

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of September 18, 2006
10:30 AM Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Charles W. Sydnor, Jr., Chair
The meeting was called to order at 10:30 AM, and a quorum was present.
- II. Approval of Agenda The Board
Four resolutions were added to the Consent Agenda. Ronald S. Kozłowski moved that the revised agenda be accepted. The motion was seconded and the Board accepted the revised agenda.
- III. Welcome to Visitors and Staff Charles W. Sydnor, 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 June 12, 2006
 - Approval of a Resolution of Recognition to Christopher M. Marston
 - Approval of a Resolution of Recognition to Gilbert E. Butler Jr.
 - Approval of a Resolution of Recognition to Peter E. Broadbent Jr.
 - Approval of a Resolution of Recognition to Rick Boucher*After a correction in date of service for the Resolution to Rick Boucher, Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the June 12, 2006, Library Board minutes and the four resolutions. The motion was seconded and the Library Board voted unanimously to accept the revised Consent Agenda.*
- VII. Information Items
- A. Report from the Office of the Attorney General Alison Paige Landry
Alison Paige Landry, Senior Assistant Attorney General, provided an overview of the Board's duties and powers as a "policy board" and she explained the Board's legal relationship with the Office of the Attorney General. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act, the Conflict of Interest Act (COIA) including the requirement that all new board members receive COIA training, and the Risk Management Plan.
- B. Reports from Other Organizations
Carolyn L. Barkley, president of the Friends of the Virginia State Archives, explained the role of the Friends, and invited the Board to join the Friends group. She also extended an invitation to the Richard Slatten fall seminar scheduled for October 14, 2006.
- C. Staff Reports

- The Library of Virginia Foundation

Mary Beth McIntire

The agenda was rearranged to allow more time for the Foundation report. Mary Beth McIntire, executive director, reported that the Semper Virginia Society had exceeded the amount raised last year by 13 percent. Special project fundraising was successful with funds totaling over \$270,000. Interviews are being conducted to fill the membership coordinator position. Efforts to convert gift-in-kind donors to cash donors are underway and going very well. Invitations are ready to be mailed the week of September 18 for the 9th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends scheduled for October 21, 2006. The Page Turner Society membership for this event is available again this year. These members will be invited to attend a luncheon with two finalists who are Pulitzer Prize winners. Ms. McIntire summarized the changes in the Celebration award prize money and the status of securing sponsors.

- Archival and Records Management Services

Conley L. Edwards

Conley L. Edwards, division director, reported that the microfilming of the Brock Collection is nearing completion and discussed several post-Brock projects. Mr. Edwards updated the Board on recent microfilm donations from the Virginia Genealogical Society and the Friends of the Virginia State Archives that are now available at the Library. Disaster Planning Assistance programs have been a regular part of the Library's records management workshops for the past several years, and this topic continues to receive much attention. Library staff members are helping the King George County Clerk's office use an online tool for disaster planning called DPlan, which will also be presented at the upcoming annual meeting of the clerks' association. The Council of State Archivists began a program early this year to have each state archives prepare a disaster planning document for presentation to the Archivist of the United States. Mr. Edwards also updated the Board on the activities of the division's summer intern and a recent transfer of records to the Library from a former member of the General Assembly.

- Collection Management Services

Edward D. C. Campbell, Jr.

Edward D. C. Campbell, Jr., division director, advised the Board about a request from a descendent of Edmund Pendleton concerning the painting of Edmund Pendleton currently housed at the Supreme Court. Dr. Campbell provided an update on the expected re-installation of Capitol Square artwork early in 2007 as part of the Capitol's restoration/renovation. The Library has been working with the Capitol Square Preservation Council and the Virginia Capitol Foundation on the work in the Capitol's South embankment that will house the visitor's entrance, reception area, shop, exhibition area, and auditorium. No resources have been allocated to the Library for this project. Dr. Campbell updated the Board on the vandalism of the state-owned Robert E. Lee statue on Monument Avenue. The director of the Virginia Newspaper Project and Dr. Campbell met with the National Endowment for the Humanities (NEH) regarding the Digital Newspaper Project. The Library will reapply for funding from the NEH to ask for \$400,000 for digitization of newspapers for the period 1890–1910. Updates on the forthcoming test database were also provided.

