

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

**SUMMARY OF BOARD MINUTES**  
**Library Board Meeting of November 5, 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.*
- II. Approval of Agenda The Board  
*Ronald S. Kozlowski moved to accept the Agenda as submitted, which was seconded by Valerie Jean Mayo. The Board unanimously approved the Agenda.*
- III. Welcome to Visitors and Staff Mary G. Haviland  
*Ms. Haviland welcomed visitors and staff and extended a special welcome to Alison Paige Landry, Senior Assistant Attorney General.*
- 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 17, 2007  
*Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the September 17, 2007, Library Board minutes. George E. Lovelace 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  
*Carolyn L. Barkley, president of the Friends of the Virginia State Archives, announced the Friends newly elected Board members: Peter McDearmon Witt, president; Priscilla Harriss Cabell, vice president; James M. Bagby, treasurer; and Harriett Thorne Kent, secretary. Henry Wiencek will be the Library of Virginia representative. The 8th Annual Richard Slatten Lecture, featuring Lloyd deWitt Bockstruck, was held on Saturday, October 27, 2007, at the Library of Virginia. One of the issues facing the Friends is finding sources for grant funding that are in focus with the Friends' goals.*  
  
*Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society, reported that the Society had a successful fall conference November 2-3 in Roanoke. The Society looks forward to holding its spring meeting at the Library of Virginia.*

*Bette Dillehay, Director of the Mathews Memorial Library and chair of the Legislative Committee for the Virginia Library Association (VLA), introduced Phil Abraham, the VLA lobbyist. Ms. Dillehay presented VLA's legislative agenda for 2008 featuring programs for which they are seeking funding from the General Assembly. These include Find It Virginia, State Aid ("books"), and technology for the Library of Virginia. She elaborated on the ways the committee will approach the legislators to make these requests and the importance of having a common terminology for these issues. Mr. Abraham elaborated on the background information for each of the three items, plus the challenges to achieve the priorities on their legislative agenda.*

**B. Report from the Office of the Attorney General**

**Alison Paige Landry**

*Ms. Landry 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.*

**C. Committee Reports**

• **Archival and Information Services Committee**

**Henry Wienczek**

*Mr. Wienczek, committee chair, reported the committee heard an overview from the department managers about the most significant challenges and opportunities within their respective programs. Although academic library visitations are declining, the Library's statistics are holding steady. Examples were given of the various types of reference questions. Interlibrary Loan received nearly 15,000 requests for material last year from out of state, but the Library was only able to fill 60 percent because many materials are restricted. The Library has up-to-date microfilm copy technology capability, which is very important since the genealogical community heavily uses the Library.*

• **Collection Management Services Committee**

**Mark D. Romer**

*Mark D. Romer, committee chair, summarized the reports the committee heard from the division's management team about the major issues facing each department. He called on Edward D. C. Campbell, Jr., Deputy Librarian, to elaborate on the reports. Information technology (IT), electronic collections, and the various software packages to manipulate and maintain the software are becoming increasingly important in some departments. There is much reorganization in Technical Services that involves retraining staff as well as updating position descriptions. The State and Federal Documents manager described the challenges with implementing the new digital asset management system software, DigiTool, that is tied to the integrated library system. This will allow patrons to organize collections as needed. The goal is to have a balance of IT and traditional cataloging needs. The Special Collections manager discussed traditional libraries and discussed how a research institution defends and funds the purchase of rare traditional materials in a digital age.*

• **Legislative and Finance Committee**

**Ronald S. Kozlowski**

*Mr. Kozlowski, committee chair, asked Ann Harris, division director, to provide details of the meeting. Mrs. Harris reported that the Library submitted its strategic and service area plans on September 28 to the Department of Planning and Budget. The Base Budget submission as well as technical adjustments and the four budget decision packages were submitted in October. The Library will know December 17 if the additional budget requests are granted when the Governor's budget is released that day. These include funding for (1) e-content preservation*

along with two staff positions, (2) Find It Virginia, (3) Virginia Information Technology Agency (VITA) services, and (4) increased staffing in non-general fund programs. Mrs. Harris highlighted the Statement of Financial Condition as of September 30, 2007, the report on General Fund Appropriation for 1998–2008, and the General Fund Allocation for Fiscal Year 2008. The Board discussed the cost of the VITA services.

