

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

January 24, 2011

The Library Board met on Monday, January 24, 2011, 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.

The following members were in attendance:

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

Jon Bowerbank and Peter E. Broadbent Jr. were absent.

II. APPROVAL OF AGENDA

Clifton A. Woodrum III made a motion to accept the agenda. Charles W Sydnor, Jr., 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 September 20, 2010**

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on September 20, 2010, was made by Mr. Sydnor, 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 announced that the 2011 Straight to the Source workshop will be held at the Library on March 25 and that the next Slatten Lecture will be held in September. He also announced that the Friends had made a donation to the Library's Foundation of \$1,000, honoring former State Archivist Conley L. Edwards III on his retirement. The funds were designated for the purchase of new books in the field of Virginia genealogy and history.

In the absence of Peter E. Broadbent, Jr., Mr. Edwards discussed the spring Virginia Genealogical Society conference, which will be held at the Library May 20 and 21. The conference theme this year is the Civil War and the resources available for studying the period of the war in Virginia. Mr. Edwards also noted that members of the Library Board should soon receive the winter Friends newsletter.

Also in the absence of Mr. Broadbent, Mr. Thomas provided the Board with information about two events that will launch the official activities of the Bicentennial of the War of 1812 Commission. The first will take place on March 16, James Madison's birthday, at Montpelier. The second, a wreath-laying ceremony at Monroe's burial place in Hollywood Cemetery, will take place on April 28.

B. Committee/Division Reports

• Archival, Collections, and Records Management Services Committee

Mark D. Romer, committee chair, called on vice chair, Marc Leepson, to report on the committee meeting. Mr. Leepson asked John Metz, acting director of Archival and Records Management Services, to bring the Board up to date on the two agenda items the committee discussed. Mr. Metz reported that, with assistance from Foundation Board member Christopher Peace, the Library was able to have a high-level conversation with the Department of General Services about the difficulties the Library has experienced in purchasing items for the collection. Most of our purchases fall outside normal procurement processes, involving the purchase of unique, old, or rare items as well as items that are available from only one vendor. Library staff spend a substantial amount of time explaining why these purchases fall outside standard procurement requirements. Metz used as an example having to write an eleven-page justification for the purchase of one historic postcard. The representatives from DGS agreed with the case that the Library made and have signed off on an exception from the standard procurement regulations for materials purchased for the collection when the amount in question is less than \$50,000.

The second informational item presented to the committee was an update on the Library's work with Governor McDonnell's administration regarding records management issues. Although we have had several good conversations with administration officials, the

administration has not yet appointed a central records officer, despite several requests. Rather than wait longer, the Library has reached out to the Cabinet secretaries and has begun conducting training for staff in each secretariat on their records retention responsibilities.

Mr. Woodrum commented that he hoped that we would not find ourselves in a situation regarding the Governor's records similar to what occurred several administrations ago, and he urged staff to stay out in front of this issue. Mr. Metz assured him that was exactly what the staff was trying to do.

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

Marc Leepson, committee chair, asked Education and Programs Manager Tameka Hobbs, to share with the Board the exciting news of the near publication of *To Collect, Protect, and Serve: Behind the Scenes at the Library of Virginia*. Dr. Hobbs explained that the book was intended to give school-age children, primarily fourth and fifth grade students, an idea of what goes on in a library and archives, engaging them through the antics of three central characters: Archie the Archivist, Libby the Librarian, and Connie the Conservator. She provided an overview of the content of the book and expressed her thanks to the many people who helped to make the book possible, including Board member, Kathryn Watkins, a former educator, who served as one of the reviewers for the narrative. Dr. Hobbs said that the book would go to press in February. It will be used as a take away for school groups visiting the Library and will also be available for sale in the Virginia Shop.

Dr. Hobbs then reported on the tour that she provided for members of the committee of the Library's new exhibit, *Union or Secession: Virginians Decide*, and she discussed several upcoming events connected with the exhibition. Mr. Leepson urged all Board members who had not already done so to take one of the staff-guided tours of the exhibit.

