

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

March 15, 2004

The Library Board met on Monday, March 15, 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 delayed due to a prior committee meeting and was called to order at 10:45 a.m. by the chair, Peter E. Broadbent, Jr. He welcomed the Library Board and announced that a quorum was present. The following members were in attendance:

Gilbert E. Butler, Jr.	Christopher M. Marston
Dylyce P. Clarke	Samuel E. Massenberg
John S. DiYorio	Valerie Jean Mayo
Mary G. Haviland	Fran M. Sadler
F. Claiborne Johnston, Jr.	Wendy C. Sydnor
	Henry Wiencek

Peter E. Broadbent, Jr., chair
Franklin E. Robeson, vice-chair

Bobbie B. Hudson and Charles W. Sydnor, Jr. 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.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT AGENDA

- Approval of The Library Board Minutes of January 23, 2004

Gilbert E. Butler, Jr. moved for acceptance of the Consent Agenda including the minutes of January 23, 2004. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda and the minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Dr. Dorothy Boyd-Rush of the Virginia Genealogical Society updated the Board on the Society's activities including the Spring Conference at the Library on April 17, 2004, the microfilming of the Virginia and West Virginia Commission files, and the Virginia Institute of Genealogical Research scheduled for August 1 to 5, 2004 at Roslyn in Richmond, Virginia.

G. William Thomas III, president of the Friends of the Virginia State Archives, and Carolyn L. Barkley, vice-president, highlighted the Friends' activities including the *Straight to the Source* seminar at the Library on March 19, 2004, recent donations from the Friends for future activities, and the West Virginia microfilming project. Mr. Broadbent was commended for his efforts with the microfilming project, and the Board was invited to attend the *Straight to the Source* seminar.

B. Committee Reports

- **Archival and Information Services Committee**

Mr. Johnston, committee chair, asked Conley Edwards, director of the Archival and Information Services Division, to summarize the committee meeting. Mr. Edwards reported that the committee joined the Collection Management Services committee to complete the tour of the Library started at the previous Board meeting. An objective in managing the archival collection is to insure that the most frequently used records are available at the Library in original form or on microfilm. Less frequently used records are more efficiently housed at the State Records Center.

The director highlighted the activities of several ongoing projects plus the inaugural Alan M. and Nathalie P. Voorhees Lecture Series on the History of Cartography held at the Library on March 6, 2004. Dr. Mary Sponberg Pedley, assistant curator of maps at the William L. Clements Library at the University of Michigan, was the featured speaker.

The Library's collection of World War II separation notices became available to the public in November 2003. The Library staff has cooperated with the National Personnel Records Center in St. Louis, Missouri to develop procedures for responding to requests received by the National Center for service documentation of Virginia veterans.

Upcoming events include Library staff members making five presentations at the Friends' *Straight to the Source* seminar. The United States Board on Geographic Names will hold a public meeting at the Library on May 14, 2004. Mr. Edwards, who serves on the Virginia Board on Geographic Names, invited everyone to attend.

Visitation at the Library through February was 71,500 which is a decline of 6 percent over the previous year. While the figures show an overall decline, the daily average for attendance is up since the Library is only open five days a week instead of six.

- **Collection Management Services Committee**

Franklin E. Robeson, committee chair, reported that the committee did not review the division's budget since the General Assembly has not reached a decision on the State's budget. The committee did review the division's expenditures, which are on target.

The committee viewed several recently donated items, including a 1916 mail order catalog from Miller & Rhoads department store and then joined the Archival and Information Services Committee to continue the tour of the Library.

- **Legislative and Finance Committee**

Wendy C. Sydnor, committee chair, asked Ann Harris, director of the Finance and Administrative Services Division, to comment on the committee meeting. The division director highlighted the *Statement of Financial Condition* as of February 29, 2004, and reported that all expenditures are on target.

Mrs. Sydnor asked Paul Casalaspi, director of the Information Technology Division, to summarize the February 27, 2004, meeting with the Virginia Information Technology Agency (VITA) representatives regarding the implementation of the VITA program and the new proposed fee structure. VITA will use a cost plus administrative fee structure in lieu of the rate structure previously planned. This will cost the Library an additional \$50,000 more a year, which is significantly less than the first estimate of \$1.2 million. The integration phase will run through next January and then the transformation phase will begin. A meeting is planned with the VITA staff for the week of March 22 to discuss such issues as funding, especially federal funding, equipment and staff. A letter will be sent to the Legislative and Finance Committee advising the results of this meeting. Mrs. Sydnor commented on the possibility of calling an Executive Committee meeting depending on the results of the March 22, 2004 VITA meeting.

