

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

November 17, 2003

The Library Board met on Monday, November 17, 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, Peter E. Broadbent, Jr., who welcomed the Library Board and announced that a quorum was present. Mr. Broadbent recognized the Library Board's newest member, Henry Wiencek.

Gilbert E. Butler, Jr.	Christopher M. Marston
Dylyce P. Clarke	Valerie Jean Mayo
John S. DiYorio	Fran M. Sadler
Mary G. Haviland	Charles W. Sydnor, Jr.
F. Claiborne Johnston, Jr.	Wendy C. Sydnor
	Henry Wiencek
Peter E. Broadbent, Jr., chair	
Franklin E. Robeson, vice-chair	

Bobbie B. Hudson and Samuel E. Massenberg were absent.

II. APPROVAL OF AGENDA

Charles W. Sydnor, Jr. moved for the approval of the agenda as submitted. The motion was seconded and unanimously passed by the Board.

III. WELCOME TO VISITORS AND STAFF

Mr. Broadbent welcomed the visitors and the staff. He thanked the visitors for their interest in the Library of Virginia and the staff for the assistance they provide.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

Fran Freimarck, director of the Pamunkey Regional Library and president of the Virginia Public Library Directors Association, advised the Board of the action taken by the association at their April meeting to endorse the Certification Task Force's recommendation that the American Library Association's approved Master of Library Science degree remain the standard for the

certification of public librarians in Virginia. The association also endorses the continuing education component of the Task Force's recommendation.

Edwin S. Clay, III, director of the Fairfax County Public Library and president of the Virginia Library Association (VLA), described VLA's role in representing academic, special, school and public libraries in the Commonwealth and their partnership with Virginia public law librarians. Their purpose is to fully support the needs and programs of librarians and libraries. It is also VLA's desire to work with and support the Library of Virginia and its goals.

VI. CONSENT AGENDA

- Approval of The Library Board Minutes of September 22, 2003
- Approval of a Resolution of Thanks to Louella S. Greear
- Approval of a Resolution of Thanks to David H. Harpole, Sr.
- Approval of a Resolution of Thanks to R. Chambliss Light, Jr.
- Approval of a Resolution of Thanks to Sharon Grove McCamy

Mr. Broadbent asked if any Board members had changes to the consent agenda as a whole and there were none. He requested a change to the September 22 minutes to include the Board's approval of the appointment of the committee citizen members in addition to the appointment of the two Library of Virginia Foundation committee members. Dr. Sydnor moved to amend the minutes to reflect the chair's addition to the minutes, which motion was seconded and unanimously approved by the Board. F. Claiborne Johnston, Jr. moved for acceptance of the entire consent agenda including the approval of the resolutions for Louella S. Greear, David H. Harpole, Sr., R. Chambliss Light, Jr. and Sharon Grove McCamy and the amended September 22 minutes. The motion was seconded and the Library Board voted unanimously for approval of the entire Consent Agenda.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

George William Thomas, Jr., president of the Friends of the Virginia State Archives, announced that the *Fourth Annual Richard Slatten Fall Seminar* held October 18, 2003 was successful and he thanked the Library for their assistance. He announced the speaker for the *Fifth Annual Richard Slatten Lecture* scheduled for November 6, 2004 would be Elizabeth Shoan Mills. He also updated the Board on the Friends' projects and activities including the Friends' Board meeting, the nearly completed West Virginia records project, and the *Straight to the Source* Spring program scheduled for March 19, 2004.

B. Committee Reports

- **Archival and Information Services Committee**

Mr. Johnston, committee chair, asked Conley Edwards, director of the Archival and Information Services Division, to summarize the meeting. Library Reference Services coordinator Mary Dessypris demonstrated the new integrated library system for the committee. Description

Services archivist Roger Christman also gave a brief presentation to the committee on the opening of the World War II Separation Notices recently made available to the public on Veterans Day 2003.

Mr. Edwards reported that visitation to the Library as of October is 42,500 which is down six percent for the same time last year. These figures reflect the days the Library was closed because of Hurricane Isabel. Over the past two years, steps have been taken to facilitate the public's ability to contact the Library online. Fifty-nine percent of the correspondence inquires to the archives staff came by e-mail in the past quarter.

The committee also heard a report on current activities, including the progress on microfilming the Brock Collection and recent efforts to encourage Virginia legislators to donate their legislative and campaign files to the Library. There will be a press conference in Abingdon, Virginia, on December 16, 2003, to announce the signing of an agreement with the Barter Theater Foundation to house their records at the Library. The Barter has an interesting history and the Library is pleased to receive this material.

