

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

**SUMMARY OF BOARD MINUTES**  
**Library Board Meeting of June 12, 2006**  
**10:30 AM Meeting Room 2M.020 (Floor 2M)**

- I. Call to Order/Quorum Christopher M. Marston, Chair  
*Christopher M. Marston, chair, called the meeting to order and announced that a quorum was present.*
- II. Approval of Agenda The Board  
*Valerie Jean Mayo moved to approve the agenda, which motion was seconded and unanimously passed by the Board.*
- III. Welcome to Visitors and Staff Christopher M. Marston  
*Mr. Marston welcomed the visitors and staff.*
- 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 March 13, 2006  
*Charles W. Sydnor, Jr., moved for acceptance of the Consent Agenda consisting of the March 13, 2006, Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the March minutes.*
- VII. Information Items
- A. Reports from Other Organizations  
*Carolyn L. Barkley, president of the Friends of the Virginia State Archives, highlighted the Friends activities. These include the spring program, Straight to the Source, at which several Library staff members made presentations. As an appreciation for the assistance from the Library staff members, Ms. Barkley presented a check for \$300 to the Library of Virginia Foundation. The next program will be the Richard Slatten fall seminar scheduled for October 14, 2006.*
- Peter E. Broadbent, Jr., president of the Virginia Genealogical Society, reported that the society had a successful spring meeting that focused on DNA research. At the last Board meeting, Mr. Broadbent presented the microfilm for the Southern Claims Commission Approved Claims, 1871–1880 for Virginia to the Library. He presented the remaining West Virginia reels to Conley Edwards, State Archivist. Progress is being made to secure funding for microfilming the Tredegar records. Mr. Broadbent reminded the Board that the 2007 National Genealogical Society's Conference will be held in Richmond on May 16–19, 2007.*

## B. Staff Reports

- **Archival and Records Management Services** Conley L. Edwards  
*Mr. Edwards, division director, updated the Board on the processing of Governor Warner's administration records, and he provided examples of the work prepared by the staff as part of the processing of those records. Mr. Edwards also reported on the Library's recent presentation to members of the Kaine Administration Cabinet on records management services.*

*The Library's records management assistance project for both archival and current records with the clerk of the court in King George County is nearing completion. Mr. Edwards described the nature of the assistance offered the clerk, tentative findings, and the ways in which this effort can be extended to other clerks of court. Mr. Edwards also reported on various other projects.*

- **Collection Management Services** Edward D. C. Campbell, Jr.  
*Edward D. C. Campbell, Jr., division director, updated the Board on the division's conservation and preservation activities including a two-year pilot project to develop a National Digital Newspaper Program. Dr. Campbell provided a brief update on the second year of the Library's public-private initiative with OCLC. A list of conservation-preservation activities for fiscal year 2006 with Etherington Conservation Services at the Library's onsite laboratory was distributed.*

- **Finance and Administrative Services** Ann N. Harris  
*Division director Ann N. Harris reported that the General Assembly has yet to approve the 2006–2008 Biennial Budget. The appropriation for the July 3 payroll has been moved to June 30 so that employees will be paid. It is believed that the Library's \$1 million additional appropriation from the Governor's budget submission has been removed; however, the \$385,000 for State Aid is intact. This will not be confirmed until the budget is finalized. Mrs. Harris reviewed the Statement of Financial Condition as of May 31, 2006, and advised that everything is going smoothly with the year-end plans, and spending is on target.*

*The Exhibition Gallery renovation is on schedule and will be completed by the end of June. Board members were invited to visit the Gallery to view the renovations.*

*Mrs. Harris called on Anson Matthews, Human Resources Director, to provide an update on the Compensation Study for the Librarian Series. Mr. Matthews reported that the study is complete, and approximately 60 percent of the study positions will receive a salary increase. Although the Library is not able to give the full recommended amount of increase at this time, a portion will be given now, and it is hoped that in the next few years the budget will allow these salaries to reach the recommended level. The study also recommended position appraisal methods and the Library plans to adopt these methods.*

- **Library Development and Networking Services** Elizabeth M. Lewis  
*Elizabeth M. Lewis, division director, introduced Carol Adams, assistant division director, who advised that the final figures for State Aid will not be available until the state finalizes the budget. Since there are no actual figures for approval, the Board is being asked to approve State Aid to public libraries according to the formula in the Code of Virginia.*

*Ms. Adams highlighted the proposed Federal Aid budget consisting of the Library Services and Technology Act (LSTA) funds for fiscal year 2006–2007, which is basically the same as in previous years.*

*The Board was also asked to approve the proposed grants-in-aid for Fiscal Year 2007 as well as the requests for waivers from the State Aid requirements. There was discussion on the requests for waivers.*

*F. Claiborne Johnston, Jr., moved to approve the waivers and the distribution of State Aid funds by formula subject to appropriation. The motion was seconded and passed unanimously.*

*With regards to the LSTA budget, Mr. Broadbent commented that while the Find It Virginia database is very beneficial to many students, he felt it should be paid by another source and not by the Library so that those funds could be used for increased digitization projects. Lewis F. Powell III moved to approve the proposed LSTA budget. The motion was seconded and passed unanimously.*

• **Publications and Educational Services** Gregg D. Kimball  
*Gregg D. Kimball, division director, reported that the expected delivery date for the forthcoming publication of The Dictionary of Virginia Biography, Volume 3, is June 23. Another publication, Freeing Art from Wood: The Sculpture of Leslie Garland Bolling is at the printer and will accompany the exhibition scheduled to open on July 21. Discussion is underway with the Office of Graphic Communications, a state agency, for the reprint of the Virginia in Maps book.*

