

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 16, 2003

The Library Board met on Monday, June 16, 2003, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

The meeting was called to order at 10:30 a.m. by the chair, Gilbert E. Butler, Jr., who welcomed the Library Board and announced that a quorum was present. The following members were in attendance:

Dylyce P. Clarke	R. Chambliss Light, Jr.
Louella S. Greear	Christopher M. Marston
David H. Harpole, Sr.	Sharon Grove McCamy
Mary G. Haviland	Franklin E. Robeson
Bobbie B. Hudson	Fran M. Sadler
F. Claiborne Johnston, Jr.	Charles W. Sydnor, Jr.
	Wendy C. Sydnor

Gilbert E. Butler, Jr., chair
Peter E. Broadbent, Jr., vice-chair

II. APPROVAL OF AGENDA

Gilbert E. Butler, Jr. asked if there were any changes to the agenda and there were none. Sharon Grove McCamy made a motion to approve the agenda, which was seconded and unanimously approved by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Butler welcomed the visitors and staff.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

Craig R. Scott of the Virginia Genealogical Society (VGS), distributed copies of VGS's resolution that "deplores the confiscation of the Circuit Court Records Preservation Program funds as part of the 2003 budget amendments..." and states their request "to fully restore these funds for their intended purposes in the 2004 budget."

VI. CONSENT AGENDA

- Approve the Library Board Minutes of March 17, 2003

Charles W. Sydnor, Jr. noted the date listed for the minutes on the consent agenda should read March 17, 2003. Fran M. Sadler moved for approval. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the minutes of March 17, 2003.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

George William Thomas, Jr., president of the Friends of the Virginia State Archives, announced the next *Straight to the Source* seminar will be held in March 2004. The Slatten fall seminar scheduled for October 18, 2003 will feature Sandra Hargreaves Luebking. Mr. Thomas provided an update of the Friends' activities including the West Virginia Records Project that recently received a grant from the Community Foundation. He thanked Peter E. Broadbent, Jr. for his assistance with this project. The Friends passed a resolution at their May 20, 2003 meeting expressing their concern over the preservation of the Circuit Court records.

B. Committee Reports

- **Archival and Information Services Committee**

Christopher M. Marston, chair of the Archival and Information Services Committee, asked Conley Edwards, director of the Archival and Information Services Division, to highlight the committee meeting. Library visitation statistics through May 2003 total approximately 101,000 and are expected to reach between 110,000 and 113,000 by the end of June. Mr. Edwards noted that the twenty percent decline from 2002 fiscal year figures reflects the Library's Monday closings.

Mr. Edwards expressed the Library's appreciation for a recent donation of a number of rare maps from Alan Voorhees, which raise the stature of the Library's cartographic collection to a higher level. Progress continues with the microfilming of the expansive Brock Collection at the Huntington Library in California. The complex process of converting the catalogs from the current system to the *ExLibris* system is also progressing well, and Mr. Edwards outlined a timetable of the steps needed for completion.

Virginia's Department of Treasury will assist the Library in attempting to recover overdue items by using debt set-off collection procedures. This permits the State to collect the money due the Library before any checks or refunds are issued to an individual.

On November 12, 2003, the Library will make records available to veterans of World War II that document service in the war. These records collected by the World War II History Commission include copies of military separation notices filed by Virginia soldiers who indicated they would seek employment in Virginia. Mr. Edwards gave examples of the types of records that would be available and explained their significance, especially since many records were destroyed in a 1970's fire at the Military Personnel Records Center in St. Louis, Missouri.

Mr. Edwards announced that the Library is considering a partnership to provide “live help” on the Commonwealth of Virginia’s *My Virginia* Web page, and the committee viewed a demonstration of this feature. The Library’s ability to take over this function from VIPNet depends on the resolution of certain issues with the formation of the State’s new information technology agency.

