

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

March 18, 2002

The Library Board met on Friday, March 18, 2002, 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 10:30 a.m. by the chair, Mr. F. Claiborne Johnston, Jr., who welcomed the Library Board and announced that a quorum was present. The following members were in attendance:

Mr. Peter E. Broadbent, Jr.	Mrs. Bobbie B. Hudson
Ms. Dylce P. Clarke	Dr. Franklin E. Robeson
Mrs. Louella S. Greear	Mrs. Fran M. Sadler
Mrs. Mary Ann Harmon	Mrs. Wendy C. Sydnor
Dr. David H. Harpole, Sr.	Mr. George William Thomas, Jr.
Mr. F. Claiborne Johnston, Jr., chair	
Mr. Gilbert E. Butler, Jr. vice-chair	

Mr. R. Chambliss Light, Jr., Mr. Christopher M. Marston, and The Honorable Sharon Grove McCamy were absent.

II. APPROVAL OF AGENDA

Mr. Peter E. Broadbent, Jr. moved that the agenda be adopted, which was seconded and the Library Board unanimously voted to approve the Agenda.

III. WELCOME TO VISITORS AND STAFF

Mr. Johnston welcomed the staff and the following guests were recognized: Mr. Lewis Hobgood Averett, Jones Memorial Library and citizen member of the Collection Management Services Committee; Ms. Carolyn L. Barkley, Virginia Beach Public Library, Vice President of the Friends of the Virginia State Archives and citizen member of the Archival and Information Services Committee; Mr. Alan M. Bernstein, Virginia Library Association representative and Heritage Public Library Director; Mr. Peter A. Blake, Deputy Secretary of Education; Dr. Dorothy A. Boyd-Rush, Virginia Genealogical Society (VGS), James Madison Center representative and citizen member of the Archival and Information Services Committee; Ms. Bess Haile, Essex Public Library Director and citizen member of the Public Library Development Committee; Ms. Alison Paige Landry, Assistant Attorney General; Mr. Charles A. Novak, Jr., President of VGS and citizen member of the Collection Management Services Committee; Mr. John A. Moorman, Williamsburg Regional Library Director; Mr. Robert d'O. Rieffel, Director of the Richmond Public Library and citizen member of the Public Library Development Committee; and Mr. Craig R. Scott, Willow Bend Books and citizen member of the Archival and Information Services Committee.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

Mr. Charles A. Novak, Jr., President of VGS, updated the Board on the Society's annual meeting scheduled for April 6, 2002 at the Library and the progress of the microfilm project on the Southern Claims Commission records for Virginia. He announced that volume two of the *Index of Virginia Estate Records* has been completed and is available.

VI. CONSENT AGENDA

Dr. David H. Harpole, Sr. moved for the approval of the Consent Agenda and the Library Board minutes dated January 25, 2002. The motion was seconded and the Library Board unanimously approved the minutes and the Consent Agenda.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Ms. Carolyn L. Barkley, on behalf of the Friends of the Virginia State Archives, distributed material from the *Straight to the Source* conference held on March 16, 2002 at the Library. She thanked Mr. Conley Edwards III, State Archivist, and his staff for their contributions to the program. Ms. Barkley announced that the Third Annual Richard Slatten Seminar scheduled for October 19, 2002 would feature Ms. Christine Rose as the speaker. Ms. Barkley distributed a copy of the Friends' spring issue of *Archives News* featuring their new logo. Ms. Barkley and Mr. George William Thomas, Jr. have written letters to the Robins Foundation in support of the grant request for the microfilming project of the Brock collection at the Huntington Library. Mr. Johnston thanked them for their support.

Mr. Nolan T. Yelich, Librarian of Virginia, reminded the Board of the Governor's Executive Order asking all state agencies to work with their affiliates to encourage groups, particularly those outside of the state, to have meetings in Virginia.