- **Collection Management Services Committee**

Franklin E. Robeson, committee chair, explained that the committee is reviewing how technology has influenced the various departments in this division. Dr. Robeson asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to provide an overview.

Dr. Campbell reported that the Technical Services director explained how technology is enhancing services and its impact on staffing, training, budgets, workflow, and procedures. Changes in online resources include database subscriptions purchased with library monies including resources received through the consortium of the Virtual Library of Virginia. The budget, however, for these online technical resources is now only \$38,000 as compared to \$60,000 before the budget reductions.

Changes have also been seen in online electronic cataloging, the new integrated library system, and collection acquisitions. The Library can now purchase materials electronically and is readying procedures for acquiring online government documents by electronic harvesting through the Web sites of other state agencies. This impact has also been seen in collection maintenance, especially in the utilities of microfilm, digital formats, and digitalization of newspapers. The State's new procurement system, eVA (Virginia's electronic commerce initiative) procurement system has helped in some ways, but has also made it more challenging to purchase rare or out-of-print books from a vendor who is not registered in the eVA system.

- **Legislative and Finance Committee**

Wendy C. Sydnor, committee chair, asked Ann Harris, director of the Finance and Administrative Services Division, to report on the development of the Library's budget for 2004-2006 Biennium, legislative strategies, and the Library's *Statement of Financial Condition*.

Mrs. Harris reported that the Library has completed the strategic planning process for the 2004-2006 Biennium Budget and the base budget was submitted in September 2003. The Library was asked to select three of its most critical issues and to submit a budget brief for each one to the Secretary of Education and the Department of Planning and Budget. These included (1) restore funding to the Collection Development budget, (2) leave money in the Library's budget to cover the costs of contracts to maintain and operate the Library building, and (3) fund *Find It Virginia*. On October 1, the Library was given permission to submit only one budget decision package. *Find It Virginia* was selected and the budget request was submitted on October 27. Although the request to leave money in the Library's budget for the building did not involve any additional money and was the Library's first choice, it was not selected. The Library will learn if the *Find It Virginia* budget is approved when the Governor's budget is released on December 17, 2003.

Mrs. Harris reviewed the report for the *Library's Statement of Financial Condition as of October 31, 2003*. These figures reflect two quarterly payments for both state aid and rent for the Library building, which is sixty-five percent of the Library's budget.

Mr. Jim Davis, facilities director at the Library, summarized the Library's environmental problems for the new Board members and the continued efforts by the Department of General Services to find solutions for the humidity and temperature problems, especially during the cold and dry winter months.

- **Public Library Development Committee**

Fran M. Sadler, committee chair, reported that the committee voted to reappoint Fran Freimarck, representative from Virginia Public Library Directors Association, and to appoint Edwin S. Clay III, chair of the Virginia Library Association, as citizen members. On behalf of the committee, Mrs. Sadler expressed appreciation to Bess Haile, director of the Essex Public Library, for her many years service as a citizen member.

The committee received updates on the many activities of the Library Development and Networking Division including the Summer Reading Program, E-rate training sessions, Library Trustee Workshops, and the database programs *Find It Virginia* and *Ask It Virginia*.

Mrs. Sadler asked Mrs. Elizabeth Lewis, the division's assistant director, to review the status of state aid and the estimated distribution for fiscal year 2004-2005. Mrs. Lewis summarized the report and answered questions. The final figures will depend on the amount allocated by the General Assembly.

Mrs. Sadler, on behalf of the committee, moved that the citizen appointments to the Public Library Development Committee be approved by the Board. The motion was seconded and unanimously accepted.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee chair, commented that this department's projects have done an excellent job in establishing partnerships, which is an important way to extend the

Library's reach in times of fiscal crunch. Mr. Marston asked Edward D. C. Campbell, Jr., director of the Collection Management Services Division, to elaborate further on the committee meeting.

Dr. Campbell reported that the symposium, *Unboxing the Past*, held at the Library on October 9 and tied to the Library's recent publication, the *Unboxing of Henry Brown*, was fully subscribed with seventy-five participants. Dr. Campbell commended the Library staff for their presentations, which explained the Library's resources for researching nineteenth-century African-American history. There was also a panel discussion with representatives from institutions across the country that was well received.

Gregg Kimball, the director of the Publications and Educational Services department, reported to the Committee that the publication, *A Little Parliament: The Virginia General Assembly in the Seventeenth Century*, is on schedule to go to the printer the week of November 17, 2003. Representatives of the Jamestown-Yorktown Foundation, in light of the observance of the Jamestown Festival of 2007, have agreed to cover the cost of printing, distributing, and marketing, and will participate in the Legislative Reception.

