

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of September 17, 2007, 10:30 AM
Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Mary G. Haviland, Chair
Mary G. Haviland, chair, called the meeting to order and announced that a quorum was present. Ms. Haviland introduced David Poyer, a new Board member.
- II. Approval of Agenda The Board
Carole M. Weinstein moved to accept the Agenda as submitted, which was seconded by George E. Lovelace. Valerie Jean Mayo suggested adding the Contract for the Librarian of Virginia under old business. The Board unanimously approved the amended Agenda.
- III. Welcome to Visitors and Staff Mary G. Haviland
Ms. Haviland 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 June 11, 2007
Stephen E. Story moved for acceptance of the Consent Agenda consisting of the June 11, 2007, Library Board minutes. Mr. Lovelace seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the June minutes.
- VII. Information Items
- A. Reports from Other Organizations
Carolyn L. Barkley, president of the Friends of the Virginia State Archives, announced the upcoming 8th Annual Richard Slatten Lecture, featuring Lloyd deWitt Bockstruck, will be held Saturday, October 27, 2007, at the Library of Virginia. Ms. Barkley distributed the registration brochure and invited Board members to attend.
- Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society and a director of the National Genealogical Society, reported that the Genealogical Research Institute of Virginia will feature lectures by Helen F. M. Leary at the Library on September 22, 2007. The Virginia Genealogical Society will hold its fall conference November 2–3 in Roanoke with several talks focusing on the migration records in Virginia. Board members are invited to attend both conferences.*
- B. Staff Reports
 - Archival and Records Management Services Conley L. Edwards

Conley L. Edwards, division director, summarized two documents that will be added to the appendix of the Library's Collection Development Policy. These are the Permanent Electronic Records Accessioning Guidelines and the State Government Web Site Collection Guidelines.

Mr. Edwards announced that the Annual Report to the Secretary of Education on the Status of the Circuit Court Records Preservation Program was completed at the end of the fiscal year and a copy was given to the Board. He reported on the status of this program including the grants program, in-house processing of original records and media storage, inspection, duplication, and inventory. The current state budget situation causes concern for this program's funds because any funding loss will mean delays in implementing the program for records seriously in need of preservation as well as reordering of priorities for grants to localities.

October is Archives Month and Mr. Edwards described the activities planned at the Library beginning October 2 around the theme "Exploring New Worlds: Virginia's Archives in Our Lives." Board members are invited to attend the activities.

- **Collection Management Services**

Edward D. C. Campbell, Jr.

Edward D. C. Campbell, Jr., updated the Board on recent Special Collections accessions. These included an 1893 dance card, a World War II-era poster featuring Virginia, a very rare 1870 carte-de-visite view of the Capitol, and other items.

Dr. Campbell also provided an update on the Virginia Newspaper Project. The Library joined the United States Newspaper Program in 1992. This program is funded by the National Endowment for the Humanities and coordinated by the Library of Congress. The grants received over the years have allowed the Library to find, catalog, and film or arrange to film surviving newspapers across Virginia. This project is now part of the National Digital Newspaper Program, which is the digitization aspect. Very few institutions received grants for this program due to the complexity of the project and grant process, and there is only one allowed per state. Dr. Campbell provided the statistics for how many newspapers will be completed in phases one and two with the renewed funding.

- **Finance and Administrative Services**

Ann N. Harris

Ann N. Harris, division director, reported that the Library hopes to receive word soon on the 2008–2010 biennium budget development process. The Governor's budget comes out December 21 and progress is expected to move quickly once it passes this initial phase. The Agency Strategic Plan and the Service Area Plan are due September 28. The next step should have been information about the agency's base budget and the budget decision packages; however, it is believed that the budget may be reduced. The Library did submit a plan, based on a 5 percent reduction as requested, but there has not been any response as of yet. The 5 percent reduction in State Aid would equal approximately \$900,000, but the \$2.4 million the Library pays to rent the building still has to be covered. The rent issue has had significant impact on the budget, because the Library has to absorb the reduction to the rent payment internally. Positions are also frozen and no position can be filled unless approved by the Secretary of Education.

Mrs. Harris highlighted the Statement of Financial Condition as of June 30, 2007, showing all funds spent. The Statement of Financial Condition as of August 31, 2007, reflects a higher level of spending, but this is due to the rent, State Aid, and three payroll expenses, which is normal for this time frame.

The Library is in the first phase of a three-phase directive for all state agencies concerning internal controls. This directive is called the Agency Risk Management and Internal Control Standards (ARMICS). Certifications are due March 31, 2008, and corrected action plans are due June 30, 2008.

- **Library Development and Networking Services** Elizabeth M. Lewis
Elizabeth M. Lewis, division director, reported on several current issues. The public library directors are waiting to hear the outcome of the possible reduction in State Aid. The New River Public Library Cooperative Group is offering assistance to Craig County Public Library. The updated task force reports connected to the Himmel & Wilson study are available online.

The Institute of Museum and Library Services Program officer visited the Library August 28–30 for the Library’s first inspection. She also visited a diverse group of public libraries. This was a successful visit and the Library received a letter stating that it is in compliance with the Library Services and Technology Act program. The only suggestions for improvement concern the records retention policy and to compose a manual since many employees are near retirement age. The five-year plan approved as of September 7, 2007, and the five-year evaluation are now available on the Library’s Web site.

Two new staff members have joined the division. Rose Schooff, the Library’s former Web master, is now a technology consultant in Library Development, and Enid Costley is the new children’s & youth services consultant.