The Board was updated by Mrs. Sydnor on the status of the building issue recommendation being considered by the General Assembly, which is still in session as of March 15 due to the budget discussions. Mrs. Sydnor then read the Senate and the House versions of the recommendation. Jim Davis, facilities director at the Library, reported on the status of the current environmental conditions in the building and actions taken by the Department of General Services (DGS) since the last Library Board meeting. Environmental problem areas of the building have moderated just as the environment outside has moderated. The conditions in the Conservation Lab have shown some improvement; however, the humidification systems are the biggest problems during winter's cold and dry air and it would be difficult to project how these systems will perform during next year's winter season. DGS has also conducted testing in those areas considered to have defective building design, and they have requested copies of the Library's datalogger reports. Mrs. Sydnor, on behalf of the committee, moved that the Library Board chair pen a letter to Richard Zorn, Deputy Secretary of Administration, following up on Mr. Zorn's January presentation to the Library Board and requesting information on actions related to resolving the building problems.

The Library Board has not received any reports from DGS on these activities. There was no discussion and the Library Board voted unanimously in favor of the motion.

CLOSED MEETING

Mrs. Sydnor moved that the Library Board convene in Closed Session under the *Code of Virginia*, pursuant to Section 2.2.3711(A)(7) for “consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation...regarding specific legal matters requiring the provision of legal advice by counsel” and that the Attorney General’s representative and certain Library staff including Nolan Yelich, Sandra Treadway, Ann Harris and Jim Davis be allowed to attend the session. The motion was seconded and unanimously passed.

The Board then entered into a closed meeting.

CERTIFICATION OF THE CLOSED MEETING

Because the Board convened in a Closed Meeting today pursuant to an affirmative-recorded vote and in accordance with the Virginia Freedom of Information Act, and because the Code of Virginia Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law,

Mrs. Sydnor moved that the Board certify by roll-call vote that, to the best of each member’s knowledge:

- (i) only public business matters lawfully exempted from the open meeting requirements under this chapter, and
- (ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body.

The motion was seconded and the Board members voted as follows:

Peter E. Broadbent, Jr. Aye	F. Claiborne Johnston, Jr. Aye
Franklin E. Robeson..... Aye	Christopher M. Marston Aye
Gilbert E. Butler, Jr. Aye	Samuel E. Massenberg Aye
Dylyce P. Clarke Aye	Valerie Jean Mayo Aye
John S. DiYorio..... Aye	Fran M. Sadler Aye
Mary G. Haviland Aye	Charles W. Sydnor, Jr..... Absent
Bobbie B. Hudson..... Absent	Wendy C. Sydnor Aye
	Henry Wiencek Aye

There were no action items as a result of the closed meeting.

- **Public Library Development Committee**

Fran M. Sadler, committee chair, summarized a report presented to the committee regarding several legislative bills on Internet filtering, librarian certification and other library issues that could affect public libraries. Many of these bills were carried over; however, House Bill 1085 has been sent to the Governor regarding the Library Board's authority to grant reduced State Aid funds to libraries not meeting the qualifications as set by the Library Board for the professional library director position. This bill changes the population threshold from 5,000 to 13,000 for spending State funds to employ any person in a professional librarian position who does not have a master's degree in library and/or information science.

No information was available for State Aid at this time. Waiver requests will be considered at the next Board meeting.

Mrs. Sadler commented on the 100-year-anniversary celebration of the Public Library Services department held at the Library on March 8, 2004. The Governor signed a Certification of Recognition for this 100th anniversary of public libraries in Virginia. Craig County, the last jurisdiction in the State to receive a public library, and Caitlyn Day, the Girl Scout who helped start that library, were recognized during this centennial celebration.

Mrs. Sadler called on Elizabeth Lewis, assistant division director who reported in the absence of the division director, for further elaboration of the committee meeting. Mrs. Lewis invited the Board to see the display highlighting Library Development's history in the lobby of the Library. She also updated the Board on the events surrounding Dr. Seuss's 100th birthday, including a visit to the General Assembly from Library staff accompanied by the costumed Cat in the Hat character.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee chair, called the Board's attention to the first academic review of the *Unboxing of Henry Brown*.

