

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of March 14, 2005
10:30 a.m. Meeting Room 2M.020 (Floor 2M)

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| I. | Call to Order/Quorum | Franklin E. Robeson, Chair
<i>Franklin E. Robeson, Chair, called the meeting to order. He announced that a quorum was present and welcomed George E. Lovelace as a member of the Library Board. Dr. Robeson announced that a Board picture would be taken after the meeting.</i> |
| II. | Approval of Agenda | The Board
<i>F. Claiborne Johnston Jr. moved to approve the agenda, which motion was seconded and unanimously passed by the Board.</i> |
| III. | Welcome to Visitors and Staff | Franklin E. Robeson |
| IV. | Announcements | <i>There were no announcements.</i> |
| V. | Public Comment | <i>There was no public comment.</i> |
| VI. | Consent Agenda | The Board
<ul style="list-style-type: none">• Approval of the Library Board Minutes of January 27, 2005• Approval of a Resolution for Dylce P. Clarke <i>Charles W. Sydnor Jr. moved for acceptance of the Consent Agenda consisting of the January 27, 2005, Library Board minutes and an approval of a resolution of appreciation for Dylce P. Clarke. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the January minutes and the resolution.</i> |
| VII. | Information Items | |
| | A. Reports from Other Organizations | <i>George William Thomas Jr., president of the Friends of the Virginia State Archives, announced the Friends next program, Straight to the Source, is scheduled for April 1, 2005 at the Library. The Friends will continue to support training programs through the Dennis Hallerman Memorial Archives Scholarship Fund. Dr. Robeson thanked the Friends for their support.</i> |
| | B. Committee Reports | |
| | • Archival and Information Services Committee | Charles W. Sydnor Jr.
<i>The committee heard a report on research requests the Library receives from General Assembly members. The division director summarized the Library's visitation statistics including user sessions of the Web site. He updated the Board on the Library's new service, "Ask a Librarian," and the expansion of resources available through NewsBank. Other activities include the Civil War maps project with the Library of Congress, which can be found on the Library of Congress's American Memory site.</i> |

- Collection Management Services Committee Peter E. Broadbent Jr.

The division director elaborated on the National Endowment for the Humanities' grant to digitize selections of newspapers for access online through the Library of Congress. This new program, which will begin May 1 and continue for two years, is a continuation of the United States Newspaper Program that is coming to a close. The director summarized the efforts to reduce the fifty-four year processing backlog plus interesting documents found while working on this backlog.

- Legislative and Finance Committee Gilbert E. Butler Jr.

The facilities director reported that the General Assembly has approved the \$100,000 request for renovation of the Library's exhibition gallery. Renovations will begin April 2005 and completed by June 2006. The division director summarized details for State Aid, which is increasing by \$300,000. She reviewed the Library's Statement of Financial Condition as of February 28, 2005, and reported that spending is on target. Plans are progressing with the opening of the Virginia Shop at the Library of Virginia. A manager has been hired, and the grand opening is planned for June 2005. Nolan T. Yelich, Librarian of Virginia, advised that both the Library's strategic plan and the Foundation's strategic plan are being updated. The Library will analyze its needs for the upcoming biennial budget. Two items of focus will be working with the library community in restoring full funding for State Aid, and analyzing the Library's internal needs, especially in collection development and new technological initiatives.

- Public Library Development Committee Mary G. Haviland

The Find It Virginia databases have been expanded to K-12 and the committee viewed a demonstration of the databases. The division director updated the Board on the activities related to the Virginia Public Library Study that is concluding its "discovery" phase and entering the "data gathering" phase. A number of focus groups have been formed for directors, trustees, and friends; and the consultants are scheduling site visits to interview representatives from library-related groups. A report was distributed on the fiscal year 2006 estimated State Aid figures. This will be further discussed at the June Board meeting along with waiver requests including the request from Caroline Library, Inc. to waive the 25 percent penalty because the director is not a certified professional librarian. The division director updated the Board on the vacant library director positions in the state and the library-related legislation in the recent General Assembly session.

- Publications and Educational Services Committee Christopher M. Marston

Christopher M. Marston reminded the Board of the Virginia Women through Four Centuries symposium on March 18–19, 2005, and the lecture on Mapping the Civil War on April 9, 2005. The Library's next exhibition opens on April 18, 2005, and will focus on Capitol Art. There is also a lecture on April 18 in cooperation with the Patrick Henry Memorial Foundation and another program jointly sponsored with the Museum of the Confederacy. The second printing of the Virginia in Maps book is in its final stage, and the nomination process for this year's Literary Awards is well underway.

- Records Management Committee Henry Wiencek

Henry Wiencek reported that House Bill 1791 revising the Virginia Public Records Act passed the General Assembly and is waiting for the Governor's signature. The committee heard a report from the manager of the State Records Center on the purpose of the facility and the various services it offers. The manager of the Imaging Services section described the challenges of storing various types of media. The division director reported that the National Association of Government Archivists and Records Administrators will meet in Richmond, Virginia in July 2005.

- The Library of Virginia Foundation Committee Franklin E. Robeson
The Library's awareness film is near completion and Board members will receive a DVD copy once it is completed. The Semper Virginia Society continues to solicit membership, and Library Board members are encouraged to join the Society. Mr. Yelich commented that the Foundation will be updating its strategic plan to ensure that it is a viable part of the Library's strategic plan. Board members were asked to convey their thoughts about the Foundation's role to that Board.

- C. Report of the Executive Committee Franklin E. Robeson
The Executive Committee has not met since the last Board meeting.

- D. Report of the Chair Franklin E. Robeson
Dr. Robeson reported that Caroline Library, Inc. had submitted a letter requesting a waiver of the 25 percent penalty and he responded, on behalf of the Board, that this request will be considered at the June committee meeting and Board meeting.

- E. Report of the Librarian of Virginia Nolan T. Yelich
Mr. Yelich welcomed the new Board member, George E. Lovelace, and also welcomed back Samuel E. Massenberg. He thanked the Board members who had helped the Library secure the requested funding for the Library's gallery renovation, and he reminded the Board of the June annual meeting and joint luncheon with the Foundation Board. Mr. Yelich encouraged Board members to talk with prospective candidates for elected offices to advise them of the importance of donating their papers to the Library. The Board voted for September 19, 2005 as the September meeting date so that the results of the Library Study can be presented to the public library directors after that meeting.

- VIII. Old or New Business
- Report of the Nominating Committee Peter E. Broadbent Jr.
Peter E. Broadbent Jr., chair of the Nominating Committee, presented the slate of officers for the Board's consideration. Voting will take place at the June meeting.

Sandra G. Treadway, Deputy Librarian, responded to a question concerning the status of the Virginia Museum of Fine Arts' request for the Library to return Museum correspondence that is archived at the Library. The staff of the two institutions met and reached an agreement that the Library will keep the original material and a microfilm copy of the requested items will be made for the Museum, once the full collection is processed. A revised records retention schedule will also be developed.

The directors of the Records Management division and the Archival and Information Services division met with the Governor's Chief of Staff regarding the transfer of the Governor's papers. Discussions about this upcoming process have been well received and cooperative. A schedule for the transfer of records is being developed.

- IX. Action Items
- There were no action items.*
- X. Adjournment Franklin E. Robeson
There being no further business, Mr. Marston moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at noon.

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Full Board Minutes will be posted within three working days following the Library Board Meeting on June 13, 2005.