

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

September 20, 2010

The Library Board met on Monday, September 20, 2010, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

Ronald S. Kozlowski, chair, called the meeting to order at 10:35 a.m., and announced there was a quorum present. He recognized Mark E. Emblidge, who had been reappointed to a five-year term by Governor McDonnell, and welcomed newly appointed members Kathryn C. Watkins and Peter E. Broadbent, Jr.

The following members were in attendance:

Peter E. Broadbent, Jr.	David Poyer
Mark E. Emblidge	Mark D. Romer
Marc Leepson	Charles W. Sydnor, Jr.
Valerie Jean Mayo	Kathryn C. Watkins
Meyera E. Oberndorf	Carole W. Weinstein
Ronald S. Kozlowski, chair	
Clifton A. Woodrum III, vice chair	

Cynthia V. Bailey, Jon Bowerbank, and John S. DiYorio were absent.

**II. APPROVAL OF AGENDA**

Clifton A. Woodrum III made a motion to accept the agenda. Valerie Jean Mayo seconded the motion and it was passed with a unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Kozlowski recognized guests Roger Oberndorf; G. William Thomas, president of the Friends of the Virginia State Archives; and Clay Dishon, Virginia Library Association representative.

**IV. ANNOUNCEMENTS**

There were no announcements.

**V. PUBLIC COMMENT**

There were no public comments.

**VI. CONSENT AGENDA**

- **Approval of the Library Board Minutes of June 21, 2010**

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on June 21, 2010, was made by Charles W. Sydnor, Jr., seconded by Mark E Emblidge, and unanimously approved by the Board.

## **VII. INFORMATION ITEMS**

### **A. Reports of Other Organizations**

On behalf of the Friends of the Virginia State Archives, Mr. Thomas distributed a brochure for the 11th Annual Slatten Lecture that was held at the Library on September 11, 2010 and reported on the success of that event. He also announced that the Friends' annual Straight to the Source program will be held at the Library on Friday, March 25, 2011. Mr. Peter E. Broadbent, Jr., noted on behalf of the Virginia Genealogical Society that its annual meeting and spring conference will take place at the Library on May 21, 2011.

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

- **Archival, Collections, and Records Management Services Committee**

Marc Romer, committee chair, called on John Metz, director of Collection Management Services, who provided an overview of staffing and reorganization in the Archival and Records Management Division and in the Collection Management Services Division. Five positions were eliminated but three staff members were reassigned to other positions so that the next loss of people was reduced to two. He also reported that the Records Analysis Section had assumed oversight of the State Records Center. Staff has also completed work on four grant proposals that, if successful, would bring \$580,000 to the Library to support ongoing projects.

Paul Casalaspì, director of Information Technology, updated the Board on the status of work with a new vendor, Infolinx System Solutions. The new system being implemented will enable the Library to track the location of all material housed in the State Records Center, whether kept in the records wing or the archival wing, and will replace a very antiquated program (GAIN) that the Library has used for more than ten years.

- **Education, Outreach, and Research Services Committee**

Marc Leepson, committee chair, called on Suzy Szasz Palmer, deputy librarian, who discussed the reorganization of the Research and Information Services Division. Having lost five staff members, two of whom were managers, the division now has three rather than five departments. Library Reference and Archives Research Services have been joined together and Circulation and Interlibrary Loan have been combined.

Gregg Kimball, director, Publications and Education Services, announced that the division will lose three people through retirement but one employee who has already retired has returned as a volunteer. The division has been consolidated into two work units. One unit is headed by Sarah Bears who will do editorial work, content development, and the magazine *Broadside*. Tameka Hobbs will continue to head the education and programs area. The exhibition coordinator position will now fall under the director, Gregg Kimball. Mr. Kimball reported that the *Dictionary of Virginia Biography* staff at the Library is involved in conversations with the staff of the *Encyclopedia Virginia* (a project of the Virginia Foundation

for the Humanities) to merge content from both projects using the *Encyclopedia Virginia* portal to create a powerful online resource building on the strengths of both projects. Mr. Kimball also informed the Board of the Library's forthcoming exhibition titled "Union or Secession: Virginia Decides." The Board was invited to Special Collections following the meeting to see the original Ordinance of Secession document.

Dr. Sydnor asked a question that sparked discussion on the impact of the financial situation on the fate of publication and the schedule of the print version of the *Dictionary of Virginia Biography*.

- **The Legislative Finance Committee**

Mr. Woodrum, committee chair, reviewed the Library's 2010-2011 biennial budget, and reminded the Board that that 55 percent of the Library's base budget is used to fund the State Aid program to public libraries. He reminded the Board that the general fund appropriation to the Library has been cut 10 percent over the last year and that the staff has been preparing for an additional reduction of \$537,000 in the second year of the current biennium. Since the last biennium, the Library employment level has dropped from 200 positions (the Library's MEL) to 155 filled positions. The committee discussed legislative strategies, and it was agreed that rather than holding a Legislative Reception this year, the Library will plan an event for legislative spouses consisting of a tour of special collections and lunch as well as pursue other cultivation opportunities.

Mr. Woodrum also spoke on the digitalization project for the Sesquicentennial of the American Civil War Commission. Sandra G. Treadway called the Board's attention to the Statement of Financial Condition as of August 31, 2010 in the Board packets. Connie Warne, director of Finance and Administrative Services, was called on to speak on the Library's financial condition and to answer questions on any other financial matters.