The Library’s Web site was recently voted as one of the 101 Best Family History Web Sites in 2003 by *Family History Magazine*. It commended the Library for having one of the best collections of online data from any state; however the magazine article expressed remorse about the Library’s pioneering Digital Library Program being curtailed due to budget cuts.

- **Collection Management Services Committee**

Bobbie B. Hudson, committee chair, thanked the Library staff for their support of the Woodrow Wilson Elementary Magnet School whose students recently achieved top scores on the Standards of Learning tests. Mrs. Hudson asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to summarize the committee meeting.

Dr. Campbell highlighted the division’s activities beginning with the Government Documents section. The Library hopes to become a “super federal documents depository” with access to electronic collections since the U.S. Government Printing Office’s federal documents program plans to increase the number of documents available electronically. The Library’s state documents librarian position, vacant since April 2002, will be filled. This position will be dedicated to working with state agencies and transferring electronic publications for permanent retention at the Library.

The committee also heard reports of how the Description Services section has continued work with a greatly reduced staff. The archival backlog’s targeted 904 cubic feet a year will be achieved again this year, but this goal will be difficult next year with staff vacancies.

Dr. Campbell also elaborated on other branch activities including how the Technical Services staff has assumed duties previously assigned to positions lost because of the budget cuts. Collection Acquisitions employees have been looking for inexpensive items that would be of value to the collections. The Virginia Newspaper Project is focusing on microfilming newspapers. Since 1998 they have filmed over 126,000 pages of newspapers. Since the Imaging Services department was eliminated, a public-private contract was negotiated with Preservation Resources to handle small jobs that have an immediate microfilming need. Without an Imaging Services department at the Library, however, it will be nearly impossible to microfilm large collections. The five-year contract with Etherington Conservation Center was renewed as of July 1, 2003. Work has begun to conserve photographs from the World’s Fair Collection and the last shipment of photographs from the Virginia Chamber of Commerce collection has been sent to conservation.

- **Legislative and Finance Committee**

Wendy C. Sydnor, committee chair, asked Ann Harris, director of the Finance and Administrative Services Division, to comment on the committee meeting. Mrs. Harris asked Jim Davis, Facilities director, to report on the environmental conditions in the Library building. Richard Sliwoski, director of Engineering and Buildings at the Department of General Services (DGS),

reported to the committee on the continuing design and maintenance of the Library building's temperature and humidity issues. Conditions at the moment have generally improved, but there is still concern about humidity during the winter months, especially in light of the mold growth problems during the past winter season. It is our understanding that DGS has requested funds to conduct an engineering study. Mr. Davis commented on the ongoing maintenance issues including a leaking roof in Conference Room A and trees growing out the building's gutters. Mrs. Sydnor, on behalf of the committee, expressed the committee's concern over these issues and asked that the incoming chair pursue with the administration the status of both short term alternatives for protecting the archives and long-term solutions.

Mrs. Harris asked Paul Casalaspi, the Library's Information Technology (IT) director, to update the Board on the new statewide IT plan scheduled to begin June 30, 2004. Mr. Casalaspi explained that the Library is not opposed to the philosophy behind the plan, but it does have serious concerns about how it will impact the Library. The new agency will be called the Virginia Information Technology Agency (VITA) and will be created effective July 1, 2003 to consolidate all of the state's technology resources into one controlling agency. Most of the Library's IT staff has been marked to move to the new agency, which will have a major effect on library service. The main concerns are that VITA will not understand the complex needs of the Library, IT services and response to patrons and staff will suffer, and there will be increased costs to the Library, especially since the entire Library's IT staff is paid for by federal dollars without cost to the Commonwealth. Also, since the Library is considered an educational and academic institution, it receives discounts that will not be available through VITA. Services to patrons, electronic records control, technical support for local libraries, and special needs for circuit court records will suffer when equipment and specialized IT staff are removed because they understand the needs of the Library's varied constituents. Several Board members asked questions regarding the effects this will have on the Library's services. Nolan T. Yelich, Librarian of Virginia, commented that the Library has responsibilities to provide guidance to a variety of constituents as well as to maintain programs that exist in response to the needs of those groups, and it is questionable how the Library can fulfill these needs if there is not a minimal level of in-house expertise and sophistication. Mr. Yelich stated that the Library is 100 percent behind this initiative to get a handle on the State IT expenditures, however, the Library has already carefully controlled IT expenditures. The Secretary of Education's office has granted permission for the Library to discuss its concerns with VITA officials. Much discussion followed among the Board members regarding this subject.

