

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

January 27, 2005

The Library Board met on Friday, January 27, 2005, 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 10:40 a.m. by the chair, Franklin E. Robeson. He welcomed the Library Board and Belle S. Wheelan, Secretary of Education, and then announced that a quorum was present. The following members were in attendance:

Peter E. Broadbent, Jr.	Lewis F. Powell III
Gilbert E. Butler, Jr.	Stephen E. Story
John S. DiYorio	Henry Wiencek
Mary G. Haviland	Clifton A. Woodrum III
Valerie Jean Mayo	
Franklin E. Robeson, chair	
Christopher M. Marston, vice-chair	

Dylyce P. Clarke, F. Claiborne Johnston, Jr., Samuel E. Massenberg, and Charles W. Sydnor, Jr. were absent.

II. APPROVAL OF AGENDA

Christopher M. Marston moved to approve the agenda, which motion was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Dr. Robeson 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 November 15, 2004**

Mary G. Haviland moved for acceptance of the Consent Agenda consisting of the November 15, 2004 Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda and the November minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

G. William Thomas, Jr., president of the Friends of the Virginia State Archives, highlighted the Friends newsletter that included a report on their fall program, the Richard Slatten Lectures, and their spring seminar, *Straight to the Source*, scheduled for April 1, 2005. Mr. Thomas also serves as president of the James Monroe Foundation, and he gave details about the 2005 James Monroe Scholarship Award.

B. Report from the Office of the Attorney General

CLOSED MEETING

Clifton A. Woodrum III moved that under the *Code of Virginia*, Section 2.2-3711(A), the Board hold a Closed Meeting for the following purpose: “consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of this public body or the Library of Virginia or the Commonwealth of Virginia; and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by counsel.” This motion also included allowing the following individuals to remain for the Closed Meeting.

Belle S. Wheelan, Secretary of Education
Nolan T. Yelich, Librarian of Virginia
Alison P. Landry, Office of the Attorney General
Richard T. McGrath, Office of the Attorney General
Ann Harris, Library of Virginia
Edward D. C. Campbell, Jr., Library of Virginia
Jim Davis, Library of Virginia
Janice M. Hathcock, Library of Virginia

The motion was seconded and the Board voted unanimously in favor of the Closed Meeting with the designated individuals attending the meeting.

The Board then entered into a Closed Meeting.

CERTIFICATION OF THE CLOSED MEETING

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act, and because *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia Law, Mr. Woodrum moved that the Library Board certify by roll call vote that, to the best of each member's knowledge:

- (i) only public business matters lawfully exempted from 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.

Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment has taken place. The statement shall be recorded in the minutes of the public body.

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

Franklin E. Robeson.....	Aye	F. Claiborne Johnston, Jr.	Absent
Christopher M. Marston.....	Aye	Samuel E. Massenberg	Absent
Peter E. Broadbent, Jr.	Aye	Valerie Jean Mayo.....	Aye
Gilbert E. Butler, Jr.	Aye	Lewis F. Powell III.....	Aye
Dylyce P. Clarke	Absent	Stephen E. Story	Aye
John S. DiYorio.....	Aye	Charles W. Sydnor, Jr.....	Absent
Mary G. Haviland	Aye	Henry Wiencek.....	Aye
		Clifton A. Woodrum III.....	Aye

C. Committee Reports

- **Archival and Information Services Committee**

In the absence of the committee chair, Henry Wiencek, the vice chair, asked Conley Edwards, the director of the Archival and Information Services Division, to update the Board on the committee meeting. The Library offers two new services, one being “Ask a Librarian,” an on-line chat service that provides live chat with a librarian through Question-Point software. This began January 20, 2005, and is available from 1:00 to 3:00 p.m. through the Library’s Web site. The other new service is an expansion of resources available through NewsBank to over 500 newspapers across the United States.

The 1779 letter from Patrick Henry to Benjamin Harrison, formerly on an auction site at Swann’s Gallery, has been donated to the Library as well as another letter scheduled for auction at Christie’s. Other continuing projects include microfilming the Brock Collection at the Huntington Library, soliciting donations of war-related material from Virginians, and the Civil War maps project with the Library of Congress.

The Virginia Museum of Fine Arts has requested the return of the director’s correspondence for the period 1930-1970 archived at the Library. Deaccessioning of archival records is not a policy or practice of the Library and would set a precedent that could jeopardize the archival program. Staff of the Library will meet with staff of the Virginia Museum of Fine Arts to identify ways to cooperate and increase public access to this collection without returning the original documents to the museum.

The division director also reviewed the visitation figures for the last quarter and the past year. Yearly figures reflect a 19 percent decline. Other cultural institutions and libraries are also experiencing declines. Possible reasons for this decline are a greater use of online services, economic factors, and the severe hurricane weather of the past year. The Library will continue to monitor these figures closely.

A meeting has been planned with the Governor's Chief of Staff to discuss the transfer of the gubernatorial records at the end of Governor Mark R. Warner's term.

- **Collection Management Services Committee**

John S. DiYorio, committee chair, summarized the meeting which consisted of an overview of the division staffing and current recruitment. There are 77 full time and part time positions allotted for this division. Grants and other non-General Fund monies support 22 percent of these positions. In 2002, the division lost 39 employees due to layoffs and resignations. Six positions have recently been filled, and it is hoped that ten more will be filled within the fiscal year.

The committee previewed several recent accessions as well as an early facsimile copy of the Declaration of Independence in the Special Collections Department.

- **Legislative and Finance Committee**

Gilbert E. Butler, Jr., committee chair, asked Jim Davis, facilities director, to update the Board on the status of the Library building's environmental conditions and the progress the Department of General Services has made to resolve building-related issues. Although there have been minor humidity problems in some areas and some water puddling at windows, there have not been any major problems. The Library continues to monitor these conditions.