- Finance and Administrative Services

Ann N. Harris

Ann N. Harris, division director, gave an overview of the 2006–2008 biennial budget since the state's budget had not been finalized at the time of the last Board meeting. The Library has an additional \$1,087,000 for this year's operation budget. It will be used for electronic records software, maintenance, and support as well as conservation and preservation. State Aid will have \$1 million added each year of the biennium. Mrs. Harris highlighted additional aspects of the budget including the Statements of Financial Condition as of June 30, 2006, and August 31, 2006. Library staff members met with the Senate Finance Legislative Analysts to explain the Library's needs and its programs, especially FindIt Virginia. Mrs. Harris has received the budget instructions, and the budget

submission is due October 18, 2006, to the Governor's Office. A list of all requested budget submissions will be submitted to the Secretary of Education by September 29, 2006. Library staff members met with Dietra Y. Trent, Deputy Secretary of Education, about the Library's needs.

• **Library Development and Networking Services** Elizabeth M. Lewis
Division director Elizabeth M. Lewis advised the Board on the State Aid figures since the state budget had not been finalized at the last meeting. The annual report for the Library Services and Technology Act will be submitted on December 31, 2006. Two division staff positions are open and the division is advertising for a new technology position. Mrs. Lewis extended an invitation to the Board to attend the meeting for the public library directors as well as the division's workshops. There was discussion about the State Aid figures and the effects of level funding and full funding.

• **Publications and Educational Services** Gregg D. Kimball
Gregg D. Kimball, division director, reported on two books scheduled for publication in 2007. The Papers of Sir William Berkeley, a documentary edition, has been typeset. The Hornbook of Virginia is expected to be completed in fall of 2007. Dr. Kimball introduced Katie Johnson, the Library's new education coordinator. Ms. Johnson announced that all of the exhibitions will have corresponding education materials and that Library tours will also include the availability of reproductions of important documents. She has scheduled meetings with teachers to advise them of the Library's resources. Plans are underway for a resource compact disc to accompany the new edition of The Hornbook, plus she is examining ways to tie these resources into lesson plans that relate to the Virginia Standards of Learning requirements. The Library's Web site is being revamped to meet teachers' and students' needs.

• **Research and Information Services** Conley L. Edwards
Interim division director Conley L. Edwards reported that visitation for the fiscal year was 254,277, which is a 53 percent increase over the previous year. This figure is inflated due to the bus-routing changes. User sessions on the Library's Web site were 2,044,000 and this is a 16 percent increase. Circulation of printed materials and microfilms remains steady. The Library is again listed in Family Tree Magazine's 101 best Web sites for genealogical research. The National Genealogical Society will hold its 2007 annual meeting in Richmond, Virginia, and Mr. Edwards informed the Board of the Library's plans for this event. Other division activities include plans for Archives Week in Virginia during the week of October 8, 2006, and an Elderhostel program scheduled for January 28 to February 2, 2007.

D. Report of the Chair Charles W. Sydnor, Jr.
Dr. Sydnor commented that, as Board chair, he will not initiate any correspondence with anyone unless it is in concert with the staff or as a result of Board action taken during a meeting. He asked the Board to mark their calendars for the next Board meeting scheduled for November 13, 2006.

E. Report of the Librarian of Virginia Nolan T. Yelich
Nolan T. Yelich, the Librarian of Virginia, welcomed the new Board members. He called on Sandra G. Treadway, Deputy Librarian, to report on her attendance at the Chief Officers of State Library Agencies Executive Leadership Institute recently held in Madison, Wisconsin. Dr. Treadway described the topics covered such as public sector leadership, public policy, advocacy, crisis/conflict resolution, collaboration, and finance.

Mr. Yelich then called on Paul Casalaspì, division director of Information Technology, to update the Board on the latest developments and correspondence with the Virginia Information Technology Agency (VITA). Library staff members have met with the VITA staff to discuss the technical review.

At the Commonwealth of Virginia Innovative Technology Symposium, winners of the 7th Annual Governor's Technology Awards were announced. In the category of increased accessibility to government, the Library was runner-up for its work with the archival system to collect, capture, manage, and provide access to dynamic Web content. Mr. Yelich summarized the two issues of concern to the Board: (1) making sure the legislative intent and authority of the Board are not compromised with the Memorandum of Understanding with VITA, and (2) assessing the fiscal impact that participation in VITA will have on this institution. There was discussion among the Board members concerning this topic.

The Library will celebrate its tenth anniversary at 800 East Broad Street in January 2007. Interviews are currently underway for the Research and Information Services director position. Updated material for the Board handbooks was distributed. The Bylaws committee will need to meet to revise the bylaws to reflect the changes in division names.

VIII. Old or New Business

There was no old or new business.

IX. Action Items

F. Claiborne Johnston Jr. moved that the Library Board committee list of assignments be accepted as presented. The motion was seconded and unanimously accepted by the Board.

X. Adjournment

There being no further business, the meeting was adjourned at 12:45 PM.

Charles W. Sydnor, Jr.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on November 13, 2006.**