

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

March 17, 2008

The Library Board met on Monday, March 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 10:30 am by the chair, Mary G. Haviland. Ms. Haviland announced a quorum was present and she welcomed the following members in attendance:

|                               |                        |
|-------------------------------|------------------------|
| John S. DiYorio               | David Poyer            |
| Ronald S. Kozlowski           | Mark D. Romer          |
| George E. Lovelace            | Stephen E. Story       |
| Marc Leepson                  | Charles W. Sydnor, Jr. |
| Lewis F. Powell III           | Henry Wiencek          |
| Mary G. Haviland, chair       |                        |
| Valerie Jean Mayo, vice-chair |                        |

Lydia J. Johnson, Carole M. Weinstein, and Clifton A. Woodrum III were absent.

**II. APPROVAL OF AGENDA**

Marc Leepson moved to accept the Agenda as submitted, which was seconded by Charles W. Sydnor, Jr. The Board unanimously approved the Agenda.

**III. WELCOME TO VISITORS AND STAFF**

Ms. Haviland welcomed 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 January 18, 2008**

Ronald S. Kozlowski moved for acceptance of the Consent Agenda consisting of the January 18, 2008, Library Board minutes. Valerie Jean Mayo seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the January minutes.

## **VII. INFORMATION ITEMS**

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

Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society (VGS), reported on several upcoming events. He announced that the Society will hold its spring conference at the Library of Virginia on April 26, 2008. The topic will be "Treasures Available at the Library of Virginia." The Friends of the Virginia State Archives will hold their "Straight to the Source" program at the Library on March 28, 2008. He also stated that the General Assembly passed a bill establishing a War of 1812 Bicentennial Commission to explore proper methods of commemorating the conflict. The Librarian of Virginia or her designee will serve as a member of the Commission.

### **B. Committee/Division Reports**

- **Archival and Information Services Committee**

Henry Wiencek, committee chair, reported that space problems in the stacks and microfilm storage areas are being addressed. The Library is reconsidering its policy regarding the use of digital cameras in the Archives. As the demand for Internet access is growing, the Library had plans to expand the number of Internet access terminals; but the budget restrictions put the purchase of new equipment and furniture on hold. In an effort to address the situation in the interim, two computers previously devoted to the Library's online catalog were reassigned and converted to public Internet terminals. The Internet Use Policy has been revised to allow for a single one-hour session per day with a total of ten terminals dedicated to public Internet access. There have been no complaints, and there has been a noticeable reduction of the number of patrons waiting in line. There was some discussion, a few questions, and some comments regarding the use of digital cameras.

- **Collection Management Services Committee**

Mark D. Romer, committee chair, reported that the U.S. Government Printing Office (GPO) and a network of 20 depository libraries have established a virtual reference service called "Government Information Online (GIO): Ask a Librarian." The Library of Virginia is one of the libraries participating in this program. The Federal Depository Library Program is a free, online-information service available throughout the United States. Mr. Romer also brought to the Board's attention a new mezzanine exhibit of 1950's images in the Library's collection by Richmond photographer Adolph Rice. A report was distributed to the Board on both of these subjects.

- **Legislative and Finance Committee**

Ronald S. Kozlowski, committee chair, reported that \$1.7 million was requested of the General Assembly for the two years of the 2008–2010 biennial budget to help with the staffing, the hardware, and the software necessary to enable the Library to keep and make accessible electronic records of state government as mandated. The Senate approved the request; but the House did not. The request for the amendment then went to the conference committee and \$100,000 was approved for the first year of the biennium and \$450,000 for the second. The Board was pleased with the budget amendments and discussed ways to continue promoting the Library, using opportunities to build positive relationships, and educating the members of the General Assembly as to how critical these funds are in order for the Library to fulfill the requirements of this mandate.

Mr. Kozlowski called on Ann N. Harris, division director, who advised the Board of a possible additional reduction to the Library’s operating budget for fiscal year 2008. Ms. Harris also explained the possibility of reductions to the state aid that some public libraries receive for fiscal year 2009. As the legislation is written, next year the Library of Virginia will distribute state aid to public libraries based on the formula that exists. The counties, cities, and localities will be required to determine where to take cuts from all the state aid they receive to equal \$50 million. Ms. Harris elaborated on the effects this would have on the libraries. Sandra G. Treadway reported that the Virginia Library Association legislative committee has contacted her, and she offered to host a meeting with that committee and other librarians. The Library of Virginia and the legislative committee will devise a strategy to encourage local library directors to meet with their county supervisors and educate them so they understand the issues.