The annual meeting of the public library directors was held September 10 and 11 with 80 percent of library systems represented. Turnover of public library directors is high with thirteen directors either announcing their retirement or being new to their libraries. The Virginia Library Association’s legislative agenda has been adopted with Find It Virginia as the first priority, State Aid as second, and technology—specifically the Library of Virginia’s technology needs—as third.

- **Publications and Educational Services** Gregg D. Kimball
Gregg D. Kimball, division director, commented on the Library’s recently published book, The Papers of Sir William Berkeley, and a copy was distributed to each Board member. He advised the Board of the ongoing discussion regarding eventual mounting of both the biographical abstracts and the full text of the Dictionary of Virginia Biography (DVB) in digital form on the Library’s Web site. The remaining volumes of the DVB will be online with simultaneous printed publication of the DVB as well.

Dr. Kimball described the ongoing creation of content for the Library’s proposed Web site, Virginia Memory, including entries for the “Day in Virginia History” component and biographical abstracts.

- **Research and Information Services** Suzy Szasz Palmer
Suzy Szasz Palmer, the new division director, described her background and experience along with her vision for this division’s future. There are approximately 50 employees divided between circulation, reference, archives and research, interlibrary loan, and the stacks. She elaborated on the challenges facing the division. These include having the research skills to answer more complex questions from patrons, new staff members and also an aging staff that need training and retraining, and computer downtime and its effects on the catalog system and service to patrons.

Ms. Palmer distributed Library cards to all Board members and advised that the Library cards can be used to access Find It Virginia.

• **The Library of Virginia Foundation**

Mary Beth McIntire

Mary Beth McIntire, executive director, reminded the Board that the membership dollars from the Semper Virginia Society help to support acquisition programs for general book-buying purposes as well as archival and manuscript purposes such as the items viewed during the Collection Management Services division report.

Using funds from the Foundation and the Library, the Foundation hired a media buyer to develop a strategic advertising plan. This will focus on four areas: (1) book talks, (2) the Literary Awards Celebration event, (3) the Virginia Women in History project, and (4) the Virginia Shop. Through a general sponsorship from the Richmond Times-Dispatch, the book talks have been well advertised in the newspaper. This resulted in record attendance for the recent book talks.

The 10th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends scheduled for October 20, 2007, is sold out. Since this event sold out before the invitations were mailed, another event, a lunchtime conversation with several Literary Awards nominees, has been scheduled at the Jefferson Hotel.

C. Report of the Chair

Mary G. Haviland

Ms. Haviland reported that the Executive Committee met the morning of September 17 and discussed the mandate to supervise and evaluate the performance of the Librarian. The committee reviewed the Librarian's professional goals for the coming year. A checklist was drawn up for developing future contracts and renewals. The Board will vote on the Librarian's contract under Action Items. The committee also discussed plans for a joint leadership meeting with the Foundation's Executive Committee. A full joint meeting of both Boards is expected in spring 2008. The committee discussed a proposal to hold the March meeting, rather than the June meeting, in Abingdon.

The Executive Committee also voted to recommend the following members for the Nominating Committee: Clifton A. Woodrum III (as the chair), Ronald S. Kozłowski (as the vice-chair), John S. DiYorio, George E. Lovelace, and Mary G. Haviland. This committee's task will be to nominate a slate of Board officers for 2008–2009. The Board will vote on the selection of committee members at the November meeting.

A poll was taken to find out whether Board members preferred to have the Board packet mailed or sent by e-mail.

D. Report of the Librarian of Virginia

Sandra Gioia Treadway

Ms. Haviland introduced Sandra Gioia Treadway, the Librarian of Virginia. Dr. Treadway reported that the transition has been seamless. She appointed Dr. Campbell as the Deputy Librarian. Dr. Treadway met with the executive management team to discuss future goals and also with the Library staff to share her vision and thoughts. She looks forward to a joint meeting of both boards.

Dr. Treadway commented on the possibility of a budget reduction. Several members of the executive staff met with the staff of the House Appropriations Committee and the Senate Finance Committee responsible for education to advise them of the Library's needs.

Dr. Treadway has met with the leaders of several other organizations including the Virginia Library Association's legislative committee and the Virtual Library of Virginia.

Communication is very important and the Library is looking at how it communicates in all activities. The Library is also looking at the identity it projects, including how it communicates with constituents—both in print and electronically.

Dr. Treadway commented on the importance of maintaining a balance between internal duties and the external duties of promoting the Library with outside organizations. She advised the Board of upcoming events involving the Library.

She welcomed Mr. Poyer as a new Board member and recognized the two Board reappointments.

VIII. Old or New Business

Ms. Haviland called the Board's attention to the Code of Ethics distributed at the last meeting and reviewed in the Board work session. There was no further discussion, and Mr. Lovelace moved to endorse the Code of Ethics prepared by and for the staff. Ms. Mayo seconded the motion and Board unanimously agreed to endorse the Code of Ethics.

IX. Action Items

- Review of the Librarian's Contract for Ratification by the Board

Board

A copy of the Dr. Treadway's contract was distributed. The contract was drawn up by the consensus of the Executive Committee in June. There were no questions about the contract. It was the sense of the Board at the June meeting that the Board authorized Charles W. Sydnor, Jr., then chair of the Board, to sign the contract, but the Board wanted to see the final document copy in print for ratification. Mr. Story commented that the verbiage is standard state contract language and much of it was taken from the previous contract. Marc Leepson moved to ratify the contract for the new Librarian of Virginia, Dr. Sandra Gioia Treadway. Mr. Lovelace seconded and the Board unanimously approved the contract.

X. Adjournment

Mary G. Haviland

There being no further business, Dr. DiYorio moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:15 PM.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on November 5, 2007.**