

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

September 17, 2007

The Library Board met on Monday, September 17, 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 10:35 a.m. by the chair, Mary G. Haviland, following a Board work session. Ms. Haviland introduced David Poyer, a new Library Board member, and welcomed the following members in attendance:

John S. DiYorio	David Poyer
Lydia J. Johnson	Stephen E. Story
Marc Leepson	Carole M. Weinstein
George E. Lovelace	
Mary G. Haviland, chair	
Valerie Jean Mayo, vice-chair	

Ronald S. Kozlowski, Lewis F. Powell III, Mark D. Romer, Charles W. Sydnor, Jr., Henry Wiencek, and Clifton A. Woodrum III were absent.

**II. APPROVAL OF AGENDA**

Carole M. Weinstein moved to accept the Agenda as submitted, which was seconded by George E. Lovelace. Valerie Jean Mayo suggested adding the Contract for the Librarian of Virginia under old business. The Board unanimously approved the amended Agenda.

**III. WELCOME TO VISITORS AND STAFF**

Ms. Haviland 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 11, 2007**

Stephen E. Story moved for acceptance of the Consent Agenda consisting of the June 11, 2007, Library Board minutes. Mr. Lovelace seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the June minutes.

## **VII. INFORMATION ITEMS**

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

Carolyn L. Barkley, president of the Friends of the Virginia State Archives, announced that the upcoming 8th Annual Richard Slatten Lecture, featuring Lloyd deWitt Bockstruck, will be held Saturday, October 27, 2007, at the Library of Virginia. Ms. Barkley distributed the registration brochure and invited Board members to attend.

Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society and a director of the National Genealogical Society, reported that the Genealogical Research Institute of Virginia will feature lectures by Helen F. M. Leary at the Library on September 22, 2007. The Virginia Genealogical Society will hold its fall conference November 2–3 in Roanoke with several talks focusing on the migration records in Virginia. Board members are invited to attend both conferences.

### **B. Staff Reports**

- **Archival and Records Management Services**

Conley L. Edwards, division director, summarized two documents that will be added to the appendix of the Library's Collection Development Policy. These are the Permanent Electronic Records Accessioning Guidelines and the State Government Web Site Collection Guidelines.

Mr. Edwards announced that the Annual Report to the Secretary of Education on the Status of the Circuit Court Records Preservation Program was completed at the end of the fiscal year and a copy was given to the Board. He explained that this program addresses the preservation of court records transferred to the Library as well as those remaining in the 120 clerk's offices around the commonwealth. This program was established in 1990 and is funded by a fee imposed on the recording of land records in the localities. That fee is now \$1.50. He reported on the status of this program including the grants program, in-house processing of original records and media storage, inspection, duplication, and inventory. The current state budget situation causes concern for this program's funds because any funding loss will mean delays in implementing the program for records seriously in need of preservation as well as reordering of priorities for grants to localities.

October is Archives Month and Mr. Edwards described the activities planned at the Library, in conjunction with other institutions, beginning October 2 around the theme "Exploring New Worlds: Virginia's Archives in Our Lives." Board members are invited to attend the activities.

- **Collection Management Services**

Edward D. C. Campbell, Jr., updated the Board on recent Special Collections accessions. These included an 1893 dance card, a World War II-era poster featuring Virginia, a very rare 1870 carte-de-visite view of the Capitol, and other items.

Dr. Campbell also provided an update on the Virginia Newspaper Project. The Library joined the United States Newspaper Program in 1992. This program is funded by the National Endowment for the Humanities and coordinated by the Library of Congress. The grants received over the years have allowed the Library to find, catalog, and film or arrange to film surviving newspapers across Virginia. This project is now part of the National Digital Newspaper Program, which is the digitization aspect. Very few institutions received grants for this program due to the complexity of the project and grant process, and there is only one allowed per state. Dr. Campbell provided the statistics for how many newspapers will be completed in phases one and two with the renewed funding.