Mr. Marston called on Sarah Bearss, managing editor of the *Dictionary of Virginia Biography*, who updated the Board on the press release from Senator George Allen announcing that the National Endowment of the Humanities (NEH) awarded a \$244,432 grant to the *Dictionary of Virginia Biography* for the next two-year funding cycle, May 2004 through April 2006. This is the largest NEH grant for this cycle, and it will support the hiring of three editorial research fellows for the publication of volumes three and four.

Mr. Marston encouraged the Board to visit the map exhibition that will be on display until the end of June, at which time it will be replaced with the women's history in Virginia exhibition.

- **Records Management Committee**

Mary G. Haviland, vice chair, reported in the absence of the chair, that the committee discussed the draft of the *Regulations for the Destruction of Records Containing Social Security Numbers*. Ms. Haviland asked Robert Nawrocki, director of the Records Management and Imaging Services Division, to highlight the document. Mr. Nawrocki reported that in response to

previously passed legislation, the Library of Virginia was directed to develop regulations which cover the destruction of public records containing social security numbers or other information which could be used for identity theft. The committee approved the regulations, which will be presented to the Board for a vote at the June meeting.

House Joint Resolution 6 (HJ6), the study of the Public Records Act, has passed the General Assembly and is waiting for signatures. The Virginia Records and Information Management Week is April 5 through 9, and the Board members are invited to attend the activities. Mr. Yelich commented on the importance of HJ6, which will have a profound effect on how the Library manages and archives electronic information in the future.

- **The Library of Virginia Foundation Committee**

Dr. Robeson, who serves as a Library Board representative on the Foundation Board, reported the Annual Fund has raised \$121,950, which is more than 70 percent of its goal. He thanked everyone for their support and announced that the Library Board's participation level is 73 percent.

Dr. Robeson commented on the first lecture in the annual series of the History of Cartography established in honor of Alan M. Voorhees. The exhibition opened on March 6 and will run through July 2004. Board members were encouraged to view the exhibit.

The Foundation is hoping to create the Women's Leadership Council, a state-wide group comprised of twenty women who will assist with public relations for the Library's upcoming exhibition, Working Out Her Destiny. This exhibit is on the history of women in Virginia, and it is scheduled for August 2004 through March 2005.

C. Report of the Executive Committee

Mr. Broadbent reported that the Executive Committee has not met since the last Board meeting.

D. Report of the Chair

Mr. Broadbent thanked the Board members and the staff for their efforts to help persuade the General Assembly to transfer management of the Library building to the Library staff to help resolve the building's environmental problems. He commended Mrs. Sydnor, chair of the Legislative and Finance Committee, for her efforts with this project. Although these efforts did not bring the desired result, they have been successful in the sense that the Library is seeing some action to help resolve the building's problems. It is hoped that there will be a permanent capital solution to these environmental problems and that the Library's collections, patrons and staff are considered as any building improvements are implemented. Mrs. Sydnor commented on Mr. Broadbent's extensive work on this subject.

E. Report of the Librarian of Virginia

Nolan T. Yelich, the Librarian of Virginia, advised that his comments had been dispersed throughout the committee reports.

VIII. OLD OR NEW BUSINESS

- Report of the Nominating Committee

Mr. Butler, chair of the Nominating Committee consisting of Peter E. Broadbent, Jr., F. Claiborne Johnston, Jr., and Wendy C. Sydnor, presented the following draft slate of officers for 2004-2005:

Library Board Officers

Chair: Franklin E. Robeson
 Vice-Chair: Christopher M. Marston

Executive Committee

Chair: Franklin E. Robeson
 Vice Chair: Christopher M. Marston
 Immediate Past Chair: Peter E. Broadbent, Jr.
 F. Claiborne Johnston, Jr.
 Charles W. Sydnor, Jr.
 Henry Wiencek

The committee also recommended allowing the incoming Board chair the discretion to appoint the two Library of Virginia Foundation Committee members. Elections will be held at the annual meeting on June 14, 2004. Mr. Broadbent thanked the committee for their work.

IX. ACTION ITEMS

There were no action items.

X. ADJOURNMENT

There being no further business, Mr. Johnston moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:35 p.m.
