

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

September 19, 2005

The Library Board met on Monday, September 19, 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 11:10 a.m. by the chair, Christopher M. Marston. (The meeting was delayed due to the presentation by Ethel Himmel & Bill Wilson, Library Consultants on the Virginia Public Library study.) Mr. Marston welcomed the Library Board, staff, and guests. The following members were in attendance:

Gilbert E. Butler, Jr.	Valerie Jean Mayo
John S. DiYorio	Lewis F. Powell III
Mary G. Haviland	Stephen E. Story
F. Claiborne Johnston, Jr.	Henry Wiencek
George E. Lovelace	Clifton A. Woodrum III
Christopher M. Marston, chair	
Charles W. Sydnor, Jr., vice-chair	

Peter E. Broadbent, Jr. was absent.

**II. APPROVAL OF AGENDA**

Charles W. Sydnor, Jr. moved to approve the agenda, which motion was seconded and unanimously passed by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Marston 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 June 13, 2005**

Dr. Sydnor moved for acceptance of the Consent Agenda consisting of the June 13, 2005 Library Board minutes. The motion was seconded, and the Library Board voted unanimously to accept the Consent Agenda including the June minutes.

## **VII. INFORMATION ITEMS**

### **A. Report from the Office of the Attorney General**

Alison Paige Landry, Senior Assistant Attorney General, provided an overview of the Board's duties and powers as a "policy board" and she explained the board's legal relationship with the Office of the Attorney General. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act, the Conflict of Interest Act (COIA), and the Risk Management Plan. Ms. Landry reminded the Board that although they have completed COIA training, it will need to be reviewed every other year on the odd year.

### **B. Reports from Other Organizations**

George William Thomas, Jr., president of the Friends of the Virginia State Archives, invited the Board to the Richard Slatten fall seminar scheduled for October 22, 2005. Thomas W. Jones, a genealogical lecturer, is the featured speaker.

### **C. Staff Reports**

- **Archival and Information Services**

Sandra G. Treadway, Deputy Librarian, updated the Board on the status of the search for the new division director following Conley Edwards's move to head the Records Management Services Division. The position is currently being advertised, and Dr. Treadway elaborated on the qualifications needed to fill this position.

She announced the various programs planned for Archives Week in Virginia, which begins on October 10, 2005. An exhibit, "What is an Archive," is currently running in conjunction with Archives week.

Highlights from the annual report for fiscal year 2005 included reopening on Mondays, inaugurating wireless services at the Library, developing the capability of an on-line interactive chat line utilizing QuestionPoint software, and providing the availability of a Newsbank database.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, gave an overview of the division's organizational process since 1995. Its structure has recently changed because of the revisions in Records Management Services and the re-institution of the Publications and Educational Services program as a division. Collection Management Services now focuses on the acquisition, processing, and oversight of the Library's book, periodical, special, and government documents

collections and the coordination of the agency's overall conservation-preservation program. The division consists of five programs: State and Federal Documents (staff of 6), the Virginia Newspaper Project (staff of 5), Library Technical Services (staff of 16), Special Collections (staff of 7), and coordination of the Conservation-Preservation program. Dr. Campbell reported on each program's responsibilities, staffing, and budget. The entire division has a budget of \$1,753,000 with 55 percent derived from State General Fund monies and 45 percent from special monies generated by the Library and federal grant money.

Dr. Campbell updated the Board on the progress of the Joint Legislative Subcommittee of which Conley Edwards and Valerie Jean Mayo are members. The legislation affecting the State Documents Program will not be part of the Virginia Public Records Act per se, but it has been recommended as an addition to the *Code of Virginia* to immediately follow the Virginia Public Records Act. Dr. Campbell summarized the effects this study will have on the codification of the Library's statewide State Documents Depository System and its authority, processes, and reporting functions. It will create for the first time a definite statutory authority for the program on behalf of the Library.

*(The agenda was adjusted so that the Legislative and Finance Report would be the last staff report.)*

- **Public Library Development**

Elizabeth M. Lewis, the assistant division director, distributed the first projections for State Aid for 2007. Full funding would be just over \$24 million, but present funding is \$16 million.

She thanked the Board members for attending the Himmel & Wilson presentation on their study, *Inventing the Future of Public Library Service in Virginia*. The public library directors will receive the draft report at a meeting following the September 19 Board meeting and Board members were invited to hear the directors comments.

Ms. Lewis will attend the annual meeting of the Library Services and Technology Act coordinators on November 14, 2005, which will focus on the next five-year evaluation. Other upcoming events include several workshops for library trustees, and Board members are invited to attend. The printing of the new edition of the *Virginia Public Library Trustee Handbook* is near completion and will be available at the trustee workshops and at the next Board meeting. The upcoming Summer Reading workshops will train approximately 300–400 children's services librarians, and dates were given for those meetings.

Ms. Lewis updated the Board on public library director vacancies and new hires across the state.