- **Finance and Administrative Services**

Ann N. Harris, division director, reported that the Library hopes to receive word soon on the 2008–2010 biennium budget development process. The Agency Strategic Plan and the Service Area Plan are due September 28 and progress is expected to move quickly once the Plans have been submitted. The next steps are the agency's base budget and the budget decision packages submissions; however, it is believed that the budget reductions for this fiscal year will continue for the 2008–2010 biennium. The Governor's budget comes out December 17.

The Library submitted a budget reduction plan based on a 5 percent reduction as requested, but there has been no response yet. The reduction percentage is calculated on the Library's entire General Fund base budget, which includes both State Aid and the annual rent payment to the Department of General Services (DGS). The 5 percent reduction in State Aid is approximately \$900,000, but the \$2.4 million the Library pays for rent to DGS cannot be reduced, which means the Library has to absorb the budget reduction internally. Positions are also frozen and no position can be filled unless approved by the Secretary of Education.

Mrs. Harris highlighted the Statement of Financial Condition as of June 30, 2007, showing that all General Funds were spent. The Statement of Financial Condition as of August 31, 2007, reflects a higher level of spending, but this is due to the quarterly rent and State Aid payments as well as three payrolls in July, which is normal for the first quarter.

The Library is in the first phase of a three-phase directive for all state agencies concerning internal controls. This directive is called the Agency Risk Management and Internal Control Standards (ARMICS). Certification for Phase I is September 30th, Phase II is due March 31, 2008, and Phase III is due June 30, 2008.

- **Library Development and Networking Services**

Elizabeth M. Lewis, division director, reported on several current issues. The public library directors are waiting to hear the outcome of the possible reduction in State Aid.

The New River Public Library Cooperative Group is offering assistance to Craig County Public Library. The updated task force reports connected to the Himmel & Wilson study are available online.

The Institute of Museum and Library Services Program officer visited the Library August 28–30 for the Library’s first inspection. She also visited a diverse group of public libraries. This was a successful visit and the Library received a letter stating that it is in compliance with the Library Services and Technology Act program. The only suggestions for improvement concern the records retention policy and to compose a manual since many employees are near retirement age. The five-year plan approved as of September 7, 2007, and the five-year evaluation are now available on the Library’s Web site.

Two new staff members have joined the division. Rose Schooff, the Library’s former Web master, is now a technology consultant in Library Development, and Enid Costley is the new children’s & youth services consultant.

The annual meeting of the public library directors was held September 10 and 11 with 80 percent of library systems represented. Turnover of public library directors is high with thirteen directors either announcing their retirement or being new to their libraries. The Virginia Library Association’s legislative agenda has been adopted with Find It Virginia as the first priority, State Aid as second, and technology—specifically the Library of Virginia’s technology needs—as third.

- **Publications and Educational Services**

Gregg D. Kimball, division director, commented on the Library’s recently published book, *The Papers of Sir William Berkeley*, and a copy was distributed to each Board member. He advised the Board of the ongoing discussion regarding eventual mounting of both the biographical abstracts and the full text of the *Dictionary of Virginia Biography (DVB)* in digital form on the Library’s Web site. The remaining volumes of the *DVB* will be online with simultaneous printed publication of the *DVB* as well.

Dr. Kimball described the ongoing creation of content for the Library’s proposed Web site, *Virginia Memory*, including entries for the “Day in Virginia History” component and biographical abstracts.

- **Research and Information Services**

Suzy Szasz Palmer, the new division director, described her background and experience along with her vision for this division’s future. There are approximately 50 employees divided between circulation, reference, archives research, interlibrary loan, and the stacks. She elaborated on the challenges facing the division. These include having the research skills to answer more complex questions from patrons, an aging staff that needs training and retraining, and computer downtime and its effects on the catalog system and service to patrons.

Ms. Palmer distributed Library cards to all Board members and advised that the Library cards can be used to access Find It Virginia.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, reminded the Board that the membership dollars from the Semper Virginia Society help to support acquisition programs for general book-buying purposes as well as archival and manuscript purposes such as the items viewed during the Collection Management Services division report.