Mrs. Harris reported that two weeks remain in the fiscal year and the library's year-end spending plan is on target. The strategic planning process for the next biennium has begun. The Strategic Planning Information was submitted on May 20, 2003 listing key customers, activities and critical issues. A meeting is planned with the Secretary of Education and the Department of Planning and Budget to discuss the Library's critical issues.

Mr. Broadbent asked Mrs. Harris to comment on the status of the Circuit Court Records Preservation Program. Mrs. Harris commented that the Governor's Budget included a \$2 million central appropriation cash transfer from the Circuit Court Preservation Program. The Department of Planning and Budget failed to inform the Library of this transfer and the additional \$2 million budget reduction. This has resulted in the Circuit Court cash being reduced more than \$2.7 million within the last nine months.

Discussion then followed on the issue of losing the IT staff and the best method to resolve this situation. Alison Paige Landry, Senior Assistant Attorney General, advised that she will research the General Assembly's intent of VITA to see if there is conflict with the intent of the Library's pre-existing mandate. The situation is complicated since the Library's IT staff is federally funded and once that staff becomes part of VITA they will not specifically be carrying out the functions of the Library; and therefore, it would not be an appropriate expenditure. This presents a conflict between the Federal mandate and the State mandate. The Library's IT staff is trained in a higher level in the research and information services area and therefore, not interchangeable with other agency's IT staff. The Librarian expressed concern about the Library maintaining its level of effective and efficient operation without key IT staff specifically trained to meet the Library's needs. Mr. Butler stated that it is the Board's consensus to prepare a position paper in the form of a letter to the Governor that both the current chair and the incoming chair will sign. Dr. Sydnor moved for this motion, which was seconded and unanimously approved by the Library Board.

- **Public Library Development Committee**

Mrs. McCamy, committee chair, asked Elizabeth Lewis, Library Development assistant director, to provide an overview of the committee meeting. Ms. Lewis reported that the State Aid allocation for fiscal year 2004 is \$16,034,533, and she reviewed the State Aid Summary and explained the waiver requests.

Mrs. McCamy asked Nelson Worley, director of the Library Development and Networking Division, to report on the proposed Federal Aid budget as recommended by the Library Services and Technology Act (LSTA) Advisory Council. This budget is based on the LSTA with priorities focused on technology and service to the underserved. These funds will support the *FindItVirginia* databases that were formerly funded with state funds through *Infopowering the Commonwealth*. Funding for *Infopowering* was eliminated in the budget reductions. The databases also will be extended to the K-12 community.

Mr. Worley reported that the Certification Task Force presented two public librarian certification models to the committee. The Charge Model is based on the charge from the Library Board and provides for certification based on an American Library Association (ALA) graduate degree and also provides an alternative method of certification. A second model that was discussed by the committee at their March meeting was also presented. The Secondary Model uses the ALA graduate degree as the standard for certification. The Certification Task Force recommended the adoption of the Secondary Model to the committee. After discussion the committee voted three to two to recommend the Secondary Model to the full Board for consideration at the September meeting.