- **Publications and Educational Services**

Gregg D. Kimball, the division director, thanked Dr. Campbell for his mentorship of this division while it was under Collection Management Services.

Dr. Kimball reported that he recently visited the Library's traveling exhibition, *Working Out Her Destiny: Women's History in Virginia*, currently on display at the History Museum and Historical Society of Western Virginia in Roanoke. He visited another traveling exhibition, *Old Dominion Songsters: Traditional Blues in Virginia*, in Tazewell County and did several programs in connection with this exhibition.

A proposal has been sent to the National Endowment for the Humanities requesting re-funding for the 2006–2008 grant cycle for the three research fellow positions currently working on the *Dictionary of Virginia Biography* project. Dr. Kimball referred the Board to the division's annual report for details on upcoming publications, including the fifth edition of the *Hornbook of Virginia History*, *The Papers of Sir William Berkeley*, and *Virginia Women through Four Centuries*.

- **Records Management**

Conley L. Edwards, State Archivist, reported that there are four branches in the restructured division: Records Analysis, Imaging Services, Description Services, and Local Records Services. There are currently 38 positions assigned to the division in addition to the director and those in administrative support. There are position vacancies being assessed and recruitment is underway. Mr. Edwards summarized the challenges facing each branch.

A team from various departments in the Library is working on replacement of the current records management software, and a contract has been signed. The anticipated implementation of the new software is September 19, 2005. The most important features of the software will relate to the management of both archival and records center storage space at the State Records Center plus tracking records schedules.

The other large contract is for the digitization of Chancery records. Two vendors have been selected to participate in the contract. The Virginia Information Technologies Agency that manages the contract process for the Library is in dispute resolution with a third vendor who was not selected.

The Joint Legislative Subcommittee studying the Virginia Public Records Act met on July 29 to review the proposed text relating to the State Documents Depository System. A work group met on August 24 to discuss the changes to the *Code of Virginia* relating to electronic records. Future meetings are planned for September 30 and October 7.

Mr. Edwards updated the Board on Library staff meetings with the Warner administration to arrange the orderly transfer of its archival records in January 2006.

There was a brief discussion among the Board about possibly adjusting the names of the divisions to reflect the type of work and services now being provided, such as Archival and Records Management Services division and Research and Information Services division.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, thanked the Library Board for their 100 percent participation in the Semper Virginia Society, which exceeded its goal for the year.

Ms. McIntire advised that invitations have been mailed for the 8<sup>th</sup> *Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends* to be held on October 15, 2005. The Page Turner Society membership will again be available this year. A luncheon for the members is planned for September 27, 2005, with guest author David Baldacci. There are several new sponsors for this year's Celebration.

Fundraising for the Exhibition Gallery renovations is in its final phase. Grants received so far total \$155,000, and there are several requests still pending.

The Foundation was pleased to fund the *Working Out Her Destiny* traveling exhibition. Board members were asked to advise Ms. McIntire if they know of any other venues for the exhibition.

### **Legislative and Finance Committee**

Ann N. Harris, division director, gave an overview of the 2006–2008 budget development and report, and she explained the five budget decision packages submitted on September 15, 2005. The five proposals focus on new initiatives to remedy the Library's biggest challenges and greatest needs.

1. Remedy Research Collections and Education Programs;
2. Support Library's Expanding Electronic and Digital Records Program;
3. Access to Governor's and Secretariat's Policy and Program Information;
4. Support Virginia's Public Libraries; and
5. Expand Non-General Fund Programs.

Ms. Harris called the Board's attention to the report on the Library's *State of Financial Condition as of August 31, 2005*. She explained the reasons for the high percentage of the General Fund expenditures were the three payrolls in July, the quarterly State Aid payment, and the quarterly rent payment.

#### **D. Report of the Executive Committee**

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

#### **E. Report of the Chair**

Mr. Marston advised that his comments were dispersed throughout the staff reports.

#### **F. Report of the Librarian of Virginia**

Nolan T. Yelich, Librarian of Virginia, reported that former board chair, Franklin E. Robeson, has been advised by the Governor's Office that he will not be reappointed. Henry Wiencek and George E. Lovelace are expected to be reappointed. There are currently two Board vacancies with the resignation of Samuel E. Massenberg due to health reasons.

Recruitment is underway for the position of director of Library Development and Networking, and several public library directors will serve on the panel for that position.

The entire Library Board Handbook was updated and copies were distributed.

The Virginia Library Association is having its centennial conference in Williamsburg in October.

The Library is continuing its strategic planning initiative.

Mr. Yelich commended the steering committee that worked with Himmel & Wilson, Library Consultants on the Virginia Public Library study.

**VIII. OLD OR NEW BUSINESS**

There was no old or new business.

**IX. ACTION ITEMS**

Dr. Sydnor moved to refer the banner report of Himmel & Wilson, Library Consultants to the Public Library Development Committee for its recommendation at the next board meeting. The motion was seconded and unanimously accepted by the Board.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:30 p.m.

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