

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

January 23, 2004

The Library Board met on Monday, January 23, 2004, 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, Peter E. Broadbent, Jr., who welcomed the Library Board and announced that a quorum was present.

Gilbert E. Butler, Jr.	Samuel E. Massenberg
Dylyce P. Clarke	Valerie Jean Mayo
Bobbie B. Hudson	Fran M. Sadler
F. Claiborne Johnston, Jr.	Charles W. Sydnor, Jr.
Christopher M. Marston	Wendy C. Sydnor
	Henry Wiencek
Peter E. Broadbent, Jr., chair	
Franklin E. Robeson, vice-chair	

John S. DiYorio and Mary G. Haviland were absent.

**II. APPROVAL OF AGENDA**

F. Claiborne Johnston, Jr. moved for the approval of the agenda as submitted. The motion was seconded and unanimously passed by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Broadbent welcomed the visitors and the staff and expressed the Board's appreciation for their attending the meeting.

**IV. ANNOUNCEMENTS**

There were no announcements.

**V. PUBLIC COMMENT**

There was no public comment.

**VI. CONSENT AGENDA**

- Approval of The Library Board Minutes of November 17, 2003

- Approval of a Resolution in memory of John S. Hopewell
- Approval of a Resolution in memory of W. Donald Rhinesmith

Mr. Broadbent asked if any Board members had changes to the minutes or to the resolutions recognizing the work of the two Library employees who recently passed and there were no changes. Mr. Johnston moved to accept the entire Consent Agenda, which motion was seconded and unanimously approved by the Board.

## **VII. INFORMATION ITEMS**

### **A. Reports from Other Organizations**

Dorothy Boyd-Rush of the Virginia Genealogical Society updated the Board on the Society's activities including the upcoming spring conference scheduled for April 17, 2004, at the Library. Recently completed publications include two volumes on the Carter family and the fourth volume of the *Index of Virginia Estates*. The Society encourages the Board to consider restoring the Digital Library project.

G. William Thomas III, president of the Friends of the Virginia State Archives, announced the Friends spring program will be March 19, 2004, at the Library and the Richard Slatten fall seminar is scheduled for November 6, 2004. Mr. Thomas, on behalf of the Friends, also encouraged the Board to restore the Digital Library project and he hoped that funding would be restored for the Circuit Court Records Preservation project.

### **• Comments from the Deputy Secretary of Administration**

Mr. Broadbent introduced Richard Zorn, Deputy Secretary of Administration, who had requested to address the Board regarding the building issues. Mr. Zorn indicated he was speaking on behalf of the Secretary of Administration who was not able to attend the meeting.

Mr. Zorn recognized that the Library has serious problems with the building. He summarized his background and previous work in order to establish his credibility and then presented his findings regarding the Library building. He first addressed the building's flaws with the structure and the climate control systems. Mr. Zorn showed pictures taken earlier in the week with thermo graphic film of the outside of the building indicating thermal leaks. He also reviewed steps that have been taken including contacting the architectural firms of Skidmore Owings & Merrill LLP and the local Richmond architect. Both architectural firms have indicated a desire to meet and resolve these issues. Mr. Zorn asked the Board to be patient during these negotiations. The first meeting should be in February.

The climate control systems have shown flaws from the very beginning. They are intended to maintain the relative humidity and temperatures called for by the staff of the Library in a variable-flow system. Mr. Zorn showed charts regarding this system and advised that colored charts will be going up in each climate zone telling staff what the acceptable performance standards are for both temperature and humidity as part of an effort to become better communicators. There are five separate climate control systems in the building, some of which split floors.

Mr. Zorn addressed the issue of the complaints about the response time to resolve problems with the climate control system. He announced that plans to allow every single employee in the Library building to file a service request or complaint directly with the Department of General Services (DGS) are expected “momentarily.” This should reduce the time to resolve these complaints.

Mr. Zorn commented that to pursue remedying the building problems, it is very likely that intrusive observations will have to be made inside the building, especially on the east wall of the third and fourth floor. He also cautioned against any “tinkering” with the building during the negotiations.

In comparing the Records Center building to the Library building, Mr. Zorn stated that in some ways the two buildings are comparable, and in some ways they are not. The heating, ventilation, and air-conditioning systems are different in that the Records Center is a constant flow system and the Library is a variable flow system.

The Board asked questions. Mr. Zorn stated that the Skidmore and Glave firms will look at the outside consultants’ reports, not those prepared by the State of Virginia but by licensed professionals, and will respond to them. Mr. Zorn, in order to establish trust, will be the Commonwealth’s representative and will reach out as the meetings develop to those necessary people. After further questions from the Board, Mr. Zorn agreed for the Library to send their data to him to use when he meets with Skidmore, et al.

