

**THE LIBRARY BOARD**  
**The Library of Virginia**  
800 East Broad Street  
Richmond, Virginia 23219-8000

**SUMMARY OF BOARD MINUTES**  
**Library Board Meeting of January 23, 2004**  
**10:30 a.m. Meeting Room 2M.020 (Floor 2M)**

- I. Call to Order/Quorum Peter E. Broadbent, Jr., Chair
- II. Approval of Agenda The Board  
*F. Claiborne Johnston, Jr. moved for approval of the agenda, which was seconded and unanimously passed by the Board.*
- III. Welcome to Visitors and Staff Peter E. Broadbent, Jr.
- IV. Announcements  
*There were no announcements.*
- V. Public Comment  
*There was no public comment.*
- VI. Consent Agenda The Board
  - Approval of the Library Board Minutes of November 17, 2003
  - Approval of a Resolution in memory of John S. Hopewell
  - Approval of a Resolution in memory of W. Donald Rhinesmith.*Mr. Johnston moved for acceptance of the entire consent agenda. The motion was seconded and the Library Board voted unanimously to accept the entire Consent Agenda.*
- VII. Information Items
- A. Reports from Other Organizations  
*Dr. Dorothy Boyd-Rush of the Virginia Genealogical Society updated the Board on the Society's activities including an upcoming meeting on April 17, 2004 at the Library as well as completion of two volumes on the Carter family and the fourth volume of the Index of Virginia Estates. The Society encourages the Board to consider restoring the Digital Library project.*
- G. William Thomas, III, president of the Friends of the Virginia State Archives, announced the Friend's spring program will be March 19 and the Richard Slatten fall seminar is scheduled for November 6, 2004. Mr. Thomas, on behalf of the Friends, also encouraged the Board to restore the Digital Library project and the Circuit Court Records Preservation project as funds become available.*
- Comments from the Deputy Secretary of Administration Richard Zorn  
*Richard Zorn, Deputy Secretary of Administration, made a presentation on the problems with the Library building and the steps that will be taken by the office of the Secretary of Administration as a result of these concerns.*
- B. Committee Reports

- Archival and Information Services Committee F. Claiborne Johnston, Jr.  
*The division director reported on the Library's current visitation and use statistics. He also provided an update on the activities surrounding the signing of the agreement for the Barter Theatre Archives. One hundred requests for copies of World War II Separation Notices were received from November until the end of the year. The first reel of microfilm from the Brock Collection has been completed and includes information on the Board of Trade, which was created during the Revolutionary War period to obtain military supplies.*

- Collection Management Services Committee Franklin E. Robeson  
*The committee joined the Archival and Information Services Committee for a tour of the Library, which included the conservation lab where a water leak had occurred. The committee also visited the third floor Stack where the effects of humidity and moisture on the window frames could be seen. The division director updated the board on the activities of the Conservation and Preservation department, and he announced that a grant has been received for reformatting the WRVA radio collection to archival quality tape. Several departments including the Newspaper Project, Collection Development, and Government Documents are searching for methods for funding projects. The "Annual Report on Reducing the Archival Backlog" was distributed.*

- Legislative and Finance Committee Wendy C. Sydnor  
*The facilities director made a presentation to the Board concerning the Library's environmental conditions. Wendy C. Sydnor reported that Senator Thomas K. Norment, Jr. and Delegate Robert Tata entered identical budget amendments on January 22 to transfer the responsibility for the maintenance and operation of the Library of Virginia Building from the Department of General Services to the Library of Virginia. Mrs. Sydnor, on behalf of the committee, moved that the Board restate their support for the amendments submitted to move the responsibility for the environmental control of the Library building to the Library Board from the Department of General Services for a period of two years. There was discussion and the Board voted 12-1 in favor of the amendments.*

