

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

October 3, 2011

The Library Board met on Monday, October 3, 2011, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

Clifton A. Woodrum III, chair, called the meeting to order at 10:34 a.m. and announced there was a quorum present.

The following members were in attendance:

Clifton A. Woodrum III, Chair  
Meyera E. Oberndorf, Vice-chair

Cynthia Bailey	Charles W. Sydnor Jr.
Peter E. Broadbent Jr.	Kathryn C. Watkins
John S. DiYorio	Carole M. Weinstein
David Poyer	Mark E. Emblidge
Mark D. Romer	Patricia Thomas Evans

Board members Jon Bowerbank, Valerie Jean Mayo, and Ernestine Middleton were absent.

**II. APPROVAL OF AGENDA**

Dr. Charles W. Sydnor Jr., made a motion to accept the agenda. Dr. Mark E. Emblidge seconded the motion, and it was passed with a unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Woodrum welcomed the visitors and staff who were present.

**IV. ANNOUNCEMENTS/INTRODUCTION OF NEW BOARD MEMBERS**

Mr. Woodrum welcomed Ms. Patricia Thomas Evans and Ms. Ernestine Middleton as new members to the Board.

**V. PUBLIC COMMENT**

There were no public comments.

**VI. CONSENT AGENDA**

- **Approval of the Library Board Minutes of June 27, 2011**

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on June 27, 2011, was made by Mr. Peter Broadbent, seconded by Ms. Carole M. Weinstein, and was unanimously approved by the Board.

## **VII. INFORMATION ITEMS**

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

Speaking as the newly elected President of the Friends of the Virginia State Archives, Mr. Conley Edwards announced that the 2011 Richard Slatten Lecture that was held at the Library on Saturday, September 17, 2011, was attended by 110 people – the largest attendance in the Lecture’s history. Mr. Edwards reported that officers were elected for the next year. He thanked the Library staff for helping to coordinate use of the facility. Mr. Edwards reported that former Library Board member Dr. Edgar E. MacDonald passed away on September 8, 2011. He also highlighted the Library’s upcoming “Holdings Protection & Risk Assessment Training Program.”

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

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

Committee chair Mr. Broadbent reported that the committee had met earlier in the morning and had heard several reports on significant new developments. He asked that the Archival and Records Management Services division director, Dr. John Metz, report to the full board what had been discussed in the committee meeting. Dr. Metz called attention to the work Ms. Dorothy Harrison had done with the Federal Publications Depository Program. Ms. Harrison completed original cataloging of 84,000 documents, bringing the Library’s cataloging of pre-1976 federal documents up to date. The project reflected so well on the Library of Virginia that the Library has been asked to be a center of excellence for such projects.

Mr. Paul Casalaspi, Director of Information Technology Services, was asked to give a report on the successful implementation of the InfoLinx system and Wi-Fi. Mr. Casalaspi reported that on July 18, 2011, the InfoLinx system went live, and it is doing well and being used. The next step is bar-coding 55,000 shelves in the stacks, and they hope to have completed that by January. The group behind InfoLinx is in discussion with other groups at the Library to see if their material can be put into the system. Mr. Casalaspi reported that they had been having trouble with Wi-Fi over the past couple years. After VITA and NG said they would not be able to help the Library establish public-use Wi-Fi, the Information Technology Services division decided to contract directly with an outside firm to rewire the reading room and install several new access points. Wi-Fi in the reading room was launched several weeks ago and so far has been working without any problem.

Ms. Kathy Jordan was asked to report on the electronic records planning project. Ms. Jordan explained how the group of people working on the project came together and how they prepared a report on what the Library needed to do to establish an effective electronic records program. Ms. Jordan discussed how the Library collects electronic records from agency heads and the Governor’s Office, and the added complications of providing public access to these types of records. The group met, made recommendations, and reported to the Executive Management Team. The recommendations were supported, and the group is now working on policies and

procedures for providing access to electronic records. The project will require additional personnel to be successful, and the Library has asked for support to fund these positions in the state's biennial budget for 2012-2014.

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

Committee chair Dr. Sydnor reported that the Education, Outreach and Research Services Committee had met earlier that morning. Dr. Sydnor asked that Dr. Gregg Kimball, division director of Public Services and Outreach, discuss the Library publication projects. Mr. Kimball reported that the Library is working with the Executive Mansion to produce a book regarding the history of the mansion that will be available in fall of 2012. Another project in the works is a history of Virginia women over the past four centuries. That book is also targeted for a 2012 publication. Dr. Sandra G. Treadway reported that she will be writing the foreword for the book.

Mr. Woodrum proposed that the Board take up the action item to approve the policy for lowering the age requirement for obtaining a Library card. Mr. Woodrum asked if there was any discussion needed, and after hearing none, the Board proceeded to a vote. The motion passed unanimously and the policy was adopted.

- **Legislative and Finance Committee**

Mr. Woodrum asked that Ms. Cynthia Bailey, chair of the Legislative and Finance Committee, give a report on that committee's morning meeting. Ms. Bailey reported that the committee discussed the following three items: the state's budgeting process, the Library Board's desire to cultivate legislative contacts, and the statement of financial condition prepared by the Library's Fiscal Office. Dr. Treadway had filed three budget requests with Department of Planning and Budget, as reported at the previous meeting, which were for additional staff to process electronic records, funding for security, and an increase in state aid for localities. Dr. Treadway reported, however, that she had received a letter the previous Friday from the Governor's office requesting that the Library present an agency budget with 2%, 4% and 6% savings/reductions by October 17<sup>th</sup>. ~~With that in mind, of the three budget submissions, the state aid for local libraries would be a potential target for reduction.~~ She reported that the Library will not know if it will be subject to the reductions or if any or all of its budget submissions will be adopted until mid-December when the Governor releases his budget. Should the budget requests be left out of the Governor's budget, the Library fully intends to pursue to the legislative route. The staff is working on identifying legislators who would be best suited to sponsor legislation on behalf of the Library, but Dr. Treadway mentioned that because it is an election year, it is difficult to know who will be in office in January. Dr. Treadway asked that Board members think about any legislators with whom they have close ties and ~~they~~ would feel comfortable asking for help with sponsorship, should the Library need to take their budget submissions to the legislature. Dr. Treadway said that Ms. Jan Hathcock would send an email to the Board members to let them know which legislators are on the Senate Finance and House Appropriations Committees.