Ms. Harris reported we have a potential budget cut of .5 percent but we have had no direction from the Secretary’s office as to the amount or whether it applies to the operating budget (\$66,700) or state aid (a little over \$86,000). The state aid for the final quarter of this fiscal year cannot be distributed until the reductions are made.

Ms. Harris reviewed the Library’s *Statement of Financial Condition as of February 29, 2008*, and assured the Board that the Library’s finances were being handled responsibly.

- **Public Library Development Committee**

John S. DiYorio, committee chair, reported that the committee will meet following the Board meeting, and all Board members are invited to attend. The committee will discuss the state aid program and review the revised “Standards Document” produced by the Public Library Quality and Standards Task Force.

- **Publications and Educational Services Committee**

Marc Leepson, committee chair, explained the process for accepting nominations for the 2008 Library of Virginia Literary Awards. This year 138 books were nominated—28 books of poetry, 31 books of fiction, and 79 non-fiction books. The publishers send three copies of each book which are then sent to the judges.

Mr. Leepson reported that bids closed on March 6, 2008, for the printing of *The Guide to the Personal Papers Collections at the Library of Virginia*. The publisher, Sheridan Books, has promised a six-week turnaround. The book should be available in late April or early May. *The Guide to the Personal Papers* contains entries for 5,730 personal papers collections—ranging from diaries and correspondence to blogs and websites. These collections document more than 400 years of Virginia history. The collections also contain deeds, wills, and other legal documents that may have otherwise been lost to fire or other disasters, along with photographs, postcards, scrapbooks, videos, and sound recordings. The Personal Papers Collections at the Library of Virginia are invaluable resources for historians and genealogists.

Mr. Leepson reported on the Virginia Women in History traveling exhibition, website, and outreach program. There will be a program and reception sponsored by the Library of Virginia and the Library of Virginia Foundation on March 27. Very good support has been received from several sponsors—Virginia Foundation for the Humanities, CBS Channel 6, and the *Richmond Times-Dispatch*. They and others have sponsored the printing and mailing of 24,000 posters to 8,000 teachers, social study coordinators, language art coordinators, school media specialists, library museums, and other cultural institutions throughout the state. The traveling exhibit for this program has already been booked in eleven libraries and cultural institutions around the state.

- **Records Management Committee**

Lewis F. Powell III, committee chair, reminded the Board that the Friends of the Archives will sponsor the seventeenth annual “Straight to the Source” program on March 28, 2008, at the Library. Records and Information Management Week will be observed March 31 through April 4, 2008. The Library of Virginia and the Virginia Association of Government Archives and Records Administrators (VAGARA) will cosponsor an in-depth workshop on “Legal Issues and Records Management: Myths and Realities.” On April 2 the Library staff will provide training sessions for agency and local records officers on the basics of records management. Mr. Powell updated the Board on the successful Circuit Court Records Preservation Program which does not depend on the General Assembly for funding. He noted that even during a bad housing market, land transactions must be recorded; and \$1.50 from each transaction is earmarked for the preservation of circuit court records. An article in the spring issue of the *Recordatur* reported that on November 14, 2007, 38 grant applications representing \$471,389.48 in funding were awarded by the Circuit Court Records Preservation Program.

Mr. Powell called the Board’s attention to the proposed regulations circulated at the last Board meeting on the “Elimination of Social Security Numbers in Public Records” [17 VAC 15–120]. This regulation applies to records whose retention period has expired. The word “incinerated” has been added as an approved destruction method in Section B, subsection d, and subsection e. This addition is reflected in the text distributed to the Board. The Board was advised of the steps the regulations will follow to become effective. Mr. Powell, on behalf of the committee, moved that the Board approve the proposed regulations entitled “Elimination of Social Security Numbers in Public Records.” The Board’s authority to approve these regulations is found in the *Code of Virginia* §42.1–82. There was no discussion and the Board voted unanimously to adopt the regulations.

- **The Library of Virginia Foundation**

Stephen E. Story, committee chair, updated the Board on the Foundation's efforts to increase both income and donors by partnering with Imageering Development Consults, LLC (IDC), a fund raising firm. Over the next three months 13,000 letters signed by David Baldacci will be mailed, and follow-up telephone calls will be made to prospects and existing donors in the database built up by the Foundation over the years. He reported that Mary Beth McIntire and Stephe G. Broadwater, chair for the Foundation Development Committee, met with the IDC calling team and were very impressed with the way they present themselves and the way they will represent the Foundation.

