

THE LIBRARY BOARD
The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000

SUMMARY OF BOARD MINUTES
Library Board Meeting of September 20, 2004
10:30 a.m. Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Franklin E. Robeson, Chair
- II. Approval of Agenda The Board
Two modifications were made to the Agenda. A report from the Office of the Attorney General will be made under Section VII, Information Items, and the Records Management Committee report will be presented after the Archival and Information Services Committee report in Section VII.C. Committee Reports. F. Claiborne Johnston, Jr. made a motion to approve the amended agenda, which motion was seconded and unanimously passed by the Board.
- III. Welcome to Visitors and Staff Franklin E. Robeson
- IV. Announcements
Franklin E. Robeson, chair, informed the Board that Christopher M. Marston, Samuel E. Massenberg, and Charles W. Sydnor, Jr. were absent; and he welcomed the new Board members: Lewis F. Powell III, Stephen E. Story, and the Honorable Clifton A. Woodrum III.
- V. Public Comment
There was no public comment.
- VI. Consent Agenda The Board
 - Approval of the Library Board Minutes of June 14, 2004
Mr. Johnston moved for acceptance of the Consent Agenda consisting of the June 14, 2004 Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda and the June minutes.
- VII. Information Items
- A. Reports from Other Organizations
Craig R. Scott brought greetings from the Virginia Genealogical Society and announced that the Society's fall seminar will be held in Wytheville, Virginia on October 30, 2004.
- Carolyn L. Barkley, on behalf of the Friends of the Virginia State Archives, welcomed the new Board members and gave a brief overview of the Friends and their activities. She reminded the Board of the Richard Slatten fall seminar scheduled for November 6. Ms. Barkley, on behalf of the Friends, presented a check to Conley L. Edwards, state archivist, to be used for activities at the Library during Archives Week 2004.*
- B. Report from Office of the Attorney General Alison Paige Landry

Alison Paige Landry, Assistant Attorney General, provided an overview of the Board's duties and powers as a "policy board" and she explained the board's legal relationship with the Office of the Attorney General. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act, the Conflict of Interest Act, and the Risk Management Plan.

C. Committee Reports

- **Archival and Information Services Committee** Henry Wiencek
Henry Wiencek, in the absence of the committee chair, reported that the committee voted to recommend the appointment of the following four citizen members: George William Thomas, Jr., Carolyn L. Barkley, Craig R. Scott, and Dorothy A. Boyd-Bragg. The Reading Rooms and collections have opened to the public on Mondays as of September 13, 2004. The committee heard brief presentations from the managers of Library Reference Services, Archives Research Services, Circulation, Stacks, and Interlibrary Loan on the responsibilities of each section.

- **Records Management Committee** Henry Wiencek
Chris Gorey, chair of the Electronic Records and Information Committee, presented a report to the committee on that group's work over the past six months. The division director updated the Board on the House and Senate Joint Subcommittee's Review of the Virginia Public Records Act. The Library has requested a ruling from the Freedom of Information Act Council regarding executive working papers and their designation.

- **Collection Management Services Committee** John S. DiYorio
The division director reported that the committee heard an overview from the Archival Description Services program director for electronic records, state records, local records and private papers. The presentation began with private papers and included an extensive report on the WRVA radio collection of programs. Collections that are not paper pose unique problems that slow the processing of the archival backlog. The goal of processing 904 cubic feet of the archival backlog was not met this year because processing electronic records requires more time, and the division has four fewer positions. The committee also heard a report about circuit court records and viewed a demonstration of the chancery database.

- **Legislative and Finance Committee** Gilbert E. Butler, Jr.
The facilities director updated the Board on the environmental conditions in the Library building and the progress the Department of General Services has made to resolve the building-related issues. The division director summarized the agency's strategic planning and performance measurement efforts to comply with the Government Performance and Results Act. The director also highlighted "The General, Federal, Special and Circuit Court Appropriation" report and updated the Board on the status of re-opening the former Library Shop. The Information Technology (IT) division director reported on the latest events regarding the implementation of the Virginia Information Technology Agency's (VITA) program. The IT director also outlined the details of the recently signed executive summary between the Library and VITA.

- **Public Library Development Committee** Mary G. Haviland

The committee, upon motion from Peter E. Broadbent, Jr., voted unanimously to elect Fran Freimarck and John A. Moorman as citizen members. The division director summarized the department's activities with various libraries, mainly public libraries, in the State. These activities include the 2004 Public Library Directors Meeting, Trustee Workshops, the Bill and Melinda Gates Foundation Staying Connected Grants, as well as other programs. The assistant division director provided an overview to the committee of State Aid to public libraries including the formula, the process, and the issues.

• Publications and Educational Services Committee Dylyce P. Clarke
The division director reported on the hiring of three new staff members for the Dictionary of Virginia Biography and the status of reprinting Virginia in Maps. A tentative schedule of book publications was provided to the committee and to the Board. The director also provided an overview of the Library's traveling exhibition programs, which currently includes a program highlighting the "Virginia is for Lovers" marketing campaign as well as Old Dominion Songsters: Traditional Blues in Virginia, and a traveling version of Working Out Her Destiny: Women's History in Virginia.

• The Library of Virginia Foundation Committee Franklin E. Robeson
The executive director recognized the Library Board liaison members to the Foundation, and thanked the Board for their Annual Fund participation. Details were given for the Foundation's new fundraising membership model, the Semper Virginia Society. Upcoming events include programs in connection with the Working Out Her Destiny exhibition and the 7th Annual Library of Virginia Awards Celebration Honoring Virginia Authors and Friends to be held on October 16, 2004.

D. Report of the Executive Committee Franklin E. Robeson
The Executive Committee has not met since the last Board meeting.

E. Report of the Chair Franklin E. Robeson
Dr. Robeson reported on his work with the Library Board committee selections. He commented on how nice it is to have the Library open on Mondays again and recognized the Board's 100 percent participation in the Annual Fund. He also attended the orientation for the new Board members, which included a tour of the State Records Center. The January meeting will be held on January 27 with the Legislative Reception scheduled for January 26, 2005.

F. Report of the Librarian of Virginia Nolan T. Yelich
Nolan T. Yelich, the Librarian of Virginia, recognized the three new Board members. New inserts for the Board handbook were distributed. A group portrait of the Board will be taken at the next meeting. Members of the legislature may possibly be using the Library's parking deck when the General Assembly is in session. Mr. Yelich will advise when further information is available on how this will affect Library parking. Board members were encouraged to visit the Library's exhibition. There will be a new video available in early 2005 that will be used as an introduction to the Library and its services. Mr. Yelich commented on the Literary Awards Celebration as one of the Library's signature events and encouraged everyone to attend.

VIII. Old or New Business
There was no old or new business.

IX. Action Items
There were no new action items.

X. Adjournment Franklin E. Robeson

There being no further business, Dylce P. Clarke moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:30 p.m.

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Full Board Minutes will be posted within three working days following the Library Board Meeting on November 15, 2004.