Mrs. McCamy, on behalf of the committee, recommended supporting the waivers and passage of the Federal Aid Budget as presented. A vote will be taken on these recommendations under Action Items. The Committee also feels that there is a need for an ALA graduate program within the higher education system of the Commonwealth and passed a motion to recommend to the Library Board that the Library consider taking a proactive role in initiating discussions with appropriate State agencies regarding creation of an ALA degree program in the Commonwealth. This position will be presented in the form of a resolution if the Board is so inclined. Mr. Butler commented that since the certification is complicated and the recommendation received such a close vote by the committee, it may be necessary for a full Board examination of this issue.

- **Publications and Educational Services Committee**

Mrs. Sydnor, committee chair, asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to report on the committee meeting.

Before presenting the committee report, Dr. Campbell commented on the disastrous effects of transferring IT functions away from the Library. The number of electronic records being sent to the Library is substantially increasing, and the Library is responsible for these electronic records. If that function is transferred to another agency, the staff and the Board are abrogating a great deal of that function. While the Library will retain a measure of electronic control, it will set a precedent of relinquishing physical control of archival collections. The service drop will be considerable because the Library will have to rely on another agency to upgrade, migrate, and buy new service.

Dr. Campbell reported that the *Unboxing of Henry Brown* will be published this fiscal year, and *Little Parliament; the Virginia General Assembly in the Seventeenth Century* is scheduled for publication this December.

The *Virginia Roots Music* exhibit has closed at the Library, but is traveling around the state. Dr. Campbell invited the Board to visit the new exhibit, *Legacies of the New Deal*, which is now on display. The Publications program is applying to the National Endowment for the Humanities to fund three positions for two years for the *Dictionary of Virginia Biography* to help resume the publication schedule. The *Capitol of Virginia* won an award from the American Library Association as an excellent book published by a government agency, and the Virginia Roots music exhibition brochure received the 2003 Katherine Kyes Leab and Daniel J. Leab Division Four (brochures) award from the Association of College and Research Libraries.

- **Records Management Committee**

Dylyce P. Clarke, committee chair of the Records Management Committee, asked Robert Nawrocki, director of the Records Management and Imaging Services Division, to highlight the committee meeting. He updated the Board on personnel matters involving filling the electronic records coordinator position and the records analyst manager position.

Mr. Nawrocki elaborated on the effects of the lost funds on the Circuit Court Preservation Program and how it will hinder the preserving and microfilming of circuit court records.

Only three positions remain in the Imaging Services Division for managing and microfilming records for the security vault. The former division director did leave plans to resurrect preservation filming and scanning to help preserve these valuable records if needed.

- **The Library of Virginia Foundation Committee**

Mary Beth McIntire, executive director, reported that the Foundation Board has been extremely busy with fund-raising activity and expressed gratitude to Mrs. McCamy and other Foundation members who organized a successful cultivation event in Warrenton, Virginia. Ms.

McIntire also thanked Mr. Broadbent for arranging a meeting with Verizon officials for a tour of the Library, and she encouraged other Board members to seek corporate sponsors.

Ms. McIntire announced that even though the Annual Fund has exceeded its goal of \$165,000 by \$2500, fundraising efforts are still strong.

BrandSync will present the final results and recommendations of their communications and identity study of the Library at the luncheon scheduled immediately following the Board meeting.

- **Nominating Committee**

(This report was combined with Action Items.)

C. Report of the Executive Committee

(This report was combined with Action Items.)

D. Report of the Chair

Mr. Butler thanked David H. Harpole Sr., R. Chambliss Light, Jr., and Sharon Grove McCamy for their outstanding service to the Board over the past five years. Mr. Butler also expressed his gratitude for the opportunity and privilege of serving as Chair of the Library Board. He thanked the Librarian for his work during the past year, especially with the budget cuts and the Gilmore records issue.

E. Report of the Librarian of Virginia

Mr. Yelich, on behalf of the staff, thanked Mr. Butler for his service as the Library Board Chair. Mr. Yelich also expressed his appreciation to Dr. Harpole, Mr. Light, and Mrs. McCamy for their Board service, and he announced that the Library has not received any information about reappointments.

