

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

January 27, 2006

The Library Board met on Friday, January 27, 2006, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

After a work session on electronic records, the meeting was called to order at 10:30 A.M. by the chair, Christopher M. Marston. 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
Lydia J. Johnson	Mark D. Romer
F. Claiborne Johnston, Jr.	Stephen E. Story
	Clifton A. Woodrum III

Christopher M. Marston, chair
Charles W. Sydnor, Jr., vice-chair

Peter E. Broadbent, Jr., Mary G. Haviland, George E. Lovelace, and Henry Wiencek were absent.

II. APPROVAL OF AGENDA

F. Claiborne Johnston, Jr., moved to approve the agenda. The motion was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Marston welcomed the new board members, Lydia J. Johnson and Mark D. Romer, as well as visitors and 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 14, 2005**
- **Resolution to Mathews Memorial Library**
- **Resolution to Dr. Samuel E. Massenberg**
- **Resolution to Dr. Franklin E. Robeson**
- **Resolution for Mr. James B. Walthall**
- **Resolution for Mr. Alan M. Voorhees**

Stephen E. Story moved for acceptance of the Consent Agenda consisting of the November 14, 2005, Library Board minutes and the resolutions. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the November minutes and the resolutions.

VII. INFORMATION ITEMS

A. Report from Other Organizations

G. William Thomas, Jr., immediate past president of the Friends of the Virginia State Archives, highlighted the Friends programs planned for 2006, which include the spring seminar, *Straight to the Source*, on March 31, 2006. The fall program, the *Richard Slatten Lectures*, will be held on October 14 in connection with Archives Week. The Friends submitted an application to the Community Foundation to purchase Kentucky records comparable to the recently purchased West Virginia records.

B. Staff Reports

- **Archival and Records Management Services**

State Archivist Conley L. Edwards reported that the revisions proposed by the subcommittee studying the Virginia Public Records Act, House Bill 209, passed the House of Delegates on January 20, 2006. Key features include a definition of electronic records, along with technical terms relating to their management; clarification that the physical format of the record does not change its value as a record; a requirement that newly elected or appointed officers are to be given a copy of the Public Records Act; a requirement that agencies report the names of appointed records officers to the Library; and the directive that the Library should own and operate any equipment necessary to manage and obtain control of electronic archival records. The Library will be responsible for providing training and educational opportunities concerning the Act, and the Library will be given discretionary authority to conduct audits of entities not complying with the Act.

Other pertinent legislation includes House Bill 959 and Senate Bill 461 relating to the timing and destruction of records. The objective of this legislation is to address the possibility of identity theft from records with personal information that remain in local and state offices.

The director updated the Board on the results of the survey sent to 120 circuit court clerks to assess program services available to this constituency and to identify needs that could be addressed by the Circuit Court Records Preservation Program. There were 92 responses. Topics most frequently mentioned were back scanning or retrospective scanning of deed records, shelving,

and storage issues. The majority of the responses indicated the clerks are very satisfied to satisfied with the Library's services.

The microfilming of the Brock Collection has reached a milestone. All of the manuscript collections have been microfilmed. Work will now begin on the bound volumes, and later on the miscellaneous material.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, updated the Board on House Bill 210, which proposes to codify under one section of the *Code of Virginia* the parameters, administration, and oversight responsibilities of the Library's long-standing State Publications Depository Library System. This bill is going through the legislative process. If passed, it will specifically name this system as a program of the Library of Virginia under the authority of the Library Board. It will also include for the first time electronic records and will underscore the Library's authority. State agencies will be required not only to submit paper copies of their publications, but also electronic publications to the Library. Any agencies not submitting these records will be reported to the executive and legislative branches. The significance of House Bill 210 is important since the number of publications is increasing.

The director showed several examples of panoramic photographs that have undergone conservation-preservation and gave a brief overview of the preservation process. He also provided details of the Library's extensive and varied photography collection as well as information on the collection of pictures online.

- **Finance and Administrative Services**

Division director Ann N. Harris announced that for the Library's five budget proposals not counting State Aid, the budget submitted to the General Assembly by the Governor includes 48 percent of the monies requested, and she summarized each budget request. Nolan T. Yelich, Librarian of Virginia, encouraged Board members to continue their support for the Library's recommendations regarding State Aid and Find It Virginia with the General Assembly. The Board also reviewed the *Statement of Financial Condition as of December 31, 2005*, and it is on target.

C. Anson Matthews, Human Resources director, reported that the compensation study for the Librarian Classification series of positions is progressing. He explained that although the Human Resources Department reviews all classifications periodically, the study was necessary to ensure the Library is in line with the current market in terms of classification and salary for this group. The librarian series encompasses many positions including archivists, records managers, historians, and librarians, and he detailed the steps the study will follow. The Library is currently awaiting responses to the salary survey distributed to similar institutions. Mr. Matthews invited the Board to the Library's Annual Service Awards scheduled for January 31, 2006. This yearly event recognizes employees' years of library service and state service.

Jim Davis, facilities director for the Library, updated the Board on the status of the environmental conditions of the Library building and other building-related issues. The problem of humidity control during the winter months appears to have improved. One of the outstanding issues

is condensation on windows in the stacks areas as well as a few other areas. The Department of General Services is working with the original building contractor to resolve this problem by installing strip heaters where needed. The chillers, which are necessary for cooling and humidity control, are also being overhauled. Conditions have generally improved with these few exceptions.

Mr. Davis commented on the problems that have developed with the bus stop in front of the Library after several stops were consolidated because of the construction downtown. Problems have resulted because of large numbers of people not only waiting for the bus not only outside, but also inside the Library. Fights, arrests, and assaults in front of the building as well as damage to the facility have occurred. The facilities staff has also had to address the problems of all types of unsightly waste left in front of the building. The senior managers are working to try to resolve this issue.