Ann Harris, director of the Finance and Administrative Services Division, reviewed the *Statement of Financial Condition as of December 31, 2004* and reported that expenditures are on target. Budget amendments submitted to the legislature include an increase to the Library's employment level for three *Dictionary of Virginia Biography* positions that are funded by the National Endowment for the Humanities. Other amendments include \$100,000 for the renovation of the Library's Exhibition Gallery, \$1 million for *Infopowering*, \$1.7 million for State Aid, and a \$450,000 construction grants amendment. Nolan T. Yelich, Librarian of Virginia, remarked that all of the submitted amendments are important to the ongoing operation of the Library. The only one directly submitted, however, on behalf of the Library Board was for the Library's Exhibition Gallery. The other amendments came from the statewide library community and other individuals.

Mrs. Harris summarized the steps taken to transform the Library Shop that will be managed by the Library. A new name, The Virginia Shop at the Library of Virginia, plus a new logo and a mission statement have been developed. Recruitment began on January 22, 2005 for a shop manager.

Secretary of Education Belle S. Wheelan thanked the Board members for their work to meet the challenges with the Library building, and she encouraged Board members to stay involved with the Library, even after their terms expire on the Board.

Secretary Wheelan exited the meeting.

- **Public Library Development Committee**

Ms. Haviland announced that Himmel & Wilson Library Consultants were selected for the Public Library Study from the requests for proposals. An overview was presented of the many topics the study will cover. Ms. Haviland introduced Ethel Himmel who presented the study's plan and timeframe. The five steps will be discovery, data gathering, analysis, synthesis, and refinement. Ms. Haviland reported that the committee, upon motion from Mr. Woodrum and seconded by Dr. DiYorio, unanimously voted for Valerie Jean Mayo to serve as the board's representative to the Public Library Study Steering Committee overseeing the study.

Ms. Haviland provided updates on several topics including current legislative issues, vacant public library director positions, the Gates Foundation program's last phase, library seminars on child-care provider training plus early-learning initiatives, and summer reading programs.

- **Publications and Educational Services Committee**

In the absence of the committee chair, Mr. Marston, vice chair, reported that the committee reviewed ongoing projects including the current exhibition, *Working Out Her Destiny* and its culminating event, the two-day *Women's History Symposium* on March 18-19, 2005. The next exhibition will be *Virginia Collects: Art from Capitol Square* and will be accompanied by a book and an online catalog of the art. The first lecture in conjunction with this exhibition is scheduled for May 12, 2005.

The third volume of the *Dictionary of Virginia Biography* is on schedule for printing at the end of the year. Progress continues with the reprint of the *Virginia in Maps* book. The program is also now utilizing a database to track inventory and sales of publications.

- **Records Management Committee**

Mr. Wiencek, committee chair, advised that the committee heard a report from Terri Reitz, Records Analysis director, who provided an overview of that department's functions, challenges and plans for 2005.

The Records Management and Imaging Services Division uses the Virginia Public Records Act to provide guidance to state agencies and localities on records management. Robert Nawrocki, division director, invited Board members to join a focus group that will discuss possible changes to the Virginia Public Records Act.

- **The Library of Virginia Foundation Committee**

Mary Beth McIntire, executive director, reported that the Semper Virginia Society's current donation level is at approximately \$90,000.

Additional programming has been added in conjunction with the *Working Out Her Destiny* exhibition, and the Foundation will sponsor the *Virginia Women Through Four Centuries*

Symposium scheduled for March 18-19, 2005. The Foundation will also sponsor some programming for the Capitol Art exhibit.

The budget amendment for the proposed gallery renovation is only a portion of the entire project. The Foundation will raise private money for the remaining costs.

The 2nd Annual Alan M. and Natalie P. Voorhees Lecture will be held April 9, 2005. Dick Stephenson, editor of the *Virginia in Maps* book, will speak on Civil War maps.

D. Report of the Executive Committee

The Executive Committee met on January 27, 2005, before the Board meeting and appointed a Nominating Committee that will report a slate of nominees at the March Board meeting. The committee consists of Peter E. Broadbent, Jr. as chair, Gilbert E. Butler, Jr., Mary G. Haviland, Charles W. Sydnor, Jr., and Clifton A. Woodrum III. Mr. Marston moved that the Board accept the Nominating Committee as proposed by the Executive Committee, and the Board voted unanimously for the acceptance.

E. Report of the Chair

Dr. Robeson commented on the success of the Legislative Reception and the importance of the approaching events for the 2007 Celebration. He announced the resignation of Board member Dylcyce P. Clarke because of her move out of state. Dr. Robeson also reported on other activities he has attended representing the Library Board. The Board photograph has been postponed until the March meeting.

F. Report of the Librarian of Virginia

Nolan T. Yelich, Librarian of Virginia, expressed his appreciation to Jamestown 2007 and the Virginia Library Association for co-sponsoring the Legislative Reception as well as the Board members for attending.

Mr. Yelich commented on Dylcyce P. Clarke's many years of service to the Library Board and provided an update on Samuel E. Massenberg.

He expressed appreciation to the staff for their understanding and cooperation with the issues related to parking during the legislative session. All parking for staff has been moved to another location to allow parking spaces for the legislature and for Library patrons.

The Board received revised pages for the Board Handbook as well as an informational "Bill Tracker" that will be updated weekly. Mr. Yelich thanked Mr. Broadbent and Mr. Thomas for their work in conjunction with Library representatives attending the December meeting of the Electoral College. The Library is considering a signature event in 2007 and Board members were asked to consider possibilities.

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 meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:15 p.m.

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