Dr. Campbell commented on the favorable reviews the Virginia Roots Music concert, held at the Carpenter Center on November 8, 2003, received from several newspapers. The Virginia Foundation for the Humanities and Public Policy, which funded in part the *Unboxing the Past* symposium, provided assistance for this program along with the Library's Foundation. A schedule of upcoming exhibits at the Library was distributed to the Board members.

- **Records Management Committee**

Dr. Sydnor, committee chair of the Records Management Committee, asked Robert Nawrocki, director of the Records Management and Imaging Services Division, to highlight the committee meeting. Mr. Nawrocki reported that the committee heard a report from Glen Smith, Circuit Court Records Preservation manager, detailing how the Circuit Court Records Preservation funds will be used. He described how a pilot program will preserve chancery court records, particularly those prior to 1913. This fund also provides for security programs to protect these documents, especially since some of them have appeared for sale via the Internet.

Committee members also met two recently hired staff members; Teri Reitz, manager of the Records Analysis, and Chris Gorey, electronic records coordinator.

During the 2004 session, the General Assembly will consider House Joint Resolution 6 which calls for a two-year study of the Virginia Public Records Act. Delegate M. Kirkland Cox is the chief patron along with several other delegates and senators. This study will examine the effects of electronic records on the state depository program and ways to bring this program up to speed with advances in technology.

- **The Library of Virginia Foundation Committee**

Dr. Robeson, who serves as a Library Board representative on the Foundation Board, commented on the success of the *Sixth Annual Library of Virginia Awards Celebration* held November 15, 2003. He announced the winners of each category for those Board members who

were unable to attend. Since this is the second time that weather was a major problem, another date may be considered for next year.

The Annual Fund for the 2003-2004 year has been launched with a goal of \$175,000. The new Annual Fund director is planning a special cultivation of major donors, and the Board was also encouraged to support the Annual Fund, especially since it greatly benefits the Library's collections and programs.

The Foundation sponsored a number of events at the Library, including helping with the first James River Writers Festival held at the Library on October 3 and 4, 2003. The Library and the Foundation are establishing the Alan M. and Natalie P. Voorhees Lecture series on the history of cartography. This event will coincide with the exhibit on March 6, 2004.

The Foundation Board voted to change its operating year to match its fiscal year, and the current Board members will remain the same until June 30, 2004. The Foundation's financial portfolio has shown improvement this year.

Mary Beth McIntire, executive director of the Library of Virginia Foundation, thanked the Board for their support, and each Board member received a 2003 Library of Virginia ornament.

C. Report of the Executive Committee

The Executive Committee met the morning before the November 17 Board meeting and discussed various long term planning issues as well as the Library building issues.

A Nominating Committee will be appointed in January 2004. There were no action items from the Executive Committee.

D. Report of the Chair

Mr. Broadbent reported on the activities and meetings he has attended as chair of the Library Board. These have included *Unboxing the Past*, Archives Week events at the Library, the annual meeting of the Friends of the Virginia State Archives, the *Annual Richard Slatten Lecture*, the fall meeting of the Virginia Genealogical Society, a meeting with the president and president-elect of the Virginia Library Association to discuss areas of common interest, and the National Philanthropy Day luncheon.

He commended Mr. Thomas with the Friends of the Virginia State Archives for his efforts to alert members of the General Assembly regarding the past year's reversion of funds from the Circuit Court Records Preservation Program.

Problems with the Library's environmental conditions were discussed with senior staff members, and a letter from the Chair was sent to all General Assembly members with a copy to the Library Board advising as to the status of the building concerns. Discussions are expected to continue on this issue.

Mr. Broadbent attended the *Sixth Annual Library of Virginia Awards Celebration* and congratulated the staff on a successful event.

E. Report of the Librarian of Virginia

Nolan T. Yelich, the Librarian of Virginia, welcomed the newest Board member, Henry Wiencek, and thanked all those who attended the Literary Awards Celebration. Board members were invited to attend the upcoming Library's service awards and the annual Holiday Breakfast.

Mr. Yelich explained the Board's role in the area of advocacy and ways to enhance the Library's profile to the public and also to the General Assembly members. The Library is updating its Strategic Management Plan and focusing on its vision and purpose. As one of the older institutions of State government, the Library began in 1823, but its roots go back 400 years which is reflected in the Library's collections. He encouraged board members to promote the Library's services and collections.

The publication of *A Little Parliament* will coincide with the Legislative Reception scheduled for January 22, 2004. The author, Warren Billings, will attend the event that evening. Mr. Yelich expressed his appreciation to the Jamestown-Yorktown Foundation for underwriting the cost of the publication, the marketing and the publicity. Mrs. Sydnor inquired about the possibility of the Board being updated on the Library's current issues before the Legislative Reception. It was the sense of the Board that an update with suggested speaking points would be helpful just prior to the reception.