Ms. Bailey reported that the Library Board would not be hosting a legislative reception, but rather, this year it would be hosting a legislative spouses' reception and tour, which was quite successful last year.

Ms. Bailey pointed out the Library's statement of financial condition in the Board packets. Ms. Connie Warne, Deputy Director of Administration, explained the statement of financial condition, noting that the Library is facing challenging circumstances.

- **Public Library Development Committee**

Capt. David Poyer presented the committee report in the absence of Ms. Valerie Jean Mayo, who is chair of the committee. Capt. Poyer reported that at the last meeting the committee requested a restudy of the process of quantifying requirements for state aid waivers specifically with the hope of being able to standardize the waivers so that they could be compared to each other when the committee grants and denies waivers. A draft of a letter to be shared with library directors requesting specific information was reviewed and approved by the committee.

The committee also looked at the LSTA budget for the coming federal fiscal year and discussed the various categories of spending. Ms. Enid Costley, the Library's Children and Youth Services consultant, presented in both the committee meeting and the Board meeting the package that the Library is developing to promote early literacy, which was well-received by the Board. The Library is also developing a technology petting zoo for older patrons to learn to use popular devices like iPads and e-readers.

Capt. Poyer relayed that the Library's e-rate rebate came in at \$107,000 this year.

Lastly, the committee reported that the e-corridors speed test for public libraries to make sure that all Virginia public libraries have at least 1.5 megabytes per second of access is currently underway.

Capt. Poyer moved for the approval of the committee recommendation on the 2011-2012 LSTA budget. if there were no questions. Dr. Treadway gave a brief explanation of the similarities of this year's budget to the previous year's budget. Mr. Woodrum asked for comments or discussion. There being none, the Board voted on the motion to approve the proposed 2011-2012 LSTA budget and the motion passed unanimously.

- **The Library of Virginia Foundation Committee**

Ms. Bailey reported for the Foundation Committee. She highlighted the Literary Awards, two cultivation lunches, and the recently created endowment fund of \$250,000 from the Business & Professional Women's Foundation.

Mr. Dan Stackhouse reminded the Board that the Literary Awards would take place on October 15<sup>th</sup> and went over the details of the event.

Ms. McIntire expounded upon the Literary Festival events for this year. She also announced that Dominion's program "Strong Men and Women" would combine with the Library's "African American Trailblazers" program in 2013, the Library taking care of the programmatic and educational side, while Dominion handles the event. The combined program will be called "Strong Men and Women: African American Trailblazers in Virginia's History." Ms. McIntire encouraged every Board member to participate in and support the Semper Virginia

Society. The Foundation is working on funding for the exhibits that will occur in 2013 and 2014, specifically for the “You Have No Right” exhibit and the “To Be Sold” exhibit.

Mr. Stackhouse finished up by explaining to the Board members the fund raising event called “The Big Raise” put on by the Community Foundation, asking Board members to give to the campaign and tell their friends about it.

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

Dr. Sandra Treadway reported that the Library was able to fill the executive assistant position in her office. She introduced Ms. Bethany Wolfe as her new assistant.

Dr. Treadway announced that the Library’s administration had been working hard over the summer to ensure the safety and security of the building, including limiting the size of bags that are brought into the Library. Additionally, the staff meets with the security guards every morning to address any issues that may have arisen the previous day.

Dr. Treadway reassured the Board that the financial challenges the Library is facing will not affect the momentum. The Library is looking at what projects can be handled with state funds and what projects might be met through private philanthropy. There is discussion of a capital campaign in the near future.

Lastly, Dr. Treadway explained that she’d like to make a habit of ending the Board meetings on a positive note by having the staff show the Board something from the Library’s collection.

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

Mr. Woodrum reported that on September 19, 2011, the orientation for new Board members was held. Ms. Patricia Thomas Evans, Ms. Ernestine Middleton and Ms. Kathryn C. Watkins attended, in addition to Mr. Woodrum.

Mr. Woodrum presented the recommendations for the Nominating Committee, consisting of the following individuals: Ms. Cynthia V. Bailey (chair), Mr. Jon Bowerbank (vice chair), Ms. Valerie Jean Mayo, Capt. David Poyer, and Mr. Mark D. Romer. A motion to accept the recommendations as submitted was made by Dr. Sydnor and seconded by Ms. Weinstein. The Board voted unanimously to accept the motion.

Mr. Woodrum recognized Capt. Poyer for his newest book, *The Towers*.

Mr. Woodrum introduced Mr. Greg Crawford who works in the Library’s Local Records Program.

Mr. Crawford shared a presentation regarding Coroners’ Inquests, which are an often over-looked records group within the Library’s Local Records collection.

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

None.

## **IX. ACTION ITEMS (taken up in committee reports)**

- Approval of Policy for lowering the age requirement for obtaining a Library card  
*(This item was approved in the committee report)*
- Approval of the Proposed 2011-2012 LSTA budget  
*(This item was approved in the committee report)*
- Approval (per By-Laws) of composition of the Nominating Committee  
*(This item was approved in the committee report)*

## **X. ADJOURNMENT**

There being no further business, the Board adjourned at 12:13 pm.