Mr. Yelich commented that the Board may wish to consider creating a committee that focuses on technology in light of recent issues.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

- **Public Library Development Committee**

Mrs. McCamy, on behalf of the committee, recommended the following proposals:

1. Approve all State Aid waiver requests as proposed and presented to the Board today,
2. Approve the Federal Aid budget as proposed and presented to the Board today, and
3. Defer action on the certification model until the next Board meeting.

It was the consensus of the Board to vote on all three proposals as one motion and the Library Board unanimously approved the motion.

- **Executive Committee**

Evaluation of the Librarian of Virginia

Mr. Butler reported that the Executive Committee met on June 16, 2003 before the Board Meeting and the committee voted unanimously to accept the following proposals:

1. Approve the Librarian's proposed goals for 2003—2004,
2. Award a five percent bonus for the Librarian, and
3. Extend the Librarian's contract for one year.

Mr. Butler explained that the three-year contract began July 1, 2002 and extends to June 30, 2005 and the one year extension is a standard procedure. Mr. Butler asked if any Board member wished to have a closed session to discuss any of these proposals, and it was the consensus of the Board that a closed session was not needed. The Library Board then voted unanimously to accept all three proposals.

- **Nominating Committee**

Election of Officers

R. Chambliss Light, Jr., chair of the Nominating Committee consisting of Gilbert E. Butler, Jr., Louella S. Greear, David H. Harpole, Sr., and Sharon Grove McCamy, made a motion to accept the proposed slate of officers for 2003-2004:

Library Board Officers

Chair: Peter E. Broadbent, Jr.
Vice-Chair: Franklin E. Robeson

Executive Committee

Chair: Peter E. Broadbent, Jr.
Vice Chair: Franklin E. Robeson
Immediate Past Chair: Gilbert E. Butler, Jr.
Dylyce P. Clarke
Charles W. Sydnor, Jr.
Wendy C. Sydnor

The Library of Virginia – Foundation Committee

Vacant (Two positions)

The incoming chair will appoint the two members of the Foundation committee. There were no other nominations and no discussion. The motion was seconded and the Library Board voted unanimously to approve the slate of officers. Mr. Butler congratulated the new officers.

- **Comments by Incoming Board Chair**

Adopt Schedule of Meeting Dates

Mr. Broadbent thanked Mr. Butler for his work during the past year as the Board chair. Mr. Johnston moved for adoption of a resolution recognizing Mr. Butler's leadership and service as Library Board Chair. The motion was seconded and unanimously approved by the Board. Mr. Broadbent presented the resolution and a gift to Mr. Butler.

Mr. Broadbent commented on three challenges facing the Library that threaten its core mission. The recent budgetary confiscation of supposedly dedicated funds for the Circuit Court Records Preservation Program threatens the Library's mission to preserve and make accessible the archival records of the Commonwealth. The continuing disagreement with the Department of General Services over its failure to maintain proper environmental controls threatens the preservation of the Library's records. The Commonwealth's plan to centralize Information Technology services threatens the Library's ability to deliver electronic information to local public libraries and to researchers. Mr. Broadbent expressed concern that the coming year may be challenging and that all Board members may be called upon to not only support and help, but to be active advocates for the Library. Mr. Broadbent thanked Dr. Harpole, Mr. Light and Mrs. McCamy for their work as Board members and if they are not reappointed, he hopes that they will continue to remain a valuable resource for the Library Board.

Board members were asked to consider their committee preferences for the coming year. Mr. Butler moved that the Board adopt the proposed schedule of meeting dates for the coming year:

September 22, 2003
November 17, 2003
January 23, 2004
March 15, 2004
June 14, 2004

There was no discussion and the Board adopted the proposed meeting dates.

X. ADJOURNMENT

There being no further business, Mr. Marston moved to adjourn, the motion was seconded and the meeting adjourned at 12:50 p.m.

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