- **Library Development and Networking Services**

Elizabeth M. Lewis, division director, distributed the estimate of State Aid funding for public libraries that includes additional money in the Governor's budget for State Aid. Task forces are being formed to develop action plans for the specific recommendations from the Himmel & Wilson Study. Since there are a series of recommendations for continuing education, a position will be advertised for a continuing education consultant.

Ms. Lewis reported on the Library Services and Technology Act (LSTA) conference. Ms. Lewis explained how many of the Library's programs are supported with this federal money. The five-year plan is due to be revised in two years. The annual LSTA report was filed by the deadline of December 31. The federal budget appropriation amount for 2006 is up \$62,000 for a total of \$3,913,359. This money, however, is not available for spending until 2007.

The Library is again working with three other states, Alabama, Georgia, and South Carolina, on the artwork for the Summer Reading Program. The director showed examples of the themes. Use of the Find It Virginia database has steadily grown and there are approximately 18,000 uses per day. This reflects an increase of 223 percent in the last two years. There are no advertising funds since those funds were eliminated in the state budget reductions. Two Virginia public libraries have recently won national awards and Ms. Lewis gave details.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported that the search will begin for a new position for an education coordinator to assist in the development and implementation of the Library's educational programs and outreach for students, teachers, and the general public.

Dr. Kimball reported on the Library's adoption of an ongoing education project, previously conducted by the Virginia Foundation for Women since 2002. It is entitled *Virginia Women in History*, and it celebrates notable Virginia women. The Library, in collaboration with the Library of Virginia Foundation, is producing and distributing a poster and traveling exhibition with images and biographies of the eight honorees for 2006 with a reception scheduled for March 2.

April is the targeted publication date for Volume 3 of the *Dictionary of Virginia Biography* (DVB). The Library should hear by April whether the National Endowment for the Humanities will continue to fund three of the current research fellows helping with the DVB. Dr. Kimball also advised the Board of the status of other current projects, including the 2007 edition of the *Hornbook of Virginia History*, an exhibition opening in July on sculptor Leslie Garland Bolling, and a documentary edition of the papers of colonial governor Sir William Berkeley.

- **Research and Information Services**

Sandra G. Treadway, Deputy Librarian, elaborated on the search for a division director.

The reference department held a briefing for the legislative aides to advise them of the services available at the Library of Virginia for the General Assembly members.

- **The Library of Virginia Foundation**

Future events include the February 15 Richmond premier of “Down in the Old Belt,” an hour-long documentary film chronicling nearly four hundred years of tobacco-growing in Virginia. A reception is scheduled on March 2 for the eight honorees of the Virginia Women in History, which will be hosted by the Honorable Anne Holton, First Lady of the Commonwealth of Virginia. The 2006 Alan M. & Nathalie P. Voorhees Lecture on the History of Cartography will be held on March 11. Mr. Voorhees, a longtime supporter of the Foundation, passed away in mid-December, and a special exhibition is planned in his honor for March 6–13. The 1823 Council composed of former Library Board members and Foundation Board members will meet on March 30. The Foundation’s next fund-raising event will be a re-creation of the Miller & Rhoads Tea Room on May 13, 2006, featuring a fashion show and authentic Tea Room recipes.

C. Report of the Executive Committee

The Executive Committee met on January 27, 2006, before the Board meeting and voted to recommend the following members for the Nominating Committee. The committee consists of Clifton A. Woodrum III as chair, Gilbert E. Butler, Jr., Valerie Jean Mayo, Stephen E. Story, and Charles W. Sydnor, Jr. The Board voted unanimously to accept the Nominating Committee as proposed by the Executive Committee. A slate of nominees will be presented at the March Board meeting.

D. Report of the Chair

Mr. Marston reminded the Board of the dates of future Board meetings scheduled for March 13 and June 12. He attended the Foundation Board meeting on January 26, and he encouraged the Board to participate in the Foundation’s annual giving program, the Semper Virginia Society. Mr. Marston described the activities he has attended on behalf of the Board.

Members were asked to submit their suggestions for future topics for workshops before the Board meetings and there was discussion on possible subjects. Mr. Marston will work with the Foundation Board in constituting a project proposed by Foundation Board member Peter Schwartz.

E. Report of the Librarian of Virginia

Mr. Yelich welcomed Dr. Johnson and Mr. Romer as new members to the Library Board. He also welcomed Ms. Lewis to the Senior Management Team as the new director of Library Development and Networking. He introduced Alison Paige Landry, Senior Assistant Attorney General, to the new Board members and advised that Ms. Landry will contact them with information they will need as new members. He reminded the Board that the weekly bill tracker for the General Assembly will be sent on Fridays. He expressed appreciation to Mr. Marston for his willingness to appear before the General Assembly on issues related to the Library.

Mr. Yelich commented on the changes in leadership nationally for state libraries and state archives over the past 10 to 15 years because of retirements and other factors. In order to prepare individuals better to assume these roles, the organization for Chief Officers of State Library Agencies is creating an executive institute to begin in the summer of 2006 at the University of Wisconsin. It will help train newly appointed state librarians and those who have been in office for 2 to 3 years, plus individuals who wish to learn more about state library agencies. Mr. Yelich has been involved with this initiative.

He encouraged Board members to offer their ideas for future programs for the Board meetings. He thanked the Board for the resolution recognizing Mathews Memorial Library for receiving a 2005 national award for museum and library service. There is an event at the White House to recognize the award-winning libraries, and Mr. Yelich will represent the Library of Virginia at this event.

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 adjourned the meeting at 12:20 P.M.

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