

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of June 16, 2008, 10:30 am
Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Mary G. Haviland, Chair
Mary G. Haviland, chair, called the meeting to order and announced that a quorum was present.
- II. Approval of Agenda The Board
Charles W. Sydnor, Jr., moved to accept the Agenda as submitted, which was seconded by Clifton A. Woodrum III. The Board unanimously approved the Agenda as submitted.
- III. Welcome to Visitors and Staff Mary G. Haviland
Ms. Haviland 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 17, 2008
Ronald S. Kozlowski moved for acceptance of the Consent Agenda consisting of the minutes of the Library Board meeting on March 17, 2008. Valerie Jean Mayo seconded the motion and it was unanimously passed
- VII. Information Items
 - A. Reports from Other Organizations
Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society (VGS), reported on activities of the VGS. He said the VGS had a very successful Spring Conference at the Library on April 26, with over 150 participants. The Fall Conference will be in Newport News at Christopher Newport University on November 1, 2008.

Bill Thomas, board member of the Virginia Friends of the Virginia State Archives, referenced the latest Friends newsletter announcing the fall 2008 Richard Slatten lecture and the spring program Straight to the Source. He reported on the activities of the James Monroe Memorial Foundation which is preparing to commemorate the 250th birthday of James Monroe and called attention to the Library's exhibit, James Monroe (1758–1831): A Commemoration, in the café cases through September. The 225th birthday of Zachery Taylor will be commemorated in the fall.

B. Committee/Division Reports

- Archival and Records Management Services Henry Wienczek
Henry Wienczek, committee chair, reported that the revision to the guidelines for the use of cameras in the reading rooms is complete. It has been re-titled Photographing Collection Materials for Personal Use. A new training program for public librarians is being developed on how to use the online Legislative Information System.

- By-Laws Committee Stephen E. Story
In the absence of committee chair, Stephen E Story, Dr. Sydnor reported that the committee met to consider a proposal to amend the Library Board committee structure as currently specified in the Library Board By-Laws. Sandra Gioia Treadway, Librarian of Virginia, explained the proposed changes and the logic for making them. Dr. Sydnor moved on behalf of the committee to incorporate the amendments into Article IV, Section 1, of the By-Laws of The Library Board. The Board voted unanimously to accept the motion and it was passed.

- Collection Management Services Committee Mark D. Romer
Mark D. Romer, committee chair, introduced the new director of the Collection Management Services Division, John Metz, and called on the Deputy Librarian, Kip Campbell, to elaborate on Mr. Metz's resume and to identify the programs he will oversee.

- Legislative and Finance Committee Ronald S. Kozlowski
Mr. Kozlowski, committee chair, reviewed the Library's 2008–2010 biennial budget and reported that the general fund has been reduced by about \$54,000.

Dr. Treadway reviewed a draft 2008-2009 Budget and Legislative Strategy Timeline distributed to everyone and she encouraged the Board to promote the Library by using opportunities to build positive relationships with their legislators.

Mr. Kozlowski asked Ann N. Harris, division director, to discuss and explain the Library of Virginia Budget to Expenditures Comparison as of May 31, 2008, and the Statement of Financial Condition as of May 31, 2008.

- Public Library Development Committee John S. DiYorio
John S. DiYorio, committee chair, provided an update to the State Aid Program. The requests for waivers of state aid requirements were presented and state aid grant award estimates were reviewed. Dr. DiYorio made a motion on behalf of the committee to deny the waiver for the Requirements Which Must be Met in Order to Receive Grants-In-Aid requested by Nottoway County Public Library and to approve the requests for waivers due to technical violations. After discussion the Board unanimously voted to approve each motion. Dr. DiYorio also moved on behalf of the committee to grant the proposed 2009 state aid to localities as reapportioned with the exclusion of Nottoway County.

The committee also reviewed the revisions to the standards document made by the Public Quality and Standards Task Force. In response to requests by public library directors who met in April, Library staff have created and sent out a survey to get feedback from the libraries for further refining.

The Public Library Directors' meeting is scheduled for September 11-12, 2008, at the Library of Virginia.

● Publications and Educational Services Committee Marc Leepson
Marc Leepson, committee chair, reported on the loss of the National Endowment for the Humanities funding for the Dictionary of Virginia Biography. He unveiled the new Library of Virginia quarterly magazine, Broadside, coming out next month which will replace the printed newsletter. He also reported on the plans for a new education center at the Library.

● Records Management Committee Lewis F. Powell III
In the absence of committee chair, Lewis F. Powell III, Conley L. Edwards, division director, reported the Grants Review Board of the Circuit Court Records Preservation Program met May 28 and awarded almost \$303,000 to 38 projects to 32 localities. In 2008, 52 localities were awarded \$774,000 through 76 grant projects. For the program to date, 826 projects have been awarded to 116 clerks' offices in the amount of almost \$13 million. He reminded the Board the revenue comes from fees attached to the recording of deeds in Virginia localities. The funds revenues collected in this fiscal year through the end of May 2008 are \$2,332,000.

July 21-22, Jeff Snyder and Mr. Edwards will attend the Summit on Essential Records and Emergency Preparedness in State and Territories in Atlanta, Georgia. This is an invitation-only event that will bring 200 senior-level managers together to begin development of Web and CD based training on records-related emergency preparedness.