- **The Legislative Finance Committee**

Mr. Woodrum, committee chair, began by reviewing the status of the Library's 2012 budget as passed by the General Assembly a year ago and as amended by the Governor at the start of the current General Assembly session. He noted that the Governor's recent amendment reduces the Library's appropriation by an additional \$140,328. He also noted that during the past three years, the State Aid to Local Libraries appropriation has been reduced by 15 percent, but that the Governor did not recommend any additional cuts for 2012 as further reductions would put Virginia out of compliance with the maintenance of effort for federal LSTA funds. The administration did not want to put the federal funds in jeopardy.

Mr. Woodrum asked Connie Warne, director of finance and administrative services, to review the financial information contained in the Board members' packets. Ms Warne reported that our budget to expenditures comparison as of December 31, 2010, indicated that we are on track with where we anticipated we should be at this point in the year. She noted that our overall revenue was down by about 5 percent from this time last year and that we were watching the revenue figures, especially the CCRP revenue amount, very closely.

Mr. Woodrum then asked Jan Hathcock, public relations and policy coordinator, to update the Board on legislation that the Library was tracking during the General Assembly session. She discussed SB 951 and its companion bill in the House, having to do with clarifying

for FOIA purposes that the Library was the custodian of all records that had been transferred to the state archives. She explained that the language changes contained in these bills were helpful to the Library as the current FOIA legislation was unclear. She walked Board members through the bill tracker in their packet, mentioning the bill on firearms in libraries as well as other bills relating to FOIA issues. Since the most important issue for the Library this year was the state budget, she explained that she was watching budget amendments as they were introduced, especially following the amendment that provided for agencies such as the Library to be reimbursed for their ongoing VITA costs. Mr. Woodrum added his concern over HB 1854 and SB 2319, which would require agencies to do a fiscal impact or cost-benefit analysis on all mandates on localities that they administer. For the Library, this would include the Library Board requirements relating to State Aid. Librarian of Virginia Sandra Treadway added that she expected all agencies to be required to justify all the mandates that they administer in the coming year. Mr. Woodrum asked whether this might include mandates that are included in statute, and Ms. Hathcock indicated that she believed this would be the case.

- **Public Library Development Committee**

Mr. Emblidge, committee chair, reported that the committee had received updates from Library Development and Networking staff on State Aid, library programming, and on Tumble Books, an exciting electronic resource for young children. He asked Carol Adams, assistant director for library development and networking, to share the details with the full Board. Ms. Adams reported that the certified financial statements from the public libraries were starting to come in and were being reviewed by Library Development staff. She also informed the Board that LSTA had been reauthorized by Congress and that the new legislation strengthened state libraries' ability to use LSTA funds in support of continuing education efforts. She reported that the Library had filed its annual state program report with IMLS by the December deadline, and also that she and Cindy Church would be attending an IMLS workshop in March to gain important information regarding filing an evaluation of our 2008-2012 LSTA Five-Year Plan and crafting a new plan for 2013-2017. The new LSTA plan will have to address the IMLS initiative relating to libraries' work in ensuring that citizens are equipped with 21st century skills.

Ms. Adams brought the Board up to date on the Library's two Bill and Melinda Gates Foundation grants. She announced that the hardware grant had come to a successful close, but that the broadband grant had another year to run. She explained that, for various reasons, mostly financial, only 5 libraries out of the 17 originally deemed eligible were staying with the program. Many of the 17 were no longer eligible because they had been able to upgrade their internet connection without incurring additional costs. Others found that to increase connectivity to the level specified in the Gates grant was so precipitously expensive that they would be unable to make the required match or sustain the increased cost over time. All of the 17 eligible libraries received E-Rate application support under the grant, however. Since so many libraries had to decline participation, the Library asked the Gates Foundation for permission to repurpose the excess grant funds to make professional E-Rate support available to all 91 library systems in the state. The Gates Foundation accepted this proposal, and we expect that many libraries will be able to take advantage of the E-Rate savings as a result. Mr. Leepson asked what the Gates grant original award amount was, and Ms. Adams replied that it was a little over a half million dollars.

