

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of June 11, 2007, 10:30 AM
Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Charles W. Sydnor, Jr., Chair
Charles W. Sydnor, Jr., chair, called the meeting to order and announced that a quorum was present.
- II. Approval of Agenda The Board
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 Charles W. Sydnor, Jr.
Dr. Sydnor welcomed visitors and staff.
- IV. Announcements
There were no announcements.
- V. Public Comment
There was no public comment.
- VI. Consent Agenda The Board
 - Approval of the Library Board Minutes of March 19, 2007
Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the March 19, 2007, Library Board minutes. Carole M. Weinstein seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the March minutes.
- 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 and 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 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

Mary Beth McIntire, executive director, thanked Board members who have contributed to the Semper Virginia Society. Members are encouraged to participate 100 percent by June 30. The membership coordinator position remains vacant and this hinders reaching 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's members and others were surveyed 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. A new award is the Whitney and Scott Cardozo Award for Children's Literature. The Carole Weinstein Poetry Prize will be presented for the second time.

- Archival and Records Management Services

Conley L. Edwards

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.

Mr. Edwards updated the Board on several projects including the progress of the Circuit Court Chancery Records Projects, which will produce 270,000 digital images for chancery case files. There are 106 projects funded by the Circuit Court 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 Software that includes indexing, searching, and retrieval as well as work flow and document management. This is a cooperative project with other agencies. The Library continues to be involved in the regulations governing the destruction of public records containing social security numbers. Mr. Edwards distributed 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 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.

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 introduced Tom Ray, Collection Management coordinator, who was in charge of the team for this project. This document will continue to grow and develop further over time.

Dr. Edwards announced that the National Endowment for the Humanities had granted refunding of approximately \$300,000 for the National Digital Newspaper Program for two additional years.

- Finance and Administrative Services

Ann N. Harris

Ann N. Harris, division director, provided an overview of the Library's Statement of Financial Condition as of May 31, 2007. She reported that spending is on target for the end of the fiscal year.

- **Library Development and Networking Services** Elizabeth M. Lewis
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 those libraries serving a population of 5,000 or less. There was discussion about the waivers. Ms. Adams also highlighted the proposed Library Services and Technology Act (LSTA) budget.

Ms. Lewis updated the board on division activities including those of the Himmel & Wilson Study task force groups. Library Development has submitted the LSTA five-year review and will soon submit the LSTA five-year plan. The search continues 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.

- **Publications and Educational Services** Gregg D. Kimball
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. The manuscript is complete for the Hornbook of Virginia and a fall completion date is expected.

There were 204 registrants for the 2nd Annual Virginia Forum held at the Library on April 13 and 14, 2007. 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 is working with 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. Fifty-nine lesson plans connected to these sources and correlated to the Virginia Standards of Learning, have been completed. The first twenty-five lessons are being edited for inclusion on the Library's Web site.

- **Research and Information Services** Sandra G. Treadway
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.

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

C. Report of the Chair

Charles W. Sydnor, Jr.

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. 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

Nolan T. Yelich

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. He elaborated on the speaking points he distributed to the Board on August 5, 1996, and explained the ways these goals were accomplished. These guidelines steered his management and are still important to the future of this institution.

VIII. Old or New Business

There was no old or new business.

IX. Action Items

• Collection Management Services

Edward D. C. Campbell, Jr.

- *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

Elizabeth M. Lewis

- *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

Charles W. Sydnor, Jr.

- *Evaluation of the Librarian of Virginia and other Personnel Matters*

Mr. Woodrum moved that the Board go into closed session to discuss employment. Henry Wiencek seconded and the Board voted unanimously to enter into closed session. After the Board came out of closed session, Mr. Woodrum moved to certify the purpose of the session. The motion was seconded by Mr. Johnston and the closed session was certified by a roll call vote with all Board members voting in the affirmative.

Stephen E. 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 for any Board member.

• Proposed Schedule of 2007–2008 Meeting Dates Charles W. Sydnor, Jr.
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.

• Nominating Committee Stephen E. Story
• Election of 2007–2008 Slate of Officers
Mr. Story, on behalf of the Nominating Committee, moved to accept the slate of officers as presented at the March 19, 2007 meeting. All Board members voted to accept the slate of officers.

• Comments by the Incoming Board Chair 2007–2008 Library Board Chair
Ms. Haviland, the incoming Board chair, thanked the Board for its support. She thanked Mr. Yelich for his service and she looks forward to working with Dr. Treadway. Ms. Haviland highlighted her goals for the coming year.

X. Adjournment

Charles W. Sydnor, Jr.

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

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on September 17, 2007.**