Each Board member received The Guide to The Personal Papers Collections at the Library of Virginia, edited by staff member Trenton E. Hizer.

● The Library of Virginia Foundation Stephen E. Story
In the absence of committee chair, Stephen E. Story, Carole M. Weinstein updated the Board on the Foundation's fund raising efforts. The Foundation, in partnership with Imageering Development Consultants, LLC, has raised \$122,000 to date. Ms. Weinstein suggested several ways Board members can support the Foundation and encouraged them to donate before the end of the fiscal year, June 30, 2008.

C. Report of the Librarian of Virginia Sandra G. Treadway
Dr. Treadway confirmed the Library received permission to use the agency-specific logo on its stationary, business cards, and promotional items. The new magazine and the electronic newsletter are also an attempt to improve communication. The magazine,

Broadside,ow ll focus on things archivists and researchers find in the Library's priceless collections.

At the direct request of the Governor's office the Library will be open on Sunday, July 20. The Governor will be dedicating a monument to the civil rights movement in Virginia on Monday, July 21. Sunday there will be a major symposium at the Library with some very prominent people who were engaged in the civil rights movement.

Dr. Treadway thanked the members of the Executive Committee and the Library Board who participated in April in the second round of retreats which have been very useful and productive from the staff's point of view as well as the Board members' point of view. The Library would like to schedule a joint meeting of the Library Board and the Foundation Board the afternoon of the September Board meeting.

She reminded the Board that the Acts of Assembly which go into effect on July 1, 2008, require the Department of Planning and Budget, and the office of the Attorney General to develop public participation guidelines for state agencies for ways in which the public can participate in the work we do. Each agency will either adopt that model or develop one of its own. These guidelines will be addressed at the September meeting.

D. Report of the Chair

Mary G. Haviland

Ms. Haviland thanked Dr. Treadway and each Board member for the wisdom and guidance she has received. She thanked Dr. Sydnor for being a mentor to her. She thanked the entire Library of Virginia staff and the Executive Management Team. She said she looked forward to Dr. Treadway's working with the Governor and state administrators in the way she has already done.

VIII. Old or New Business

Valerie Jean Mayo requested permission from the Board to add an additional action item to the Agenda. She proposed and read a Resolution of Recognition for Ms, Haviland for her service to the Board and Commonwealth. Mr. Woodrum moved to adopt the Resolution, Mr. Kozłowski seconded, and the motion was unanimously approved.

IX. Action Items

- Library Development and Networking Services Mary G. Haviland
 - Action on Proposed State-Aid Grants and Waivers

The Board voted on these items during the committee report.

- Report of the Executive Committee to the Board of Trustees Mary G. Haviland
 - Recommendation on Joint Strategic Planning Committee

Ms. Haviland reported the Executive Committee recommended the creation of a Joint Strategic Planning Committee consisting of three members of the Library Board to be appointed by the new chair before September, and three members of the Foundation Board. She referred to the Mission Statement which was distributed earlier. On behalf of the committee, she made a motion to accept the recommendation. There

was no discussion. The members voted unanimously in favor of the motion and it was passed.

- **Evaluation of the Librarian of Virginia**

On behalf of the Executive Committee and in compliance with the Code of Virginia, Mr. Woodrum moved that the Board go into closed session to discuss employment. The Board voted unanimously to enter into closed session.

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After the Board came out of closed session, Mr. Poyer moved to certify the purpose of the session. The motion was seconded by Mr. Kozlowski and the closed session was certified by a roll call vote with all Board members present voting in the affirmative. Lydia J. Johnson, Lewis F. Powell III, and Stephen E. Story were absent and Dr. Sydnor had left the meeting. Ms. Haviland stated that the Board certifies that it was in compliance with the closed meeting requirements and in conformity with Virginia Law.

Ms. Haviland reported the results of the executive committee meeting. The Executive Committee in unanimous concurrence recommends the Board award to Dr. Treadway the maximum allowable bonus of five percent to her current salary for her hard-earned accomplishments and that the Board respectfully requests that the Library of Virginia Foundation consider awarding her the customary annual supplement at their discretion. Mr. Woodrum moved for acceptance of the recommendation. Mr. Poyer seconded the motion and it was passed unanimously.

- **Proposed Schedule of 2008-2009 Meeting Dates**

Mr. Woodrum moved to accept the proposed Meeting Schedule for 2008-2009. The motion was seconded by Mr. DiYorio. There was no discussion and the Board voted unanimously to accept the meeting schedule.

- X. **Comments by the Incoming Board Chair** Valerie Jean Mayo
Ms. Haviland presented to the board Ms. Mayo, the new 2008-2009 Library Chair. Ms. Mayo expressed her excitement about the enthusiasm of the Board, the Librarian of Virginia, the senior staff, and the whole staff's leadership. She thanked everyone.

Ms. Haviland introduced Peter Schwartz, Chair of the Library of Virginia Foundation Board, who expressed on behalf of the Foundation their happiness with the level of enthusiasm, the "can do" attitude, and the creativity of the Library that has been evident in the past year.

- XI. **Adjournment** Mary G. Haviland
There being no further business, George E. Lovelace made a motion to adjourn the meeting. The motion was seconded by Mr. Kozlowski and unanimously approved. The meeting was adjourned

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting in September**