

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of March 19, 2007, 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
Henry Weincek moved to accept the Agenda as submitted, which was seconded by Clifton A. Woodrum III and unanimously approved by the Board.
- III. Welcome to Visitors and Staff Charles W. Sydnor, Jr.
Dr. Sydnor welcomed 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 January 19, 2007
Mr. Woodrum moved for acceptance of the Consent Agenda consisting of the January 19, 2007, Library Board minutes. Stephen E. Story seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the January minutes.
- VII. Information Items
 - A. Reports from Other Organizations
Carolyn Barkley, president of the Friends of the Virginia State Archives, summarized the Friends' acquisition activities during its seven-year project of purchasing microfilm for the Library's collection. Another part of the Friends' mission is education. Their spring seminar, Straight to the Source, will be held on March 30 at the Library with several Library staff members making presentations. Ms. Barkley also presented a check for \$600 to Conley Edwards, state archivist, for the Friends' Annual Dennis Hallerman Memorial Archives Scholarship Fund. This will be used for a Library staff member to attend the Modern Archives Institute.
 - B. Staff Reports
 - Archival and Records Management Services Conley L. Edwards

Conley L. Edwards, division director, updated the Board on the records management activities with the Kaine Administration. The Library's Records Management and Information Technology staff have developed an intranet site for the Governor's Office and cabinet secretaries to aid in supporting records management activities with those offices.

The microfilming project of the Robert Alonzo Brock Collection at the Huntington Library in San Marino, California, has been completed. Library staff is now analyzing and cataloging a large series of items that were previously identified only as "miscellaneous" material.

Mr. Edwards gave details about Virginia being chosen to take the lead in indexing and digitizing the Freedman's Bureau records that will allow access to this historical data. The Black History Museum in Richmond has joined with the National Archives, the Genealogical Society of Utah, and Howard University to carry out an effort to index the records by a corps of volunteers. The Library will provide meeting spaces and publicize the program as it progresses. A similar project is being conducted with the Freedmen marriage records. Although the records are scattered among Virginia county court records, many have been collected at the Library as part of the work with the local courts.

The annual meeting of the National Genealogical Society (NGS) will be held in May and Library Board members will be invited to attend a reception on May 15 with the NGS Board and the boards of several genealogical societies associated with the event.

• **Collection Management Services** Edward D. C. Campbell, Jr.
Edward D. C. Campbell, Jr., division director, advised that re-installation of the artwork in the restored Capitol will begin on March 26. A portion will be completed by April 4, and Dr. Campbell gave details on which pieces will be moved first. The second phase of the artwork move should be completed by the public opening on May 1.

The National Digital Newspaper Program is a significant complement to the Virginia Newspaper Project, which is funded by the National Endowment of the Humanities. The endowment officials will visit the Library on March 20 to see how the Library operates and manages their program.

The Library was one of forty agencies to be randomly selected by the Virginia Department of Planning and Budget (DPB) for an audit of reported benchmarks. One of the benchmarks was the 1.2 million figure reported for reformatting pages of collections either digitally, by microform, or digital from microform. DPB officials were satisfied with the proof presented that the Library had, in fact, processed at least this many pages.

Dr. Campbell recently attended Rice University's De Lange Conference on emerging libraries with respect to digital applications. There are no clear-cut answers to the questions about digital preservation or digital collections, but the Library's programs are recognized as being in the forefront. The public needs more education about a reasonable pace to accomplish the digitization goals and the enormous cost of digitizing records. If a record is born digitally, then care must be taken to preserve it. However, if a record is not born digital, then it should be microfilmed and a digital access surrogate created.

A copy of the Collection Development and Collection Management Guidelines was distributed for the Board's review before the annual meeting in June.

• **Finance and Administrative Services**

Ann N. Harris

Ann N. Harris, division director, updated the Board on the amendments to the Library's 2006–2008 biennium budget. The General Assembly proposed an additional \$190,000 for filtering and, if approved by the Governor, this will be added to the Library's budget. There will also be a budget adjustment to compensate the Library for the rent overcharge of \$36,000. Mrs. Harris provided an overview of the Library's Statement of Financial Condition as of February 28, 2007. The amendment for Find It Virginia did not pass, but this will be requested again when the next biennium budget is developed.

Mrs. Harris called on Sandra G. Treadway, Deputy Librarian, for an update on the Virginia Information Technologies Agency (VITA). Dr. Treadway summarized the Library's relationship with VITA since the creation of the agency, for the benefit of new Board members. When the Board last received an update the Library was working to finalize negotiations with VITA prior to signing a Memorandum of Understanding required of all agencies. The Library's outstanding issues at the time related to the need for the Library's out-of-scope equipment to connect to the VITA-managed state network and the unspecified cost to the agency for participating in VITA. Due to a problem VITA encountered with agencies using federal funds for information technology services, the Memoranda of Understanding were eliminated and VITA has replaced them with a Service Rate Structure. The question of connectivity to the state network is still an outstanding issue, as is the greatly increased cost that the Library will be expected to pay under the new Service Rates. Information about the increased costs was distributed to the Board. After much discussion, Mr. Woodrum moved that, if the Library did not receive a satisfactory resolution of these issues, that the Board request through appropriate channels that the Library of Virginia be exempt from VITA regulations as the state's other higher education agencies have been. Ronald S. Kozlowski seconded, and the Board unanimously voted to approve the motion.