B. Committee Reports

- **Archival and Information Services Committee**

Mrs. Louella S. Greear, committee chair, summarized the committee meeting and asked Mr. Edwards, director of the Archival and Information Services Division, to elaborate on the details. Mr. Edwards provided an overview of the Brock Collection at the Huntington Library in San Marino, California, and the events leading to an agreement on a joint project between the Library of Virginia and the Huntington Library to microfilm the Brock Collection. Mr. Edwards asked Mr. Minor Weisiger, senior research archivist, to summarize the presentation made earlier to a joint meeting of this committee and the Collection Management Committee. Mr. Weisiger gave a brief history of Robert Alonzo Brock (1839-1914), how he acquired the extensive collection, and why it was sent to California. Mr. Weisiger described examples of the collection's contents and how they would complement the Library's holdings. The three to four year project will require approximately

\$268,000. When complete, the project will include approximately 500 reels of microfilm. The Library of Virginia Foundation will provide the funding for this project.

- **Collection Management Services Committee**

Dr. Harpole, chair of the Collection Management Services Committee, reported that the committee met briefly before joining the Archival and Information Services Committee for the Brock Collection report. Dr. Harpole advised that this committee fully endorses the Brock Collection endeavor as a prime project.

- **Legislative and Finance Committee**

Mr. Broadbent, committee chair, advised that the committee heard presentations from Mrs. Ann Harris, director of the Finance and Administrative Services Division, regarding the Library's budget situation and also from Mr. Jim Davis, facilities director, regarding the Library building's maintenance. Mr. Broadbent complimented the staff on their ability to handle the budget reduction and avoid staff cuts, Saturday closures, and further cuts in collection development, and still be able to acquire the integrated library system and the Gale database subscription. Mr. Broadbent asked Mrs. Harris to elaborate further about the budget.

Mrs. Harris summarized the General Fund Appropriation report distributed to the Board. The total reduction to the original appropriation is \$3.6 million with cuts amounting to over 21 percent. In order to accommodate the budget reduction, funds have been reduced in all Library divisions, a hiring freeze has been implemented, *Infopowering* has been reduced, and cuts have been made in the administrative budget. This same budget methodology is being carried into the next year with a base budget of a little over \$32 million. State Aid, which was originally reduced by 25 percent, had \$3.5 million restored and now reflects a reduction of 8 percent. Mrs. Harris also highlighted the General Fund budget allocations and answered questions from the Board.

The Statement of Financial Condition as of the end of February was distributed to the Board, and Mrs. Harris reported that all divisions are within their appropriations. The spending plan for the remainder of the year is in place and the fiscal year 2003 is being developed.

Mr. Broadbent asked Mr. Davis to comment on the Library building's maintenance problems with humidity and temperature and the impact on the collections. Mr. Davis reported that Senator Malfourd W. Trumbo and Delegate Harvey B. Morgan, at the request of the Library Board, introduced budget amendments to transfer the responsibility for the operation of the Library building from the Department of General Services (DGS) to the Library of Virginia. The proposal was that the \$2 million paid for rent to DGS would remain in the Library's budget to be used for the building's maintenance. The amendment as passed requires the Secretary of Administration and the Library of Virginia to report to the Governor, the Chairman of the House Appropriations Committee, and the Chairman of the Senate Finance Committee by October 31, 2002 on the status of the actions taken to resolve the humidity and air quality problems at the Library of Virginia building. Not all of the money paid by the Library to DGS for rent is spent on the Library. Payments also go into the Internal Service Fund that is spent on the needs of other facilities and overhead expenses. This issue is still under discussion as planning for the report continues. Mr. Davis expressed his appreciation for the senators and delegates who helped with the amendment and also for the assistance from Mr. Peter Blake, Deputy Secretary of Education. Mr. Johnston thanked Mr. Broadbent for his work on this committee.

Mr. Yelich thanked Mr. Blake and the administration for their assistance. He reported that he had met with Mr. D. B. Smit, director of the Department of General Services, and Mr. Smit is committed to working with the Library to resolve this situation, however, there are monetary issues. Discussion followed about the Internal Service Fund, and Mr. Blake explained how the Fund operates and how the rent money is appropriated.

- **Public Library Development Committee**

Mrs. Fran M. Sadler, committee chair, reported that the committee met several staff members from the Library Development and Networking Division who described the services that they provide for public libraries in the State. The committee also previewed the Summer Reading Program materials, and the theme this year is "Books and Pets: Our Friends for Life." The staff also provided usage statistics of the *Find It Virginia* Web site. Mr. Nelson Worley, director of the Library Development and Networking Division, reported on public library legislation considered by the General Assembly this year and distributed a summary sheet to the Board. The staff is currently doing a five-year review on the federal Library Services and Technology Act grant program. State Aid was not reduced as much as originally anticipated, and Mrs. Sadler asked Mr. Worley to elaborate on the status of State Aid.