## **B. Committee Reports**

- **Archival and Information Services Committee**

Mr. Johnston, committee chair, explained that the committee met first and then joined the Collection Management Services Committee for a tour of the Library. Mr. Johnston asked Conley Edwards, director of the Archival and Information Services (AIS) Division, to summarize the committee meeting. Mr. Edwards reported that visitation to the Library for the period of October through December was a little over 56,000, which is a decline of approximately 10 percent from the previous year. This period of time does include several holidays and inclement weather that would cause a drop in the visitation statistics. Web statistics were 418,000 user sessions during the quarter. The changeover to ExLibris did cause some loss in tracking the statistics, but this problem has been corrected.

There was a press conference on December 16, 2003, in Abingdon, Virginia to announce the signing of the agreement between the Library and the Barter Theatre Foundation for the historical records of the Barter to be placed at the Library. Mary G. Haviland and Gilbert E. Butler, Jr. represented the Library at this signing. The Barter staff presented a print to the Library for its work with this project. This event received good press coverage which has resulted in additional donations of material.

One hundred requests for copies of World War II Separation Notices were received from November until the end of the year. Seventy-nine of those requests could be completed. Mr. Edwards contacted the Archivist of the United States who put the Library in touch with individuals

at the military personnel records center in St. Louis who are interested in these records and working with the Library.

The first reel of microfilm from the Brock Collection has been completed and includes information on the Board of Trade, which was created during the Revolutionary War period to obtain military supplies and stockpiling raw materials and products for public consumption. The Library has received five reels of film and expects a steady flow in the coming months.

- **Collection Management Services Committee**

Franklin E. Robeson, committee chair, asked Edward D. C. Campbell, Jr., director of the Collection Management Services (CMS) Division, to provide an overview of the meeting.

Dr. Campbell highlighted the meeting which included updates on the Description department's efforts to find conservation and preservation project funding from other sources. A grant has been received from the National Historical Records and Publications Commission for reformatting the WRVA radio collection to archival-preservation tape. Several other departments including the Newspaper Project, Collection Development, and Government Documents are searching for methods for funding projects.

The *Annual Report on Reducing the Archival Backlog* was distributed to the Board. Progress in reducing the backlog will be more difficult due to the lack of staff.

The AIS and the CMS committees jointly visited the Conservation Lab where a water leak had occurred and the third floor stacks where the effects of humidity and moisture on window frames could be seen.

- **Legislative and Finance Committee**

Wendy C. Sydnor, committee chair, asked Jim Davis, facilities director at the Library, to update the Board on the Library building's environmental problems for the new Board members. The Library's priority of protecting the collections depends on DGS maintaining the building. The Library is concerned with maintaining a conservation-grade environment, fire protection, a high level of security, reliable electrical service, and a secure building environment especially for the roof.

Mr. Davis described the desirable components of a conservation environment and the sources used to establish the standard of 70 degrees and a humidity of 40 to 50 percent for the archival storage areas. The Library pays approximately \$2.4 million a year to rent the building from DGS, who maintain the building. Mr. Davis gave a brief history of the problems, which began as a humidity concern in October 1997. He also explained the ways the Library has monitored and collected data regarding the temperature and humidity performance for several years; however, Mr. Davis has not seen data collected from any other source on this subject. The parts of the building that have recently shown the major problems include the Conservation Lab, the Photo Lab, and the East and West Reading Rooms.

Mrs. Sydnor reminded the Board of the committee's conclusion that since the Library continues to have building and environmental problems, it would be advisable to seek a two-year change in responsibility from DGS to the Library for the Library building's maintenance and operation. Mrs. Sydnor reported that Senator Thomas K. Norment, Jr. and Delegate Robert Tata entered identical budget amendments on January 22, 2004, to transfer the responsibility for the maintenance and operation of the Library of Virginia Building from DGS to the Library of Virginia. Mrs. Sydnor, on behalf of the committee, moved that the Board restate their support for the amendments submitted to move the responsibility for the environmental control of the Library building to the Library Board from DGS for a period of two years. There was discussion during which Nolan T. Yelich, Librarian of Virginia, cautioned the Board concerning the risks involved in pursuing this issue. The Board voted 12-1 in favor of the amendments.

Janice M. Hathcock, public information officer, gave a brief overview to the Board of the legislative bills the Library is following in the current General Assembly session. Mrs. Sydnor, on behalf of the committee, made a motion recommending that the Library Board support the budget amendment entered by Delegate L. Scott Lingamfelter regarding the restoration of fees for the Circuit Court Records Preservation program. There was no discussion and the Board voted 12-1 in favor of the amendment. The Board was also briefed on the status of House Joint Resolution 259.

