

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of November 13, 2006
10:30 AM Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Charles W. Sydnor, Jr., Chair
Charles W. Sydnor, Jr., chair, called the meeting to order and announced that a quorum was present.
- II. Approval of Agenda The Board
Ronald S. Kozlowski moved to approve the agenda, which motion was seconded by John S. DiYorio and unanimously passed by the Board.
- III. Welcome to Visitors and Staff Charles W. Sydnor, Jr
Dr. Sydnor 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 September 18, 2006
F. Claiborne Johnston, Jr., moved for acceptance of the Consent Agenda consisting of the September 18, 2006, Library Board minutes. John S. DiYorio seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the September minutes.
- VII. Information Items
- A. Reports from Other Organizations
Pat Howe, president of the Virginia Library Association (VLA), emphasized VLA's mission as an advocate for information literacy across the state. This encompasses academic, school, and special libraries in addition to public libraries. VLA looks forward to continuing its working relationship with the Library of Virginia. Membership is open to all persons, organizations, and libraries in the state, and Ms. Howe invited the Board members to VLA's 2007 conference.
- Carolyn L. Barkley, president of the Friends of the Virginia State Archives, reported that the Richard Slatten fall lecture held on October 14 was well attended. Plans are underway for the Straight to the Source spring program. Work has begun for an additional grant request from the Community Foundation of Central Virginia to purchase microfilm of North Carolina records.*
- B. Staff Reports
 - Archival and Records Management Services Conley L. Edwards

Conley L. Edwards, division director, highlighted the Commonwealth of Virginia's Innovative Technology Symposium held in September in Roanoke. The Governor's Technology Awards were announced at the meeting and the Library received an honorable mention in the Increased Accessibility to Government category for its ArchiveIt system to collect, manage, and provide easy access to dynamic Web content. Mr. Edwards discussed comments made by the Secretary of Technology about the priority of records management and document imaging in the Kaine Administration.

Mr. Edwards reported on recent staff training provided by Ex Libris for Digitool, the digital asset management system used by the Library. Four different implementations using printed and archival materials were discussed.

The Board received updates on various division activities. These included the recent Virginia Association of Government Archive and Records Administrators conference, a fire at the courthouse in King George County, records management training sessions conducted at the Library by staff, and conversations with exhibit curators at the Contemporary Art Center in Virginia Beach concerning an exhibition of the Magna Carta in March 2007.

- **Collection Management Services**

Edward D. C. Campbell, Jr.

Edward D. C. Campbell, Jr., division director, provided a brief update on the Library's grant request for renewed funding for a second two-year project, Phase II of the National Digital Newspaper Program, led by the Library of Congress and the National Endowment for the Humanities.

The Library's Government Documents Program hosted a meeting of State Depository Libraries on October 18 to review how the new Virginia legislation affects the program and to discuss several new digital initiatives. Dr. Campbell provided a brief overview of the discussion and future steps recommended by the program members.

The Library's current Collection Development Policy is being updated. A team of staff members from various departments have finished a preliminary draft. Once the preliminary draft is finalized, it will be submitted to the senior management team and then to the Board.

Since the Library has curatorial responsibility for Virginia artwork, it coordinated moving the artwork from Capitol Square before the restoration began. Dr. Campbell advised that a completion date for the Capitol restoration has been moved up to spring. Moving the artwork back into the Capitol in haste before the construction is completed is difficult and would endanger the safety of the artwork.

- **Finance and Administrative Services**

Ann N. Harris

Ann N. Harris, division director, updated the Board on the budget decision package submitted to the Department of Planning and Budget on October 17, 2006. The request was for \$2.1 million to fund Find It Virginia databases in fiscal year 2008. The Governor's budget will be released on December 15, 2006.

Mrs. Harris provided an overview of the Library's financial condition as of October 31, 2006, and reported that everything is on target.

The Library submitted a proposal to have a branch of The Virginia Shop at a designated retail area at the Capitol; however, the proposal was not accepted by the Virginia Capital Foundation. Another issue of concern is the possible restriction of the proprietary information that rests with the Commonwealth for the shop chosen for this location. This would include the use of the State Seal and information unique to the legislature.