Mr. Worley summarized State Aid for the fourth quarter, which is an additional 7 percent. With the restoration of \$3.5 million scheduled for each year of the biennium, the overall reduction in State Aid for the next two years is 8 percent.

The *Find It Virginia* Web site has been well received, especially from small and mid-size libraries since it offers remote access to their patrons. Between February 9 and March 10, 2002, there were more than 13,000 user sessions plus those that accessed the Web site from local libraries. The Library worked with VIPNet in the development of this Web site, and America OnLine has agreed to give the Library a "keyword," which will soon be in operation.

The only legislation affecting public libraries that was passed in the recent General Assembly session was House Bill 282 that excludes Shenandoah County from the requirement that management and control of its public library system be vested in a library board.

Mr. Yelich commented on a trial in Pennsylvania in April that will address provisions of the Children's Online Protection Act. This trial may produce some "defining language" regarding the issues of inappropriate material available in libraries via the Internet. Ms. Landry commented that once the outcome is known on recent court cases, libraries should have more guidance as to what measures, if any, can be taken to safeguard minors and to prohibit certain types of materials from being used in libraries.

Mr. Yelich also commented on the current reauthorization of the Library Services and Technology Act. Many of the Library's programs rely on these funds.

- **Publications and Educational Services Committee**

Mr. Gilbert E. Butler, Jr., committee chair, asked Dr. John T. Kneebone, director of the Publications and Educational Services Division, to elaborate on the plans for commemorating Virginia's history in 2007. Dr. Kneebone reported the Library's celebration of Virginia's 400 years of history would focus on the Library's collections. The Library will offer a series of exhibitions

beginning in 2003 on how Virginians have perceived themselves and interpreted their history. This will include exhibitions about the history of women in Virginia, tourism and touring Virginia, photography, movies, and a special exhibition on how Virginians have commemorated the most memorable events in their past.

Several special publications are planned including a revised edition of *A Share of Honour: Virginia Women, 1600-1945* and a reissue of the *The Capitol of Virginia: A Landmark of American Architecture*. A series of articles are planned for *Virginia Cavalcade* describing life in Virginia at 100-year intervals (1607, 1707, 1807, 1907 and 2007). Other projects that are planned, but will need help with funding, are the documentary edition of the papers of Governor Sir William Berkeley and a history of the General Assembly in its first century. Exhibitions and book publications for the next several years will focus on 2007.

A copy of the program for this year's *Virginia Festival for the Book* in Charlottesville was shown to the Board, and Dr. Kneebone called their attention to the combined advertisement by the Library and the Virginia Center for the Book for the 5th *Annual Library of Virginia Awards Celebration* scheduled for September 21, 2002.

- **Records Management Committee**

Dr. Franklin E. Robeson, committee chair, recapped the committee meeting, which included Electronic Records Guidelines, Recording Standards, the Pest Eradication Chamber, and an article in the *Virginia Town & City Magazine*. Dr. Robeson asked Mr. C. Preston Huff, director of the Records Management and Imaging Services Division, to give further details of the committee meeting.

Mr. Huff reported that the Council on Technology Services has furnished comments and suggestions for the Electronic Records Guidelines. He emphasized that these are guidelines only and not enforceable. A copy of the Guidelines was included in the Board packet and this will be an "Action" item at the June Board meeting. Mr. Huff introduced Mr. Robert Nawrocki, electronic records coordinator, and asked him to give an overview of the Guidelines. Mr. Nawrocki reminded the Board that the history of the 1990s and onward is being written electronically, and the Guidelines reinforce to all state agencies and localities that records created in electronic format need to be managed properly for preservation. The Guidelines will answer many of the questions concerning general management, material to be included and definitions. Mr. Nawrocki answered questions concerning the retention of electronic mail and invited the Board to future Records Management workshops.

The Virginia Municipal League's publication, *Virginia Town & City* magazine, featured articles in the February 2002 issue about records management by Mr. Huff and Mr. Richard Harrington. Records Management has received additional requests for information, presentations and consultations as a result of these articles.