Paul Casalaspi, director of the Information Technology division, updated the Board on the implementation of the Virginia Information Technology Agency (VITA) and its proposed fee structure. He explained the effects of the financial impact on the Library to cover the costs of VITA services. Mrs. Sydnor, on behalf of the committee, made the recommendation that the chair, on behalf of the Library Board, write a letter to the Governor expressing the Board's concern over the cost and other specific issues involved in the transfer of Information Technology authority to VITA. There was no discussion and the Board voted unanimously for the recommendation.

Mrs. Harris asked if any of the Board members had any questions regarding the Governor's budget and there were none. She highlighted the Library's *Statement of Financial Condition*.

- **Public Library Development Committee**

Fran M. Sadler reported that the committee was introduced to a new technology consultant staff member, Kendra Morgan, who will travel about the public library community to offer technology assistance to public libraries.

Patricia Muller, the children and youth services coordinator, gave an overview to the committee on recent workshops that are emphasizing an increased parental involvement in family literacy and also plans for the Summer Reading Program. Mrs. Sadler briefed the Board about Ms. Muller's invitation from the Embassy in Brazil to do a series of workshops on how to serve teens. The Library of Virginia received a very complimentary letter about her successful speaking tour on how to serve young adult library users.

Several legislative bills that can affect public libraries are being tracked during this legislative session.

The Library Development and Networking Division will be 100 years old on March 8, 2004, and Mrs. Sadler advised the Board about plans for this anniversary celebration.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee chair, announced that the book, *A Little Parliament*, had been published with funding provided by Jamestown 2007. Each Board member received a copy.

Mr. Marston briefly described the Library's current exhibitions, Radio in Virginia, Elizabeth I: Ruler and Legend and the Brown v. Board of Education as well as a small exhibition at the Department of Legislative Services about Virginia's legislative reaction to Brown v. Board of Education.

The committee discussed strategic planning for the division, but the plan will depend on the outcome of several grant requests.

- **Records Management Committee**

Charles W. Sydnor, Jr. reported that the committee viewed a Power-Point presentation about the State Records Center.

Dr. Sydnor commented on the new regulations for disposing and/or destroying records containing social security numbers and other related information. He asked that all Board members read the regulations since they are due to come before the Records Management Committee at the March Board meeting. The Board will vote on this based on the committee's recommendation.

- **The Library of Virginia Foundation Committee**

Dr. Robeson commented on the January 22, 2004, Foundation Board meeting. The Foundation Board has decided to close for the time being and liquidate the assets of the Library Shop. A study will be conducted by a group from Virginia Commonwealth University's Executive Masters of Business Administration to decide future plans. The Foundation Board remains committed to distributing and marketing publications from the Library as well as handling book signings.

The Foundation's investments will be moved to Smith Barney Consulting. Dr. Robeson reported that the Annual Fund has raised 60 percent of its goal.

The inaugural lecture in the Alan M. Voorhees Annual Lecture series on the history of cartography will be held on March 6, 2004.

As part of the ongoing BrandSync Study activity, funding has been secured to develop a video that will be on display in the orientation area as well as other outreach types of activities.

**C. Report of the Executive Committee**

The Executive Committee met on December 19, 2003, by telephone conference call to discuss the environmental conditions in the building and possible legislative action to transfer control of the building. The committee also met on January 23, 2004, before the Board meeting. The only action item taken by the Executive Committee was the appointment of a Nominating Committee consisting of Gilbert E. Butler, Jr., as chair; F. Claiborne Johnston, Jr.; Wendy C. Sydnor; and Peter E. Broadbent, Jr. This committee will present a slate of nominees at the March Board meeting.

**D. Report of the Chair**

Mr. Broadbent summarized the functions and meetings he has attended as chair of the Library Board. Other activities have included working with the Foundation director to broaden the appreciation of the Library with potential donors and assisting the Friends of the Virginia State Archives to secure microfilm copies of county land records from West Virginia for the Library's research collection. He has exchanged correspondence with the Secretary of the Administration regarding the Library building and corresponded with the Governor about the Circuit Court Records Preservation program. Mr. Broadbent has also talked with legislators regarding both subjects.

**E. Report of the Librarian of Virginia**

Mr. Yelich welcomed Samuel E. Massenber, a new Board member, and Bobbie B. Hudson who has been absent due to her school commitments.

**VIII. OLD OR NEW BUSINESS**

There was no old or new business.

**IX. ACTION ITEMS**

There were no action items.

**X. ADJOURNMENT**

There being no further business, Mr. Marston moved to adjourn. The motion was seconded and the Library Board voted unanimously to adjourn at 1:15 p.m.

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