Dr. Treadway added that the committee had also heard a presentation about Tumble Books, a package of exciting electronic books for young audiences, which the Library had purchased and made available to public libraries across the state.

- **The Library of Virginia Foundation Committee**

Mr. Leepson reviewed the Virginia Shop's progress in the year since the Foundation had assumed responsibility for the enterprise. He also shared with the Board the positive response that the Shop had been receiving to opening a second location inside the Visitor's Center in the Capitol and to the new products being added to the Shop's web site. Dan Stackhouse, director of development for the Foundation, provided additional detail about new Shop products, especially the various items that are now available featuring the state seal.

Mr. Stackhouse also told the Board that Foundation fund raising efforts were going well. Giving for restricted purposes was up for the year, while unrestricted gifts were down and he would thus be focusing on that aspect of the annual fund in coming months. He described efforts to reengage donors who had joined the Foundation via the IBC campaign as well as through the Virginia Authors Circle and the Fry-Jefferson Society. He reminded Board members of various upcoming events, such as the African-American Trailblazers and Virginia Women in History programs, the Voorhees Lecture on April 9, and the several upcoming book talks featuring Marc Leepson, Ellen Brown, and Lenore Hart. Mr. Stackhouse also reported on two recent cultivation events that were planned during the General Assembly session, the first a reception sponsored by Middleburg Trust Company and the second a luncheon and tour for legislative spouses.

Mr. Stackhouse encouraged Board members to let him know of other people who might be interested in a tour of the Library, as the Foundation would be happy to serve as host for them. Mr. Woodrum commented that the Union or Secession exhibit should be of high interest to legislators, since it told the story of the legislative action that led to Virginia leaving the Union.

Carole Weinstein inquired about the film about the Library that had been created a few years ago and narrated by David Baldacci. She asked if it could be shown to all Board members at the April meeting.

Mr. Leepson closed the Foundation report by saying that the Foundation's endowment, now being managed by Cary Street Partners, was "perking along."

C. Report of the Librarian of Virginia

Dr. Treadway shared with the Board the wonderful news that Mrs. Weinstein had recently made a substantial gift to the Foundation to establish the Carole M. Weinstein Virginia Authors Fund. The fund will be used to support a wide variety of programs that will enable Virginia authors and Literary Award winners to travel across the state to speak at libraries and schools, and eventually may be used to attract visiting authors to spend several months in residence at the Library of Virginia. Dr. Treadway explained that Mrs. Weinstein hoped that this

gift would inspire additional gifts from others. The Library Board expressed joined Dr. Treadway in expressing their gratitude for Mrs. Weinstein's generosity and thoughtfulness.

Dr. Treadway also brought the Board up to date on the Civil War 150 Legacy Project and described a recent scanning event in Fauquier County that had been a resounding success. She invited members of the Board to attend one of the upcoming project events and directed them to the event schedule in their packets. She reported that press coverage of the project and scanning events has included national attention as well as newspaper articles in local papers across Virginia. Mr. Leepson asked what the Library does if someone who brings material to be scanned wishes to donate it. Dr. Treadway replied that the staff talks with the donor to determine the most appropriate repository for the material. If that should be the Library of Virginia, we would work with the donor to arrange the gift. Meyera Oberndorf asked if the two archivists in charge of the project were able to handle the volume of people who turned out for the scanning events. She was assured that volunteers from the Library often accompany the archivists and that appointments for a specific scanning time are encouraged.