- **The Library of Virginia Foundation Committee**

Ms. Sandra Roger Peterkin, executive director of the Library of Virginia Foundation, advised that committees and cultivation teams have been meeting since the last Foundation Board meeting in January. The next Foundation Board meeting will be on April 25, 2002. The cultivation teams have been divided into an Annual Fund Team, a Planned Giving Team and two Major Gifts Teams.

Contributions for the Annual Fund are ahead of last year and are at 72 percent of the goal of \$150,000. Ms. Peterkin thanked the Library Board for their participation.

The Planned Giving group is focusing on its establishment and the search for a name for the organization/society for those individuals who have either remembered the Library in their wills or who established planned gifts. Names suggested by the Library staff for this society will be presented to the Foundation Board for their consideration.

There has been much activity in the major gifts area, especially in seeking funding for the microfilming project at the Huntington Library. Ms. Peterkin and Dr. Campbell met with Ms. Sandy Stoddard, a consultant for a foundation considering our proposal. Ms. Peterkin thanked Ms. Barkley for her letter supporting this project. Work is continuing to obtain funding for additional projects including the *5th Annual Library of Virginia Awards Celebration*, a book about the Capitol, and the *Virginia Roots Music* project.

Recent events at the Library Shop included a Valentine's Day sale and hosting the Mid-Atlantic Regional Museum Stores Association, which had approximately 60 attendees.

C. Report of the Executive Committee

Mr. Johnston reported that the Nominating Committee appointed by the Executive Committee would present nominations for a slate of officers under "Old or New Business."

D. Report of the Chair

Mr. Johnston reported that the Chair's actions since the January meeting have been devoted to the Library's budget and legislative issues.

E. Report of the Librarian of Virginia

Mr. Yelich thanked the Board for their representation of the Library during the recent General Assembly session. The responsiveness of the new administration to the Library's needs is encouraging. Mr. Yelich thanked Secretary of Education Belle S. Wheelan and Mr. Blake for their support of the Library. Governor Mark R. Warner has asked for an executive agreement between all agency heads, cabinet secretaries, and the Governor pertaining to their relationship over the course of the next three to four years.

An agency-wide committee is redesigning the Library's Web site with the following perspectives in mind: (1) how easily can a user obtain information about this institution off site and (2) how easily can they be directed to the information they want. The site will be both functional as well as informational with many tutorials and guides. A presentation of this new site will be made at the annual meeting.

A decision should be reached in the next several months concerning a new integrated library system.

The Board received a copy of the Library's recently released annual report. Mr. Yelich thanked Ms. Jan Hathcock, public relations coordinator, for her work on this project.

Mr. Yelich advised the Board that the Library received an invitation from Mr. Bill Leighty, Chief of Staff to Governor Mark R. Warner, to make a presentation at the Governor's cabinet meeting about archiving the administration's records. The First Lady of Virginia, Ms. Lisa Collis, has been spending time with the Library's staff to select artwork for exhibit in the Governor's Mansion.

The Governor issued an Executive Order dealing with the hiring freeze and the process for obtaining approval for recruitment of positions that are deemed critical. These positions must be justified and the final authority rests with the Cabinet Secretaries. There will be some positions in key areas that will not be filled; however, the area of public service will be given priority in order to maintain levels of service.

VIII. OLD OR NEW BUSINESS

- **Nominating Committee**

Dr. Robeson, committee chair, of the Nominating Committee that also consisted of Mrs. Greear, Mr. Christopher M. Marston, Mrs. Sadler, and Mr. Johnston presented the following draft slate of officers for 2002-2003:

Library Board Officers

Chair: Mr. Gilbert E. Butler, Jr.
Vice-Chair: Mr. Peter E. Broadbent, Jr.

Executive Committee

Chair: Mr. Gilbert E. Butler, Jr.
Vice Chair: Mr. Peter E. Broadbent, Jr.
Immediate Past Chair: Mr. F. Claiborne Johnston, Jr.
Mr. R. Chambliss Light, Jr.
Mrs. Fran M. Sadler
Mrs. Wendy C. Sydnor

The Library of Virginia - Foundation Committee

Ms. Dyllyce P. Clarke – for term ending June 30, 2005

Mr. Johnston thanked Dr. Robeson and the committee for their work. Elections will be held at the annual meeting in June.

IX. ACTION ITEMS

There were no action items.

X. ADJOURNMENT

There being no further business, Mr. Johnston adjourned the meeting at 12:25 p.m.

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