*Dr. Kimball reported that Katherine Johnson has accepted the position of education coordinator and will start work on June 27. He provided details of Ms. Johnson's work experience in a similar position running a state-wide educational program in another state.*

• **Research and Information Services** Conley L. Edwards  
*Conley L. Edwards, acting division director, reported on the visitation statistics. The total for the year is expected to reach between 250,000 and 260,000, as compared to 120,302 for the previous year. Visitation jumped from 11,300 in January to 30,622 in February, which coincides with the change in the public bus transfer point to 800 East Broad Street in front of the Library.*

*The recruitment for the division director continues. The vacancy announcement has been refined and reposted on the Web site as well as being placed in a broader range of professional publications.*

*A member of the Library staff attended the recent National Genealogical Society meeting in Chicago to observe conference organization and logistics in preparation for the group's meeting here in Richmond in May 2007.*

• **The Library of Virginia Foundation** Mary Beth McIntire  
*Mary Beth McIntire, executive director, introduced Peter B. Schwartz, president-elect of the Foundation Board. Mr. Schwartz advised the Library Board of the newly elected Foundation Board officers and extended an invitation to the Library Board members to attend the Foundation Board meetings.*

*The Miller & Rhoads Tea Room event held on May 13 was well attended and successful in increasing the Library's visibility. Two future joint projects include one with the Supreme Court of Virginia entitled "Journey Through Justice" and another with the Center for Politics at the University of Virginia which holds a political history event each year.*

*Mr. Schwarz reminded the Library Board members of upcoming dates and events, such as the end of the fiscal year for the Semper Virginia Society (in which Library Board membership is currently at 80 percent). Other events include the special preview reception of the Leslie Garland Bolling exhibition and the 9<sup>th</sup> Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends to be held on October 21, 2006.*

C. Report of the Chair

Christopher M. Marston

*Mr. Marston described the activities he has attended on behalf of the Board.*

D. Report of the Librarian of Virginia

Nolan T. Yelich

*Nolan T. Yelich, Librarian of Virginia, asked Paul J. Casalaspi, Information Technology division director, to explain the latest developments within the Virginia Information Technologies Agency (VITA) and their impact on the Library. Mr. Casalaspi commented on VITA's database of projects over \$1 million. The Library has been designated by the Secretary of Technology as the lead agency for statewide scanning. A Digital Initiatives Committee has been formed with several Library staff serving on this committee. The Library hopes to gradually increase digitizing records, but will not be able to achieve what it had in the past without funding. Visits to the Library's Web site have increased and are over 100,000. Mr. Casalaspi summarized a meeting held with the Secretary of Technology, the Secretary of Education, and the Deputy Secretary of Education to discuss two unresolved issues. These are federal funding and the public records act, which gave the Library the authority to own and manage all of the equipment for archival records. It is hoped a compromise will soon be reached.*

*Mr. Yelich commented on the importance of communicating with the Secretary of Finance on budget issues and with the Secretary of Education on other issues facing the Library.*

*The Board was asked to let Mr. Yelich know if there is a need to have a retreat with the Foundation Board similar to the one held last year.*

*Mr. Yelich thanked the Board and the senior staff for their work. He extended a special appreciation to the Board members whose terms are expiring and to Mr. Marston for his leadership. He reminded the Board of the joint luncheon with the Foundation Board following the meeting.*

VIII. Old or New Business

*There was no old or new business.*

IX. Action Items

- Library Development and Networking Services
  - Action on Proposed State Aid Grants and Waivers

Christopher M. Marston

The Board

*This item was voted on in the division report*

- Action on Proposed Federal Aid Budget

The Board

*This item was voted on in the division report*

- Executive Committee Christopher M. Marston  
• Evaluation of the Librarian of Virginia The Board  
*This item was moved to the end of the agenda since the Board will need to go into closed session*

- Proposed Schedule of 2006–2007 Meeting Dates Christopher M. Marston  
*Valerie Jean Mayo moved to accept the proposed schedule of meeting dates for 2006-2007. The motion was seconded and the Board voted unanimously to accept the meeting dates.*

- Nominating Committee Clifton A. Woodrum, III  
• Election of 2006–2007 Slate of Officers The Board  
*Gilbert E. Butler, Jr., in the absence of Clifton A. Woodrum, III, chair of the Nominating Committee, reminded the Board of the slate of officers presented for 2006–2007 at the March 13, 2006 meeting. Mr. Butler, on behalf of the committee, moved to approve the nominations and the Board voted unanimously to accept the slate as presented.*

- Comments by the Incoming Board Chair  
*Mr. Marston congratulated Dr. Sydnor as the new chair. Dr. Sydnor commented on his objectives for the coming year and looks forward to working with both the Library Board, and Mr. Schwartz and the Foundation Board to advance the causes of the Library. Dr. Sydnor presented a token of the Library's appreciation to the retiring Board members and to Mr. Marston for his leadership.*

- Executive Committee  
• Evaluation of the Librarian of Virginia  
*The Board went into closed session to discuss employment and to protect the privacy of individuals in personal matters. Mr. Yelich was asked to remain for the closed session. After reconvening, Dr. Sydnor moved to approve a 5 percent bonus for the Librarian of Virginia. The motion was seconded and all voted to accept the recommendation. F. Claiborne Johnston moved to approve the goals for 2006–2007 as proposed by the Librarian. The motion was seconded and passed unanimously.*

- X. Adjournment Christopher M. Marston  
*There being no further business, Mr. Marston adjourned the meeting at 12:25 P.M.*

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**Full Board Minutes will be posted within three working days following the  
Library Board Meeting on September 18, 2006.**