accomplished. These guidelines steered his management and are still important to the future of the Library.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

- **Collection Management Services**
 - Action on *Collection Development and Collection Management Guidelines*

There was no further discussion, and Mr. Woodrum moved to accept and adopt the guidelines as presented. Mr. Johnston seconded the motion and it passed unanimously.

- **Library Development and Networking Services**
 - Action on Proposed State Aid Grants and Waivers
 - Action on Proposed Federal Aid Budget

After discussion about Craig County Public Library, Mr. Kozlowski moved to accept the proposed State Aid Grants and Waivers. Valerie Jean Mayo seconded the motion and it passed unanimously.

The Board had no further questions, and Lydia J. Johnson made a motion to accept the proposed Federal Aid Budget. After it was seconded by Mr. Lovelace, it passed unanimously without objection.

- **Report of the Executive Committee to the Board of Trustees**
 - Evaluation of the Librarian of Virginia and other Personnel Matters

Mr. Woodrum moved that under the *Code of Virginia*, Section 2.2-3711(A), the Board hold a Closed Meeting for the following purposes:

To discuss employment: Paragraph 1 – “Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.”

Henry Wiencek seconded the motion and the Board unanimously agreed to enter into Closed Session.

The Board then entered into Closed Session.

After the Board came out of Closed Session, Dr. Sydnor called on Mr. Woodrum to certify the Closed Meeting.

CERTIFICATION OF THE CLOSED MEETING

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act, and because *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia law, Mr. Woodrum moved that the Library Board certify by roll call vote that, to the best of each member's knowledge:

- (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and
- (ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered in the meeting by this body.

Mr. Johnston seconded the motion, and the Board members voted as follows:

Charles W. Sydnor, Jr.....	Aye	George E. Lovelace.....	Aye
Mary G. Haviland.....	Aye	Valerie Jean Mayo	Aye
John S. DiYorio	Aye	Lewis F. Powell III.....	Absent
Lydia J. Johnson	Aye	Mark D. Romer	Aye
F. Claiborne Johnston, Jr.	Aye	Stephen E. Story	Aye
Ronald S. Kozlowski	Aye	Carole M. Weinstein	Aye
Marc Leepson	Aye	Henry Wienczek	Aye
		Clifton A. Woodrum III	Aye

Dr. Sydnor called on Stephen E. Story to present the report of the Executive Committee. Mr. Story reported that the Executive Committee met on June 10 at 4:30 p.m. to review the annual performance of the Librarian of Virginia and recommends the following to the Library Board:

1. That in accordance with language in the Appropriation Act, the Librarian of Virginia be awarded a five percent performance bonus for the twelve-month period ending June 30, 2007;
2. That upon his retirement from state service on July 1, 2007, Nolan T. Yelich be named Librarian of Virginia Emeritus by the Board; and,
3. That upon his retirement, he be provided office space and part-time administrative support, subject to the discretion of the Librarian of Virginia, for a

six-month period ending December 31, 2007. This assistance shall also include financial support from private sources for travel, not to exceed \$2,000, which shall also include mileage reimbursement for use of a private vehicle, for the purposes of completing several projects, for serving as the project director for an August 2007 institute at the University of Wisconsin, for organizing and transferring his official files to the State Archives, and for serving as an advisor to the Librarian of Virginia.

The Board unanimously adopted all three recommendations from the Executive Committee.

Mr. Story, on behalf of the Executive Committee, reported that the committee unanimously and enthusiastically recommends Sandra Gioia Treadway become the next Librarian of Virginia with an effective date of July 1, 2007. Dr. Sydnor asked that Library Board members who would favor the report and the election of Dr. Treadway as the next Librarian of Virginia to please stand to signify their vote. The entire Board present stood to indicate their unanimous decision to elect Dr. Treadway.

Mr. Story also reported that the Executive Committee recommends that the Board chair be authorized to negotiate the terms of the contract of Dr. Treadway as the newly incoming Librarian of Virginia and present that contract to the Board for approval. This motion passed without objection from any Board member.

- **Proposed Schedule of 2007–2008 Meeting Dates**

Dr. Sydnor reviewed the list of meeting dates. Mary G. Haviland proposed that the location of the annual meeting on June 16 be moved to Abingdon, Virginia. Ms. Mayo moved to accept the dates as presented for the 2007–2008 meetings. Dr. Johnson seconded and the motion passed unanimously. The approved meeting dates are the following:

Monday, September 17, 2007
Monday, November 5, 2007
Thursday, January 17, 2008 (Legislative Reception)
Friday, January 18, 2008
Monday, March 17, 2008
Monday, June 16, 2008 (Annual Meeting)

- **Nominating Committee**

- Election of 2007–2008 Slate of Officers

Mr. Story, on behalf of the Nominating Committee consisting of Valerie Jean Mayo, Lewis F. Powell III, and Clifton A. Woodrum III, moved to accept the following slate of officers as presented at the March 19, 2007, meeting.

Library Board Officers
Chair: Mary G. Haviland
Vice-Chair: Valerie Jean Mayo

Executive Committee

Chair: Mary G. Haviland
Vice Chair: Valerie Jean Mayo
Immediate Past Chair: Charles W. Sydnor, Jr.
Lewis F. Powell III
Stephen E. Story
Clifton A. Woodrum III

The committee also decided to allow the incoming Board chair the discretion of recommending a member for the vacant position on the Library of Virginia Foundation Committee. Ms. Haviland, the chair-elect, has selected Carole M. Weinstein for this position and Ms. Weinstein has agreed. All Board members unanimously voted to accept the slate of officers. Dr. Sydnor thanked the committee for their work.

• **Comments by the Incoming Board Chair**

Ms. Haviland, the incoming Board chair, thanked the Board for its support and encouragement. She thanked Mr. Yelich for his service and dedication and she looks forward to working with Dr. Treadway. Ms. Haviland recognized Dr. Sydnor for his exemplary leadership, wisdom, hard work, and perseverance and she presented a gift to him from the Board. Ms. Haviland highlighted her goals for the coming year.

X. ADJOURNMENT

There being no further business, Dr. Sydnor moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:55 p.m.

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