

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

**SUMMARY OF BOARD MINUTES**  
**Library Board Meeting of March 15, 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 January 23, 2004  
*Gilbert E. Butler, Jr. moved for acceptance of the consent agenda. The motion was seconded and the Library Board voted unanimously to accept the 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. They included the spring conference scheduled for April 17 at the Library of Virginia, the microfilming of the Virginia and West Virginia Commission files, and the Virginia Institute of Genealogical Research classes scheduled for August 1-5, 2004, at Roslyn in Richmond, Virginia.*
- G. William Thomas, III, president of the Friends of the Virginia State Archives, and Carolyn L. Barkley, vice-president, highlighted the Friend's activities including the Straight to the Source Seminar scheduled for March 19, 2004, at the Library, donations for future activities and projects, and the West Virginia microfilming project. Mr. Broadbent was commended for his efforts with the microfilm project and the Board was invited to attend the Straight to the Source seminar.*
- B. Committee Reports
- Archival and Information Services Committee F. Claiborne Johnston, Jr.  
*The division director reported that the committee joined the Collection Management Services committee to continue the tour of the Library started at the previous Board meeting. The archival collections see much activity as opposed to the long-term storage for the Records Center collections. The director highlighted the activities of several ongoing projects plus the inaugural Alan M. and Nathalie P. Voorhees Lecture Series on the History of Cartography held on March 6, 2004, at the Library. Current visitation and use statistics were reviewed.*

- Collection Management Services Committee Franklin E. Robeson  
*Franklin E. Robeson reported that the division expenditures are on target. The committee viewed a 1916 mail order catalog from Miller & Rhoads and then joined the Archival and Information Services Committee to continue the tour of the Library.*

- Legislative and Finance Committee Wendy C. Sydnor  
*The division director highlighted the “Statement of Financial Condition as of February 29, 2004” which is on target.*

*The director of the Information Technology department summarized the February 27 meeting with the Virginia Information Technology Agency (VITA) representatives regarding the implementation of their program and the new proposed fee structure. A meeting is planned with the VITA staff for the week of March 22 and a letter will be sent to the Finance Committee advising the results of this meeting.*

*Wendy C. Sydnor updated the Board on the status of the building issue recommendation being considered by the General Assembly. The facilities director reported on the status of the current environmental conditions in the building and actions taken by the Department of General Services since the last Library Board meeting. Mrs. Sydnor, on behalf of the committee, moved that the Library Board Chair pen a letter to Richard Zorn, Deputy Secretary of Administration, following up on his January presentation to the Library Board and requesting information on actions related to resolving the building problems since the Library Board has not received any reports from the Department of General Services on these activities. There was no discussion and the Library Board voted unanimously in favor of the motion.*

*Mrs. Sydnor made a motion for the Library Board to enter into closed session to discuss a legal matter with specific Library staff and the Attorney General’s representative. The motion was seconded and unanimously passed by the Board. The Board entered into closed session. When the open meeting resumed, Mrs. Sydnor made a motion for certification of the closed session, which was seconded and a roll call vote was taken with all Board members present voting “Aye.” There were no action items as a result of the closed meeting.*

- Public Library Development Committee Fran M. Sadler  
*Fran M. Sadler summarized a report the committee heard about several legislative bills that can affect public libraries. No information was available for State Aid at this time. Waiver requests will be considered at the next Board meeting. Mrs. Sadler commented on the celebration of the 100 year anniversary of the Public Library Services department. Craig County’s new public library and the Girl Scout who helped start it were recognized during this centennial celebration held at the Library of Virginia. The Board was invited to see the display of Library Development history and was also updated on the events surrounding Dr. Seuss’s birthday.*

- Publications and Educational Services Committee Christopher M. Marston  
*Christopher M. Marston called the Board’s attention to the first academic review of the Unboxing of Henry Brown. Mr. Marston called on Sarah Bearss, managing editor of the Dictionary of Virginia Biography, who updated the Board on the press release from Senator George Allen announcing that the National Endowment of the Humanities offered a \$244,432 grant to the Dictionary of Virginia Biography for the next grant cycle. Mr. Marston encouraged the Board to visit the Map exhibition.*

- Records Management Committee Mary G. Haviland

*Mary G. Haviland reported that the committee discussed the draft of the Regulations for the Destruction of Records Containing Social Security Numbers. The division director reported that the committee approved the regulations, and they will be presented to the Board for a vote at the June meeting. House Joint (HJ) Resolution 6, the study of the Public Records Act, has passed the General Assembly and is waiting for signatures. The first full week in April is Records and Information Management Week and the Board members are invited to attend the activities. Mr. Yelich commented on the importance of the HJ6.*

• The Library of Virginia Foundation Committee Franklin E. Robeson  
*Franklin E. Robeson reported the Annual Fund has raised \$121,950, which is more than 70 percent of its goal. He thanked everyone who has participated. He commented on the first lecture in the annual series of the History of Cartography established in honor of Alan M. Voorhees. The exhibition opened on March 6 and will run through July 2004. A Women's Leadership Council has been established to help tell, support, and celebrate the Library's upcoming exhibition, Working Out Her Destiny.*

C. Report of the Executive Committee Peter E. Broadbent, Jr.  
*The Executive Committee has not met since the last Board meeting.*

D. Report of the Chair Peter E. Broadbent, Jr.  
*Mr. Broadbent thanked the Board members and the staff for their efforts to transfer management of the building to the Library. Although these efforts have been directly unsuccessful, they have been successful in the sense that the Library is seeing some action to help resolve the building's problems.*

E. Report of the Librarian of Virginia Nolan T. Yelich  
*Nolan T. Yelich, the Librarian of Virginia, stated that his comments had been disbursed throughout the committee reports.*

VIII. Old or New Business

• Report of the Nominating Committee Gilbert E. Butler, Jr.  
*Mr. Butler, chair of the Nominating Committee, presented the slate of officers for the Board's consideration.*

IX. Action Items

*There were no action items.*

X. Adjournment

Peter E. Broadbent, Jr.  
*There being no further business, Mr. Johnston moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:35 p.m.*

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**Full Board Minutes will be posted within three working days following the  
Library Board Meeting on June 14, 2004.**