

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of January 18, 2008, 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. Kozłowski moved to accept the Agenda as submitted, which was seconded by Lydia J. Johnson. The Board unanimously approved the 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 November 5, 2007
Marc Leepson moved for acceptance of the Consent Agenda consisting of the September 17, 2007, Library Board minutes. Clifton A. Woodrum III seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the November minutes.
- VII. Information Items
- A. Reports from Other Organizations
Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society, reported that the Society looks forward to holding its spring meeting at the Library of Virginia on April 26, 2008. The topic will be "Treasures Available at the Library of Virginia."
- B. Staff and Committee Reports
 - Archival and Records Management Services Conley L. Edwards
Conley L. Edwards, division director, called the Board's attention to the proposed regulations regarding elimination of Social Security numbers in public records. He reminded the Board of the legislation passed in 2003 stating "the State Library Board shall: issue regulations concerning procedures or other disposition of public records containing Social Security numbers. The procedures shall include all reasonable steps to destroy such documents." The basic message is that if a hard copy or an electronic copy of a public record contains Social Security numbers, the record must be completely destroyed. This is especially complicated with electronic records and in determining an

acceptable shredding size for paper copies. Mr. Edwards gave details on the procedures to be followed before the regulations can be adopted. The Library Board will be asked to approve the final regulations at its next meeting.

Mr. Edwards introduced Jennifer Davis McDaid, Local Records appraisal archivist, who gave a brief synopsis of a legislative petition from Edward Houchins during the time of the Revolutionary War. One of his descendants saw the story about the petition in the Richmond Times-Dispatch and came to the Library to find out more about her ancestor. This is one example of the 25,000 legislative petitions in the Library's collections.

• **Collection Management Services** Edward D. C. Campbell, Jr.
Edward D. C. Campbell, Jr., division director, compared the budget for this division in past years with the current budget. The year 2002 had the largest budget, with \$715,000 for library materials and \$150,000 for archival materials. The budget is now down to \$417,000 for library materials and \$90,000 for manuscript materials. Compared to other Virginia public library systems, this institution ranks 18th. It ranks 14th when benchmarked against a peer group of Virginia colleges and universities.

Another institution has inquired about how much of the Library's collection has been digitized. This is a very difficult question to answer because each record varies greatly with the number of documents. It is estimated that 7 percent of the Library's collection is digitized, but this number may be higher. Much of the Library's collection will not be digitized, because some records are federal publications while other records will be digitized by other institutions. The Library is concentrating on items that are unique to this particular institution. Collections such as the chancery index records are being digitized for outside constituencies. The Library is still producing microfilm, as many as 10,000 reels a year, and all film is done to digitization conversion standards.

Interviews for the director of Collection Management Services position are scheduled for February.

• **Legislative and Finance Committee** Ronald S. Kozlowski/Ann N. Harris
Mr. Kozlowski, committee chair, asked Ann Harris, division director, to provide details of the meeting. Mrs. Harris briefly summarized the Library's four budget decision packages submitted for consideration by the executive branch. The Library did not receive any of the dollar requests in the Governor's budget released on December 17. The Library was granted four non-general-fund positions (three paid with Circuit Court funds and one paid with State Records Center revenue). The maximum employment level was increased to 208 because non-general-fund positions are being added.

Mrs. Harris highlighted the Budget to Expenditures Comparison Statement as of December 31, 2007, which is on target. The General Fund Budget shows the 4 percent reduction in the base budget. Because of the downturn in housing sales, the Circuit Court Recordation fees fell again in December, bringing in \$171,000, down from the 2003 figure of approximately \$400,000 a month.

Mr. Kozlowski commented on the Virginia Library Association's two budget amendments sent to the General Assembly for Find It Virginia and an increase in State Aid. Mr. Kozlowski, accompanied by Sandra G. Treadway, Librarian of Virginia, and Janice M.

Hathcock, public information officer, visited the General Assembly on January 16. Mr. Kozlowski provided details about the Library's budget amendment requesting assistance for additional Information Technology support. Board members are encouraged to show their support for these amendments. Ms. Hathcock will send Bill Tracker updates on Library-related issues to the Board on a regular basis. Dr. Treadway explained the process of filing an amendment and the steps it follows once filed.

- **Public Library Development Committee** John S. DiYorio/Elizabeth M. Lewis
John S. DiYorio, committee vice-chair, called on Elizabeth M. Lewis to report on the meeting. Ms. Lewis advised that State Aid is at 68 percent of full funding in the 2009 budget. This will affect public libraries' book budgets. Find It Virginia is also underfunded.

Ms. Lewis announced the retirement of Wayne Modlin, public library consultant. The Library will apply for the Online Opportunity Hardware grants for public libraries from the Gates Foundation. She updated the Board on the division activities including workshops and public library director vacancies.