- **Library Development and Networking Services**

Elizabeth M. Lewis

Carol Adams, assistant division director, advised that the Library Services and Technology Act program report is in the process of being filed. State Aid is being distributed to the public libraries based on the approved state budget. The newest public library in Craig County is not in compliance with State Aid requirements, and Library staff are working with the county to ascertain the situation. The State Aid third quarterly payment to Craig County is being held back until compliance with State Aid requirements is confirmed. There was discussion among the Board members about this situation.

Elizabeth M. Lewis, division director, reported on the various division activities. These included the Public Library Directors meeting, and a Himmel & Wilson Study update including the committee meetings. The Advocacy task force suggested that VLA look at institutional memberships as a way to raise funding for the legislative campaign. The Virginia Public Library Directors Association voted to support this recommendation and sent the suggested price list to VLA.

Other division activities include summer reading workshops, trustee and friends workshops, and a series of Spanish outreach programs sponsored by the Gates Foundation. Mrs. Lewis updated the Board on the status of division personnel. This department of eight professionals and one shared administrative assistant is recruiting for four vacant professional positions. Interviews are currently being conducted.

Nolan T. Yelich, State Librarian, commented on issues relating to the State Aid formula. The Library staff will meet to consider recommendations to be considered. There was discussion on the format of the Board meetings so as to allow more discussion time for pertinent topics.

- **Publications and Educational Services**

Gregg D. Kimball

Gregg D. Kimball, division director, reported on several keynote lectures that will be given in conjunction with the Library's commemoration of the 400th Anniversary of Jamestown. Dates for these events are: (1) a lecture by Fitzhugh Brundage on January 25, 2007, (2) the 2007 Alan M. and Nathalie P. Voorhees Lecture on March 10, 2007, and (3) a lecture by John D'Entremont on June 14, 2007.

Dr. Kimball also reported on planning for the first of three teachers' workshops, to be held at the Library on December 12, for eighteen teachers to work with a wide range of Library staff on finding primary sources in the Library's collections, researching the background of those documents, and generating lesson activities linked to the Standards of Learning in the anticipation of creating an educational component to accompany The Hornbook of Virginia.

- **Research and Information Services**

Sandra G. Treadway

Sandra G. Treadway, deputy librarian, reported that the search for a new division director is still in progress. A list of holiday and event closings for 2006–2007 was distributed.

The reading rooms in the Library will be open on holidays during the General Assembly. The Library will be closed on Saturday, May 12, 2007, which is America's 400th Anniversary weekend at Jamestown.

Dr. Treadway is working with the public service managers to review the ways the Library provides Internet access to the public. There are seven Internet stations that patrons can sign up to use for up to two hours. There are express Internet stations for patrons to use for up to 15 minutes to check e-mail. There is increased use of libraries for vital information such as taxes and completing employment applications online.

• The Library of Virginia Foundation Mary Beth McIntire
Mary Beth McIntire, executive director, reported that 300 people attended the 9th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends on October 21, 2006. The event made \$5,000, which is a marked improvement over past years. She reminded the Board that it is time to renew or begin a Semper Virginia Society membership. The Foundation's next event is the Legislative Reception in January 2007.

C. Report of the Chair Charles W. Sydnor, Jr
Dr. Sydnor deferred any comment.

D. Report of the Librarian of Virginia Nolan T. Yelich
Mr. Yelich invited the Board to attend the staff Holiday Breakfast scheduled for December 14. The Library will celebrate its 10th anniversary in the current building in January 2007. An anniversary function is planned for the evening of January 3. Mr. Yelich commented that the Library was grateful for the opportunity to recognize William G. Styron before he passed away. Carole and Marcus Weinstein will be recognized by the Central Virginia Chapter of the Association of Fundraising Professionals for their warm and outstanding contributions to many endeavors in the community. Board members will be sent as much information by electronic means as possible. Any Board member wishing to receive paper copies should contact Mr. Yelich.

VIII. Old or New Business
There was no old or new business.

IX. Action Items
There were no action items.

X. Adjournment Charles W. Sydnor, Jr
There being no further business, Mr. Ronald S. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:45 P.M.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on January 18, 2007.**