The Agenda was changed to allow the Library Development and Networking Services report to be the last staff report.

- **Publications and Educational Services**

Gregg D. Kimball

Gregg D. Kimball, division director, invited the Board members to view the Smith Map Exhibition on display for the 2007 Alan M. & Nathalie P. Voorhees Lecture on the History of Cartography recently held on March 10, 2007.

The W. Fitzhugh Brundage lecture, Myth & Memory: The Southern Past, held on January 25 was well attended. The lecture was recorded and is available on MP3 on the Library's Web site. Text versions are also available. The John d'Entremont talk, "May We Be Worthy of Our Birthright": Defining the Meaning of America at the Jamestown Commemorations, 1807–2007, on June 14 will be recorded and available on the Library's Web site. William M. Kelso, head archaeologist of the Jamestown Rediscovery Project, will discuss and sign Jamestown: The Buried Truth on April 19. Karen Ordahl Kupperman, professor of history at New York University, will speak on June 6 at noon about the Jamestown Project.

- **Research and Information Services**

Sandra G. Treadway

Sandra G. Treadway, deputy librarian, reported that the search for a new division director may be close to concluding and that it might soon be possible to announce a new hire for the position.

The Library will have maximum staff available for The National Genealogical Society meeting in Richmond in May. Approximately 2,000 to 3,000 visitors are expected during this time, many of whom will visit the Library for research.

- The Library of Virginia Foundation

Mary Beth McIntire

Mary Beth McIntire, executive director, reported that approximately 175 people attended the Voorhees Lecture held on March 10, 2007. This lecture also introduced the new Frye–Jefferson Map Society, an affinity group affiliated with the Semper Virginia Society. This group has a steering committee that has planned programs for the next three years.

The Foundation will host the Library’s first Family Day on May 5. Many activities are planned for this event, including a tour of the renovated Capitol for Semper Virginia Society members.

Board participation in the Semper Virginia Society is at 60 percent. Members are encouraged to reach 100 percent by June 30. The membership coordinator position is still vacant.

- Library Development and Networking Services

Elizabeth M. Lewis

Valerie Jean Mayo, committee chair, reported that the General Assembly bill on filtering was passed. This has posed many questions and Ms. Mayo asked Alison Paige Landry, Senior Assistant Attorney General, to comment on this subject. Ms. Landry responded that she represented the Board and not the regional and local libraries, and that this bill has little to do with the Library of Virginia. She suggested that if a local library has a question, it should contact its county attorney, who could then draft a letter to the Attorney General’s Office on an official opinion basis. Ms. Landry provided a background on filtering. Libraries that receive federal e-rate funding must take protective measures to block certain kinds of materials on the Internet that include obscenity, child pornography, and materials harmful to minors. Ms. Landry then answered questions, and there was much discussion. Board members expressed their concerns that a notice should be sent to public libraries about this statute and its effective date.

Elizabeth M. Lewis, division director, advised that the written report from the Standards Task Force is in the preliminary stage. The Funding and Equity Task Force summary was distributed to the Board. Committee chair Jane Goodwin of the Fairfax County Public Library reviewed the executive summary. Two priorities recommended by the task force are funding for Find It Virginia and funding for the State Aid formula. This report will be distributed at the annual meeting of the Virginia Public Library Directors in April, and their comments will be brought back to the Board.

The Library is currently in a Mandate Assessment session. The Commission on Local Government requires agencies that have rules affecting localities to look at those rules periodically. These include certification requirements and the State Aid requirements. The Board did not indicate any need to assess these mandates further.

Ms. Mayo summarized the steps taken by Craig County since they received the Board’s letter. Craig County residents have rallied to reform their library board, but they will not be able to meet the State Aid requirements of hiring staff and receiving the minimum county contributions. Ms. Mayo moved that the Board send a letter requesting return of the unexpended State Aid money for 2006 and 2007 as well as advising them that the Library does not intend to send them any further funds for this fiscal year. This letter should also applaud their efforts to reconstitute their library and encourage them to move forward. Mr. Kozlowski seconded and the Library Board voted unanimously to accept the motion.

C. Report of the Chair

Charles W. Sydnor, Jr.

Dr. Sydnor did not have any further comments.

D. Report of the Librarian of Virginia

Nolan T. Yelich

Mr. Yelich commended Dr. Treadway, Mrs. Harris, and the staff for their efforts with the Board work session.

VIII. Old or New Business

• Report of the Nominating Committee Stephen E. Story
Mr. Story, chair of the Nominating Committee, presented the proposed slate of officers for the Board's consideration. The Board unanimously agreed to accept the report. Voting will take place at the June meeting.

• Other Old or New Business
Mr. Woodrum moved for the Board to go into Closed Session to discuss matters of employment. Mr. Kozlowski seconded the motion and the Board unanimously agreed to enter into Closed Session. The Board came out of Closed Session and Mr. Woodrum moved to certify the session with John S. DiYorio seconding the motion. A roll call vote was taken with all members voting that only such public business matters identified were heard, discussed, or considered during the session.

IX. Action Items

• Craig County Public Library.
Action on this item was taken during the Library Development and Networking Services report.

X. Adjournment

Charles W. Sydnor, Jr.

There being no further business, Dr. DiYorio moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 1:15 PM.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on June 11, 2007.**