Dr. Treadway then provided the Board with an overview of the Visioning/Planning process underway within the Library. She described the work done by the staff, meeting in group sessions facilitated by John Sarvay of Floricane, and two meetings held by the Joint Strategy Committee of the Library and the Foundation Boards. The Joint Strategy Committee, working with key members of the Library's management team, had drafted a Vision Statement that Dr. Treadway unveiled for the Board, explaining that it would soon be shared with the staff. The draft statement was "As the keeper of the Commonwealth's stories, the Library of Virginia will educate, engage, and inspire passionate researchers, a curious public, and a new generation of Americans through our unique collections, our innovative use of technology, and our world-class staff." Mr. Leepson remarked that he had seen this draft earlier and had difficulty with the word "stories," but that he was now comfortable with the term. Dr. Treadway asked the Board to provide her with any feedback that they might have, ideally within the next week.

D. Report of the Chair

Mr. Kozlowski brought the Board up to date concerning the serious staffing situation that the Library now faced due to the current hiring freeze imposed on all state-funded positions within executive branch agencies. The staffing level in the Research and Information Services Division, which is responsible for the reading rooms, stacks, and the patron services desk in the Lobby, has now fallen below the minimum level needed to keep the Library open six days a week. After learning of this from the Librarian of Virginia in December, Mr. Kozlowski polled the members of the Board's Executive Committee and received authorization from them to write a letter on the Board's behalf to the Governor's Chief of Staff requesting an exemption from the hiring freeze for three positions in Research and Information Services and also to replace the Library's financial reporting manager, who would be retiring in February. The letter to the Chief of Staff was sent on January 3. The Chief, who was aware of the date of the Library Board meeting, had not yet responded to the letter.

Should there be no response or the request be denied, the Library will have to close one day a week and the staff would recommend that day be Saturday, as that would keep the Library open on the same schedule as other state agencies and would also result in other cost savings. Mr. Sydnor offered the following motion: "That the Library Board endorse the action to close the

Library on Saturdays, subject to the administration's response to Mr. Kozlowski's letter, the decision to be made at a time and in a manner to be left to the Librarian of Virginia's discretion." Mrs. Weinstein added that this be done with the deepest regret. Mr. Woodrum cautioned that if the Library did need to close, that a carefully crafted rationale for the decision be released to the public with the announcement, in anticipation of questions and criticism. Mr. Leepson seconded the motion. After a short discussion, the motion passed unanimously.

Mr. Kozlowski then placed the following resolution before the Board, based on discussion at the September meeting:

WHEREAS Jean H. Taylor joined the staff of the Library of Virginia in 1990 as executive secretary to the Librarian of Virginia, and

WHEREAS she served four state librarians (Ella Gaines Yates, John C. Tyson, Nolan T. Yelich, and Sandra G. Treadway) over the course of her career, and

WHEREAS she served ably and cheerfully in that position, exhibiting a willingness to undertake a broad range of activities, including support of the Library Board, and

WHEREAS she gave generously of her time and talent, volunteering at numerous Library of Virginia events, and

WHEREAS through her efforts the meetings of the Library Board were recorded and the minutes transcribed, and a wide variety of paperwork for Board members was handled effectively, and

WHEREAS she was an avid supporter of the Library of Virginia, who worked hard at her job, and

WHEREAS her tireless work in support of the Library Board, the Library of Virginia, its programs and services is deeply appreciated, and

BE IT RESOLVED by the Library of Virginia Board on this the 24th day of January, 2011, that we thank Jean H. Taylor for her service to the Library of Virginia and wish her well in the future, and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Jean H. Taylor as a token of the Board's thanks and in gratitude for her service to the Library of Virginia.

Mrs. Weinstein moved that the Board adopt the resolution; Cynthia Bailey seconded the motion, and the resolution passed unanimously.

Dan Stackhouse thanked Carole Weinstein for her generous gift adopting a book in honor of Jean Taylor, and he invited other Board members to do the same on similar occasions in the future.

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, the Board adjourned at 12:21 pm