The Code of Virginia grants the Board the right to set standards for public library service. Ms. Lewis advised the Board of the wording in the Code and what is referred to as "standards" has historically been used by libraries as the "requirements." The section in the Virginia Administrative Code is called "the requirements which must be met in order to receive grants-in aid." The Code says you are setting standards, but the terminology says you are setting requirements. Ms. Lewis gave details of how these guidelines have developed over the years since 1978. This eventually evolved into the publication, Planning for Library Excellence. The Himmel & Wilson Study recommended that this publication be updated, reviewed, revised, and strengthened. The task force formed in 2006 is making progress and has written the essential parts. The committee will review this document once it is completed and then present it to the Board.

- **Publications and Educational Services** Gregg D. Kimball
Gregg D. Kimball, division director, reported on the progress and schedule for the forthcoming Guide to Personal Papers, set for publication in the spring. This will clearly indicate the significance and depth of the collection.

Dr. Kimball outlined the activities of the division's education outreach program. The new education coordinator and assistant are busy preparing educational materials for the Virginia Women in History project here at the Library and for the traveling exhibition. These include Standards of Learning materials for the Library's Web site relating to the women being honored by this project plus sending information to schools across the state.

The Library is also producing another program called Notable African Americans. The 2008 material on eight individuals will be available on the Library's Web site beginning in February.

Other division projects include continuing Web site work on the Virginia Memory project as well as exhibition programming and educational material for exhibitions such as Never Built Virginia.

- **Research and Information Services** Suzy Szasz Palmer

Suzy Szasz Palmer, division director, highlighted the last six months of division activities. Visits to the building are up slightly, volumes of requests for items from the stacks increased nearly 50 percent, interlibrary loan borrowing was up nearly 40 percent, reference desk questions are up both remotely and in person, and the number of patrons in the reading rooms increased slightly. The conclusion is that it's important to observe patterns for much longer periods of time before making any changes.

Ms. Palmer discussed the cell phone policy that has been changed to have certain areas designated as formal quiet areas and others as phone-friendly areas. The Interlibrary Loan policy was changed to require the borrower to have a Library card. This will be promoted as a benefit to having a Library card and also serve to monitor the service. The State Records Center will be open to patrons two days a week, on Wednesday and Thursday, plus the fee structure has been simplified. The Patron Code of Conduct policy and the Internet usage policy are also being revised. Staff is down by one archivist, one reference librarian, a half-time circulation assistant, and a half-time time stacks assistant. Since it is unlikely that these positions will be filled, Ms. Palmer is studying staff time on the desk and adjusting schedules accordingly.

• The Library of Virginia Foundation

Mary Beth McIntire

Mary Beth McIntire, executive director, introduced Kitty Winkler, a volunteer who has been working on a project to assess the visitor experience at the Library. Ms. Winkler highlighted her study of 41 people over a four-month period focusing on what Library visitors think and feel about their visit and ways to improve their experience. She detailed the strengths of the Library and the areas that need improvement. The results indicated that the Library generates very positive feelings and experiences, but the areas of customer service, signage, marketing/visibility, and navigation around the building need improvement. Dr. Treadway is forming a committee to prioritize the recommendations and implement an action plan.

C. Report of the Executive Committee

Mary G. Haviland

Ms. Haviland reported that the Executive Committees of both the Library Board and the Foundation Board met on December 7 at the North Park branch of the Tuckahoe Library. The committees reviewed their missions plus their strengths and weaknesses. The two groups will meet again in the spring and will have a full joint board meeting at a future date.

D. Report of the Chair

Mary G. Haviland

Ms. Haviland commended Carole M. Weinstein for her December 23 Op-Ed article in the Richmond Times-Dispatch.

E. Report of the Librarian of Virginia

Sandra G. Treadway

Sandra Gioia Treadway, Librarian of Virginia, thanked Ms. Winkler for the study she conducted. A report was given to the Foundation Board since some of the study's recommendations will require private funding. The Library recently assisted the Richmond Times-Dispatch with a series of articles about "The Greatest Virginians." Dr. Treadway commented about how this has helped to increase the Library's visibility. The reading rooms are open on two state holidays, Lee-Jackson Day and Martin Luther King Day, to serve the needs of the General Assembly, but will be closed on the Saturday in between the two holidays. Board members completed a General Assembly contact form.

VIII. Old or New Business

- Nominating Committee

Clifton A. Woodrum III

Mr. Woodrum, chair of the Nominating Committee, presented the proposed slate of officers for the Board's consideration.

IX. Action Items

- Accept Drafted Nominations for Library Board Officers

Stephen E. Story moved to accept the Nominating Committee's proposed slate of officers. Lewis F. Powell III seconded and the Board unanimously agreed to accept the report. Voting will take place at the March meeting.

X. Adjournment

Mary G. Haviland

There being no further business, Mr. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:30 PM.

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Full Board Minutes will be posted within three working days following the Library Board Meeting on March 17, 2008.