- **Public Library Development Committee**

Mark E. Emblidge, committee chair, reported that the committee had reviewed the annual LSTA budget for the coming year and had voted to present the budget to the full Library Board for approval. He asked Dr. Treadway to review the line items in the budget, so that the Board would understand where the funds would be allocated. There was some discussion regarding funding of FindIt Virginia. Mr. Emblidge entered a motion from the committee to accept the LSTA budget. The motioned was seconded by Carole M Weinstein. Eleven members of the Board voted to accept the budget as proposed; Mr. Broadbent abstained.

Dr. Treadway explained that per the committee's request last year, two libraries that were not compliant with all the requirements necessary to receive state-aid had received letters from staff explaining the Board's concern and expressing the need for improvement.

Mr. Emblidge spoke supportively about the Public Library Directors meeting held September 16 and 17.

Dr. Treadway gave some background information on the Bill & Melinda Gates Foundation Opportunity Online grants and explained that the Gates philosophy behind the grant program is to build something, get it started, and trust that localities will create the capacity to

carry the initiative forward. This is a challenge for many libraries in the current economy. Of the eighteen libraries picked to participate in the Broadband grant, only eleven have expressed interest in going through to the end of the program.

- **The Library of Virginia Foundation Committee**

Marc Leepson reminded the Board that the 13th Annual Library of Virginia Celebration is scheduled for October 16, 2010, and he encouraged Board members who have not yet purchased tickets to do so promptly as the event normally is a sell out. Dan Stackhouse, director of development for the Foundation, explained the benefits of becoming a member of the Page Turner Society. Mr. Leepson briefed the Board on several other literary events that will take place the week before the Celebration as part of a newly initiated Virginia Literary Festival.

Mary Beth McIntire, executive director of the Foundation, announced that the Foundation has been asked to take over operation of the shop in the Capitol building, and has agreed to do so. The Virginia Shop at the Capitol location opened August 1, and is doing well. Positive Vibe Express in the Library's Lobby opened in the middle of July, also under the Foundation's oversight.

Mr. Stackhouse praised both boards for having 100 percent participation in annual giving during the past year. He encouraged everyone to attend the Literary Awards event. He thanked Dominion, Weinstein Properties, and Media General for continuing to sponsor the evening. He also described the close connection between the Library's programs and the work of the Foundation, using the recent example of a gift to the Foundation from Middleburg Trust that was a direct result of one of the firm's principals having attended several of the Library's lunchtime and book talk events. He closed by asking each Board member to drop him a note in the near future letting him know why they had agreed to serve on the Library Board, so that he can share their stories about what engages them with our mission in his fund-raising efforts.

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

Dr. Treadway reported that since the June meeting, members of the Library's records management and archival staff had met with Governor McDonnell's chief counsel and his deputies to discuss creating a records program within the administration. The governor's staff have been very responsive and the Library is optimistic that we will be able to facilitate a smooth process that will make for an easy transfer of records to the Library at the administration's end.

She also provided an update on security issues that had been discussed at the June meeting, reporting that at the suggestion of the Chief of the Capitol Police, the Library had worked with the Chief to develop a Memorandum of Understanding that specifies the responsibilities of Library staff and the Capitol Police security guards in maintaining security within the building. As soon as the MOU is signed, the Library plans to sit down with Capitol Police supervisors to ensure that both organizations are in agreement with how the MOU will be implemented.

Dr. Treadway reminded Board members that the state requires that Board members complete Conflict of Interest Training every other year. This training can be completed online. Board members will soon receive from Human Resources information about how to logon to the state's Knowledge Center training portal to access the training module.

Dr Treadway announced that Jean Taylor, secretary to the Office of the Librarian and the Library Board, would be retiring on November 1 after more than twenty years of service to the Library. Dr. Sydnor moved that the Board direct the Library staff to find a suitable way to express the Board's appreciation to Ms. Taylor for her long and faithful service. Mr. Broadbent seconded the motion, which carried unanimously.

#### **D. Report of the Chair Kozlowski**

Mr. Kozlowski read a resolution recognizing the service of John S. DiYorio to the Board and to the Library of Virginia. Valerie Jean Mayo moved to approve the Resolution it was seconded by Mr. Emblidge and passed unanimously by the Board

Mr. Kozlowski read a resolution recognizing the service of Christopher R. Clarke to the Board and to the Library of Virginia. Carole M. Weinstein moved that the resolution be adopted. Meyera Oberndorf seconded the motion, which was passed unanimously by the Board.

Finally, Mr. Kozlowski reported the selection of the following members to serve on the Nominating Committee:

##### **Nominating Committee**

John S. DiYorio, Chair

Meyera E. Oberndorf, Vice Chair

Cynthia V. Bailey

Marc Leepson

Valerie Jean Mayo

There were no other nominations from the floor, and the Board voted to approve the committee as proposed.

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

There was no old or new business.

#### **IX. ACTION ITEMS**

- Approval of the 2010-2011 LSTA Budget

This Item was approved during the report of the Public Library Development Committee

#### **X. ADJOURNMENT**

There being no further business, the Board adjourned at 12:15 pm