Pictures of new Board members will be taken after the meeting, and a Board Handbook was presented to Mr. Wiencek. A tour of the Records Center will be available after the Board meeting and lunch.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS

- Certification Recommendation

Mrs. Sadler, committee chair of the Public Library Development Committee, brought the issue of Librarian Certification before the Board for Board action on her committee's earlier report. She reminded the Board that a Certification Task Force had been formed to study the certification issue, and she introduced the chair of the task force, Dr. John Moorman. He briefed the Board on the composition of the committee as well as the methods used to develop models for considering certification. The models considered were the following.

1. American Library Association (ALA)–Masters of Library Science (MLS) only,
2. ALA–MLS certification and a provisional certificate leading to an ALA–MLS,

3. Certification with classification, and
4. ALA–MLS certification and an alternative certification.

The task force considered each of these models and after careful consideration, it recommended to the Public Library Development Committee, a public Librarian certification model that maintains the ALA–MLS as the basis for certification as a public librarian in the Commonwealth of Virginia and also recertification on a five-year basis. This was approved by the committee and is now ready for presentation to the Library Board for consideration. Dr. Moorman also emphasized several points considered by the task force. These are as follows:

1. Certification is done by many states with twenty-three states requiring mandatory certification. Eighteen states have preferred or voluntary certification and four require certification of directors in order to receive state aid. Nine states have no certification requirements, but three of these have requirements to receive state aid.
2. Is it hard to find qualified MLS candidates? The answer is no. Since 2000, there have been more than 30 searches for new public library directors in Virginia. For these positions, more than 260 individuals applied. In each search, the final result was the hiring of a director with an MLS degree.
3. Hiring an MLS director is not mandatory. There is a local option, however, if a local library does hire someone as director without an MLS degree, there is a twenty-five percent penalty attached to state aid.
4. The Library community has spoken. Surveys in 2001 reveal that eighty-seven percent of the library community believes that the ALA–MLS standard should be retained. Seventy percent believe that continuing education credits should be required for renewal and there will be substantial opportunity for other individuals to comment on public library certification as the adopted process wins it way through the requirements of the administrative processes act.
5. There has been a concern that there are no graduate schools in Virginia for Library Information Science. However, now any Virginian can get an accredited MLS degree without having to leave their job or the State for more than a few weeks over the period of their course work through distance learning programs. Course costs are comparable with graduate schools within Virginia.

Dr. Moorman advised that the Board's Public Library Development Committee has accepted the task force's recommendation. Mrs. Sadler confirmed the committee's position to move forward with the MLS requirement for certified librarians and to add the component of the recertification process. Mrs. Sadler, at the request of the Board chair, summarized the Secondary Certification model which explains the definition of certification for professional librarians in Virginia. Dr. Sydnor moved that the Board accept the report of the committee. The motion was seconded and unanimously accepted by the Library Board for discussion.

There was considerable discussion concerning many aspects of the proposal including the cost and logistics associated with the continuing education credits, the impact on localities, and the history of the certification process.

Mr. Marston moved that the Library Board vote on the task force's recommendation. Since there was considerable discussion, Dr. Sydnor requested a roll call vote and the Board members voted as follows:

Peter E. Broadbent, Jr.	No	F. Claiborne Johnston, Jr.	No
Franklin E. Robeson	Aye	Christopher M. Marston	Aye
Gilbert E. Butler, Jr.	Aye	Samuel E. Massenberg	Absent
Dylyce P. Clarke	Aye	Valerie Jean Mayo	Aye
John S. DiYorio.	Aye	Fran M. Sadler	Aye
Mary G. Haviland.	Aye	Charles W. Sydnor, Jr.	Aye
Bobbie B. Hudson	Absent	Wendy C. Sydnor	No
		Henry Wiencek	Aye

The Board, by a ten to three vote, adopted the report of the Public Library Development Committee of the Library Board calling for a professional librarian's certificate with renewal certification based on continuing education credits "be issued by the Board of the Library of Virginia to any applicant who has received either a master's degree or doctoral degree in library and/or information science from a school that had a program accredited by the American Library Association at the time the degree was awarded."

There was discussion on how to communicate the Board's action to the General Assembly, and it was the consensus that a letter should be sent to legislators from Mr. Yelich and in addition, a press release would be issued.

X. ADJOURNMENT

There being no further business, Mr. Marston moved to adjourn. The motion was seconded and the Library Board voted unanimously to adjourn at 12:50 p.m.