Using funds from the Foundation and the Library, the Foundation hired a media buyer to develop a strategic advertising plan. This will focus on four areas: (1) book talks, (2) the Literary Awards Celebration event, (3) the Virginia Women in History project, and (4) the Virginia Shop. Through a general sponsorship from the *Richmond Times-Dispatch*, the book talks have been well advertised in the newspaper. This resulted in record attendance for the recent book talks.

The 10th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends scheduled for October 20, 2007, is sold out. Since this event sold out before the invitations were mailed, another event, a lunchtime conversation with several Literary Awards nominees, has been scheduled at the Jefferson Hotel.

### **C. Report of the Chair**

Ms. Haviland reported that the Executive Committee met the morning of September 17 and discussed the mandate to supervise and evaluate the performance of the Librarian. The committee reviewed the Librarian's professional goals for the coming year. A checklist was drawn up for developing future contracts and renewals. The Board will vote on the Librarian's contract under Action Items. The committee also discussed plans for a joint leadership meeting with the Foundation's Executive Committee. A full joint meeting of both Boards is expected in spring 2008. The committee discussed a proposal to hold the March meeting, rather than the June meeting, in Abingdon.

The Executive Committee also voted to recommend the following members for the Nominating Committee: Clifton A. Woodrum III (as the chair), Ronald S. Kozlowski (as the vice-chair), John S. DiYorio, George E. Lovelace, and Mary G. Haviland. This committee's task will be to nominate a slate of Board officers for 2008–2009. The Board will vote on the selection of committee members at the November meeting.

A poll was taken to find out whether Board members preferred to have the Board packet mailed or sent by e-mail.

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

Ms. Haviland introduced Sandra Gioia Treadway, the Librarian of Virginia. Dr. Treadway reported that the transition has been seamless. She appointed Dr. Campbell as the Deputy Librarian. Dr. Treadway met with the executive management team to discuss future goals and also with the Library staff to share her vision and thoughts. She looks forward to a joint meeting of both boards.

Dr. Treadway commented on the possibility of a budget reduction. Several members of the executive staff met with the staff of the House Appropriations Committee and the Senate Finance Committee responsible for education to advise them of the Library's needs.

Dr. Treadway has met with the leaders of several other organizations including the Virginia Library Association's legislative committee and the Virtual Library of Virginia.

Communication is very important and the Library is looking at how it communicates in all activities. The Library is also looking at the identity it projects, including how it communicates with constituents—both in print and electronically.

Dr. Treadway commented on the importance of maintaining a balance between internal duties and the external duties of promoting the Library with outside organizations. She advised the Board of upcoming events involving the Library.

She welcomed Mr. Poyer as a new Board member and recognized the two Board reappointments.

## **VIII. OLD OR NEW BUSINESS**

Ms. Haviland called the Board's attention to the Code of Ethics distributed at the last meeting and reviewed in the Board work session. There was no further discussion, and Mr. Lovelace moved to endorse the Code of Ethics prepared by and for the staff. Ms. Mayo seconded the motion and Board unanimously agreed to endorse the Code of Ethics.

## **IX. ACTION ITEMS**

- **Review of the Librarian's Contract for Ratification by the Board**

A copy of the Dr. Treadway's contract was distributed. The contract was drawn up by the consensus of the Executive Committee in June. There were no questions about the contract. It was the sense of the Board at the June meeting that the Board authorized Charles W. Sydnor, Jr., then chair of the Board, to sign the contract, but the Board wanted to see the final document copy in print for ratification. Mr. Story commented that the verbiage is standard state contract language and much of it was taken from the previous contract. Marc Leepson moved to ratify the contract for the new Librarian of Virginia, Dr. Sandra Gioia Treadway. Mr. Lovelace seconded and the Board unanimously approved the contract.

## **X. ADJOURNMENT**

There being no further business, Dr. DiYorio moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:15 p.m.

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