

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of March 17, 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
Marc Leepson moved to accept the Agenda as submitted, which was seconded by Charles W. Sydnor, Jr. 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 January 18, 2008
Ronald S. Kozlowski moved for acceptance of the Consent Agenda consisting of the January 18, 2008, Library Board minutes. Valerie Jean Mayo 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
Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society, reported that the Society will hold its spring conference at the Library of Virginia on April 26, 2008. The Friends of the Virginia State Archives will hold their Straight to the Source program at the Library on March 28, 2008. The General Assembly passed a legislative bill establishing a War of 1812 Bicentennial Committee to explore methods of commemorating the conflict.
- B. Committee/Division Reports
- Archival and Records Management Services Henry Wiencek
Henry Wiencek, committee chair, reported that a space problem in the stacks and microfilm storage areas is being addressed. The division is reexamining the policy regarding how best to use digital cameras in the Archives. The demand for Internet access is growing. Changes are being made to accommodate this need as well as revising the Internet Use Policy.

- **Collection Management Services Committee** Mark D. Romer
Mark D. Romer, committee chair, highlighted the summary of the Library's participation in the United States Government Printing Office's e-reference service, "Government Information Online: Ask a Librarian." He also brought to the Board's attention a new mezzanine exhibition of 1950s images by Richmond photographer Adolph Rice. A report was distributed to the Board on both of these subjects.

- **Legislative and Finance Committee** Ronald S. Kozlowski
Ronald S. Kozlowski, committee chair, reported on the amendments to the 2008–2010 biennial budget for the Library. The Board discussed ways to continue promoting the Library with the General Assembly members. Mr. Kozlowski called on Ann N. Harris, division director, who advised the Board of a possible additional budget reduction for fiscal year 2008, and she elaborated on the effects this would have on the Library. Mrs. Harris explained how the State Aid payments will be distributed, as affected by the General Assembly session. She reviewed the Library's Statement of Financial Condition as of February 29, 2008.

- **Public Library Development Committee** John S. DiYorio
John S. DiYorio, committee chair, reported that the committee will meet following the Board meeting and that all Board members are invited to attend. The committee will review the revision of the Standards Document produced by the Public Library Quality and Standards Task Force. They will also discuss the State Aid program.

- **Publications and Educational Services Committee** Marc Leepson
Marc Leepson, committee chair, updated the Board on the process and the nominations for the 2008 Library of Virginia Literary Awards. Bids closed on March 6, 2008, for the printing of the Guide to Personal Papers. Mr. Leepson advised the Board about the Virginia Women in History traveling exhibition, Web site, and outreach program.

- **Records Management Committee** Lewis F. Powell III
Lewis F. Powell III, committee chair, reminded the Board that the Friends of the Archives will sponsor the Straight to the Source program on March 28, 2008, at the Library. Records and Information Management Week will be held March 31 through April 4, 2008, and there will be activities cosponsored in cooperation with the Virginia Association of Government Archives and Records Administrators. Mr. Powell updated the Board on the Circuit Court Grant Projects and Chancery Records Projects. The spring issue of the Recordatur was distributed.

Mr. Powell called the Board's attention to the proposed regulations circulated at the last Board meeting on the "Elimination of Social Security Numbers in Public Records" [17 VAC 15–120]. This applies to records whose retention time has expired. The word "incinerated" has been added as a method of destruction in Section B, subsection d and subsection e. This addition is reflected in the text distributed to the Board. The Board was advised about the steps the regulations will follow to become effective. Mr. Powell, on behalf of the committee, moved to approve the proposed regulations entitled "Elimination of Social Security Numbers in Public Records." The Board's authority to approve these regulations is found in the Code of Virginia §42.1–82. There was no discussion and the Board voted unanimously to adopt the regulations.

- **The Library of Virginia Foundation** Stephen E. Story

Stephen E. Story, Committee chair, updated the Board on the Foundation's efforts to increase both income and donors by partnering with Imageering Development Consultants, LLC (IDC), a specialty development firm. He provided details on this plan. Fund-raising also continues with the Semper Virginia Society. Mr. Story announced several of the future programs and book talks underwritten by the Foundation at the Library.

- **Nominating Committee**

Clifton A. Woodrum III

Mr. Kozlowski, committee vice chair, presented the report in the absence of Mr. Woodrum. He reminded the Board of the draft slate of officers for 2008–2009 presented at the January 18 meeting. Since it was the consensus of the Board to vote on this item following the report, Dr. Sydnor moved to accept the slate of officers as presented. Mr. Story seconded and the Board unanimously adopted the motion. Officers will be installed at the end of the June meeting.

C. Report of the Chair

Mary G. Haviland

Ms. Haviland reported that the Executive Committee will meet before the June meeting to evaluate the State Librarian. The results of the Board survey on the format of the Board committee meetings/work sessions were presented.

D. Report of the Librarian of Virginia

Sandra G. Treadway

Sandra Gioia Treadway, Librarian of Virginia, elaborated further on the results of the Board committee survey. She described various possibilities for committee structure. Depending on the changes desired in the committee format, the Bylaws Committee may need to meet to consider revisions to the Bylaws. It was the general consensus of the Board to allow the Librarian of Virginia to pursue this possible change with the Bylaws Committee and to report back to the Board.

Dr. Treadway reported on her efforts to establish communication and build relationships for the Library in the community and with both public and academic libraries. The Library has updated its logo and Dr. Treadway explained how this will assist the Library in establishing its position as a cultural institution.

An in-house committee has been formed to study customer service at the Library and recommendations from the Visitor Experience Survey. Dr. Treadway commented on several of the Library's programs and activities planned for National Library Week in mid-April. She updated the Board on a staff change and advised them that because of the state's hiring freeze, the Library may need to adjust existing staff duties.

VIII. Old or New Business

There was no old or new business.

IX. Action Items

- Approval of the Nominating Committee Slate of Officers for 2008–2009

The Board voted on this item during the committee report.

- Approval of the Proposed Regulations: "Elimination of Social Security Numbers in Public Records." [17 VAC 15–120]

The Board voted on this item during the committee report.

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 12:10 PM.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on June 16, 2008.**