Mr. Story urged the Board members to renew their Semper Virginia Society memberships and to strive for 100 percent participation. He announced several programs underwritten by the Library of Virginia Foundation beginning with the Fry-Jefferson Map Society's hosting of the annual Voorhees lecture; eleven book talks scheduled for March through May; the program and reception in honor of Virginia Women in History month. He elaborated on the report by Mark Leepson and added SunTrust and Dominion as sponsors for the Virginia Women in History program.

- **Nominating Committee**

Mr. Kozlowski, committee vice chair, presented the report in the absence of Clifton A. Woodrum III. He reminded the Board of the draft slate of officers for 2008–2009 presented at the meeting on January 18.

**Library Board Officers**

Chair: Valerie Jean Mayo  
Vice-Chair: John S. DiYorio

**Executive Committee**

Chair: Valerie Jean Mayo  
Vice-Chair: John S. DiYorio  
Immediate Past Chair: Mary G. Haviland.  
Ronald S. Kozlowski  
Carole M. Weinstein

Since it was the consensus of the Board to vote on this item following the report, a motion to accept the slate of officers as presented was made by Dr. Sydnor, seconded by Mr. Story; and the Board unanimously adopted the motion. Officers will be installed at the end of the June meeting.

**C. Report of the Chair**

Ms. Haviland took a moment to recognize Alison Paige Landry, Senior Assistant Attorney General, and thanked her for her diligence in attending the Board meetings and for her expert advice.

Ms. Haviland reported that the Executive Committee will meet before the June meeting to evaluate the State Librarian. The results of the Board survey on the format of the Board committee meetings/work sessions indicate that the Board overwhelmingly favored work sessions. She invited the Board to submit suggestions for topics. Further results of the survey indicated that the Board wishes to hold committee meetings only if they have relevant topics to discuss as determined by the committee chair. Each committee will meet twice each year unless that committee feels it is necessary to meet more frequently. Reports will continue to be prepared by staff liaisons and presented to the Board by each committee chair.

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

Sandra Gioia Treadway, Librarian of Virginia, elaborated further on the results of the Board committee survey. She described various possibilities for committee structure. Depending on the changes desired in the committee format, the By-Laws Committee may need to meet to consider revisions to the By-Laws. After considerable input by the Board members, it was the general consensus of the Board to allow the Librarian of Virginia to pursue these possible changes with the By-Laws Committee and to report back to the Board.

Dr. Treadway reported that other libraries across the nation are experiencing similar Library Services and Technology Act (LSTA) budget issues. The state librarians reporting from the east coast and west coast and some libraries in the heartland are experiencing similar budget and economic situations.

Dr. Treadway reported on her efforts to establish communication and build relationships for the Library in the community and with both public and academic libraries. She and other staff are attending critical meetings so the Library will be seen as showing a wider interest in the library community, as having a willingness to listen, and to respond. She would like to bring together leaders of the public library community, the academic library community, the Virginia Educational Media Association, other special libraries, the Virginia Library Association legislative committee and the incoming president of the American Library Association here in Virginia to start a dialog. If this meeting is productive perhaps it can be held annually.

Library Board members were invited to attend the annual, two-day retreat of the Virginia Public Library Directors Association at Graves Mountain Lodge in Syria, Virginia, April 24–25, 2008.

Dr. Treadway reported the Library has updated its logo, and she explained how this will assist the Library in positioning itself as a cultural organization as opposed to just a state agency. An in-house committee has been created to study customer service at the Library and to prioritize recommendations from the Visitor Experience Survey. Dr. Treadway commented on several of the Library's programs and activities planned for National Library Week in mid-April. She updated the Board on a hiring freeze in state government that will hinder replacing staff when there are vacancies and stated the Library may need to adjust existing staff duties.

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

There was no old business to report. Ms. Haviland announced there was going to be a joint meeting of the Foundation Board and the Library Executive Committee on April 7 which will be followed by a joint meeting of all the Library Board members and all the Library of Virginia Foundation Board members later in the year.

**IX. ACTION ITEMS**

- **Approval of the Nominating Committee Slate of Officers for 2008–2009**

The Board voted on this item during the Nominating Committee report.

- **Approval of the Proposed Regulations: “Elimination of Social Security Numbers in Public Records.” [17 VAC 15–120]**

The Board voted on this item during the Records Management Committee report.

**X. ADJOURNMENT**

There being no further business, Mr. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:10 pm.

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