- Public Library Development Committee George E. Lovelace  
*Mr. Lovelace, committee vice-chair, asked Elizabeth M. Lewis, division director, to report on the committee meeting. Mrs. Lewis advised that although State Aid is only 7 percent of funding spent by localities on public libraries, State Aid funding is important because more than 50 percent of State Aid is used by 83 percent of libraries for books. All of the libraries are virtually dependent on this money for their collections. Mrs. Lewis elaborated on the history of State Aid and provided details of how the program works. She emphasized the benefits of the Find It Virginia program, especially since it provides equal service to all library cardholders.*

- Publications and Educational Services Committee Marc Leepson  
*Marc Leepson, committee chair, summarized the committee meeting that consisted of an informational session on the Dictionary of Virginia Biography (DVB) and plans to develop educational programs. A new Program and Education coordinator and Educational assistant have been hired. Dr. Campbell, reporting in the absence of the division director, described the increasing importance of the electronic aspect to provide further access to records such as the DVB. Selected abstracts from the DVB sketches will be available to the K–12 grades. This will, however, result in additional staff time required for this project.*

- Records Management Committee Lewis F. Powell III  
*Lewis F. Powell III, committee chair, asked Dr. Campbell to report in the absence of the division director. Dr. Campbell called the Board's attention to a display of posters for National Archives Week. The committee met with the managers of Description Services, Local Records, and Records Analysis. The importance of digital records was a recurring topic in all the managers' reports. The committee heard a report on the status of digitizing Chancery Court Records in the various counties. An IBM product called FileNet is being purchased to use eventually with every state agency to organize records management functions. The Private Papers Program manager reported that Publications will publish a finding aid to personal papers, which will be well over 1,000 pages and include more than 5,300 entries.*

- The Library of Virginia Foundation Mary Beth McIntire  
*Mary Beth McIntire, executive director, reminded the Board of the ways in which the Foundation assists the Library. They consist of (1) a membership program, the Semper Virginia Society, providing unrestricted support, (2) assistance with programs, and (3) special projects. Ms. McIntire reported that the 10th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends held on October 20 and the Literary Luncheon held the same day were very successful in terms of money raised and attendance.*

D. Report of the Executive Committee Mary G. Haviland  
*Ms. Haviland reported that the Executive Committee had not met since the last Board meeting on September 17, 2007.*

E. Report of the Chair Mary G. Haviland

- Decide on the Location for the Meeting on March 17, 2008

*Ms. Haviland reported that she has withdrawn her proposal for the March 17, 2008, Library Board meeting to be in Abingdon, Virginia, because of the state's recent restricted travel guidelines. The Board will still meet on March 17, but it will be at the Library of Virginia. There was discussion about having a future meeting at a different location that would not incur any additional expense. Ms. Haviland advised that there will be a joint strategic planning session with the Executive Committees of the Library Board and the Foundation Board on December 7, 2007. The full membership of both boards will participate in the process in the spring. The Library Board meeting format changed with the committees meeting this time, but the January meeting will return to the Board work session format to discuss the Himmel & Wilson Study.*

F. Report of the Librarian of Virginia

Sandra Gioia Treadway

*Sandra Gioia Treadway, Librarian of Virginia, described her activities as an ambassador for the Library to educate as many as possible about the Library of Virginia. She is also working with the Foundation to build support for the Library. Dr. Treadway attended the fall meeting of the Chief Officers of State Libraries Agency (COSLA). Virginia compares very favorably with other state libraries. She highlighted the issues discussed at the COSLA meeting including reauthorization for the Library Services and Technology Act funding and the Gates Foundation's program, On-line Opportunity Grants. The Library sent representatives to the annual meetings of the Virginia Library Association in Hot Springs, Virginia, and the Southern Historical Association's (SHA) meeting in Richmond. Many SHA attendees visited the Library for research.*

VIII. Old or New Business

*There was no old or new business.*

IX. Action Items

*Ms. Mayo moved that the Library Board adopt a resolution supporting the Virginia Library Association's legislative agenda for 2008. Mr. Lovelace seconded the motion. There was no discussion and the Board voted unanimously to adopt the agenda.*

• Executive Committee – Ratification of Nominating Committee

Mary G. Haviland

*Ms. Haviland reviewed the following list of proposed Nominating Committee members recommended by the Executive Committee at the September meeting: Clifton A. Woodrum III (as the chair), Ronald S. Kozłowski (as the vice-chair), John S. DiYorio, George E. Lovelace, and Mary G. Haviland. Carole M. Weinstein moved to accept the ratification of the Nominating Committee as presented. Stephen M. Story seconded the motion, which was unanimously approved by the Board. The Nominating Committee will propose a slate of officers at the January meeting to be voted on at the March meeting.*

X. Adjournment

Mary G. Haviland

*There being no further business, Mr. Kozłowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:25 PM.*

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**Full Board Minutes will be posted within three working days following the  
Library Board Meeting on January 18, 2008.**