*The public affairs coordinator gave a brief overview of the Legislative bills the Library is following in the current General Assembly session. Mrs. Sydnor, on behalf of the committee, made a motion recommending that the Library Board support the budget amendment that has been entered by Delegate L. Scott Lingamfelter regarding the restoration of fees for the Circuit Court Records Preservation program. There was no discussion and the Board voted 12-1 in favor of the amendment. The Board was also briefed on the status of House Joint Resolution 259.*

*The director of the Information Technology department updated the Board on the implementation of the Virginia Information Technology Agency (VITA) and their proposed fee structure. Mrs. Sydnor, on behalf of the committee, made the recommendation that the Chair, on behalf of the Library Board, write a letter to the Governor expressing the Board's concern over the cost and other specific issues involved in the transfer of Information Technology authority to VITA. There was no discussion and the Board voted unanimously for the recommendation.*

*The division director asked if any of the Board members had any questions regarding the Governor's budget and there were none. The director highlighted the "Statement of Financial Position."*

- Public Library Development Committee Fran M. Sadler

*Fran M. Sadler reported that the committee was introduced to a new technology consultant staff member who will travel about the public library community to offer technology assistance to public libraries. The children and youth services coordinator briefed the committee on recent workshops and plans for the Summer Reading Program. Several legislative bills that can affect public libraries are being tracked during this legislative session. Ms. Sadler announced plans to celebrate the 100 year anniversary of the Public Library Services department.*

• Publications and Educational Services Committee Christopher M. Marston  
*Christopher M. Marston announced that the book, A Little Parliament, had been published with funding provided by Jamestown 2007. Each Board member received a copy. Mr. Marston briefly described the Library's current exhibitions and plans for an exhibition at the Department of Legislative Services. Strategic Planning for the Division will depend on the amount of grant funds.*

• Records Management Committee Charles W. Sydnor, Jr.  
*Charles W. Sydnor, Jr. reported that the committee viewed a power-point presentation about the State Records Center. Dr. Sydnor commented on the new regulations for disposing and/or destroying records containing social security numbers and other related information. He asked that all Board members read the regulations since they are due to come before the Records Management Committee before the March Board meeting. The Board will vote on this in March.*

• The Library of Virginia Foundation Committee Franklin E. Robeson  
*Franklin E. Robeson commented on the January 22 Foundation Board meeting. The Foundation Board has decided to close and liquidate the assets of the Library Shop. A study will be conducted to decide future plans. The Foundation's investments will be moved to Smith Barney Consulting. The Annual Fund is growing nicely. The Voorhees Lecture series will begin on March 6. As suggested by the BrandSync Study, funding has been secured to develop a video that will be on display in the Orientation area as well as other outreach activities.*

C. Report of the Executive Committee Peter E. Broadbent, Jr.  
*The Executive Committee met on December 19, 2003 by telephone conference call and also on January 23, 2004 before the Board meeting. The only action item taken by the Executive Committee was the appointment of a Nominating Committee that will report a slate of nominees at the March Board meeting. The committee consists of Gilbert E. Butler, Jr as chair, F. Claiborne Johnston, Jr., Wendy C. Sydnor, and Peter E. Broadbent, Jr.*

D. Report of the Chair Peter E. Broadbent, Jr.  
*Mr. Broadbent summarized the functions and meetings he has attended as chair of the Library Board. Other activities have included working with the Foundation director to broaden the appreciation of the Library with potential donors, assisting the Friends of Virginia Archives to secure microfilm copies of county land records for the Library's research collection, and talking with legislators about the Library building and Circuit Court Records Preservation.*

E. Report of the Librarian of Virginia Nolan T. Yelich  
*Nolan T. Yelich, the Librarian of Virginia, welcomed Samuel E. Massenberg, a new Board member and Bobbie B. Hudson who has been absent due to her school commitments.*

VIII. Old or New Business

*There was no old or new business.*

IX. Action Items

*There were no action items.*

X. Adjournment

Peter E. Broadbent, Jr.

*There being no further business, Christopher M. Marston moved for adjournment of the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 1:15 p.m.*

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**Full Board Minutes will be posted within three working days following the  
Library Board Meeting on March 15, 2004.**