

**MINUTES**  
**THE LIBRARY BOARD MEETING**  
**The Library of Virginia**

March 14, 2005

The Library Board met on Monday, March 14, 2005, 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 10:35 a.m. by the chair, Franklin E. Robeson. He welcomed the Library Board and extended a special welcome to George E. Lovelace as a new member of the Board. Dr. Robeson announced that a group picture of the Board members would be taken after the meeting. The following members were in attendance:

Peter E. Broadbent, Jr.	Valerie Jean Mayo
Gilbert E. Butler, Jr.	Lewis F. Powell III
Mary G. Haviland	Stephen E. Story
F. Claiborne Johnston, Jr.	Charles W. Sydnor, Jr.
George E. Lovelace	Henry Wiencek
Samuel E. Massenberg	Clifton A. Woodrum III
Franklin E. Robeson, chair	
Christopher M. Marston, vice-chair	

John S. DiYorio was absent.

**II. APPROVAL OF AGENDA**

F. Claiborne Johnston Jr. moved to approve the agenda, which motion was seconded and unanimously passed by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Dr. Robeson welcomed the visitors and the staff.

**IV. ANNOUNCEMENTS**

There were no announcements.

**V. PUBLIC COMMENT**

There was no public comment.

**VI. CONSENT AGENDA**

- **Approval of The Library Board Minutes of January 27, 2005**

- **Approval of a Resolution for Dylce P. Clarke**

Charles W. Sydnor, Jr. moved for acceptance of the Consent Agenda consisting of the January 27, 2005, Library Board minutes and the approval of a resolution of appreciation for former Board member Dylce P. Clarke who moved out of state. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda including the January minutes and the resolution.

## **VII. INFORMATION ITEMS**

### **A. Reports from Other Organizations**

G. William Thomas, Jr., president of the Friends of the Virginia State Archives, announced the Friends next program, *Straight to the Source*, will be held at the Library on April 1, 2005. The Friends will continue to support training programs through the Dennis Hallerman Memorial Archives Scholarship Fund. Dr. Robeson thanked the Friends for their support.

### **B. Committee Reports**

- **Archival and Information Services Committee**

Dr. Sydnor, committee chair, asked Conley Edwards, director of the Archival and Information Services Division, to give details of the meeting. Mr. Edwards advised that the committee heard a report on the types of research requests made by General Assembly members, and he described several examples.

Visitation to the Library is down about 4 percent, but Web site user sessions have increased approximately 4 percent to 424,000 during the quarter. The Library has consistently remained among the top ten visited attractions in the Richmond area.

Mr. Edwards updated the Board on the Library's new online reference service, "Ask a Librarian," that provides four hours each day of live chat with a librarian through Question-Point software. One of the immediate goals is to reach the reference staff at public libraries throughout the state.

Another service is an expansion of resources available through NewsBank. Access is provided to more than 600 United States newspapers using ProQuest software, and 466 state government employees have registered for this service.

Other activities include the Library's contributions to the Civil War maps project with the Library of Congress (LOC), which can be found on the LOC's American Memory site. Library staff members will make presentations at the Friends *Straight to the Source* program on April 1. Mr. Edwards represented the Library at the swearing in ceremony of the new Archivist of the United States in Washington, D.C. on March 7, 2005.

- **Collection Management Services Committee**

In the absence of the committee chair, Peter E. Broadbent, Jr., committee vice-chair, summarized the meeting and asked Edward D. C. Campbell, Jr., division director, to provide further details on the meeting. The Library received a grant of approximately \$201,000 from the National Endowment for the Humanities to digitize selections of United States (U.S.) newspapers for access online through the Library of Congress. This new program, which will begin May 1 and continue for two years, is a continuation of the U.S. Newspaper Program.

The director summarized the efforts to reduce the fifty-four year processing backlog. He also described several interesting documents found while working on this backlog including published reports on 1945–46 interviews by U.S. and British intelligence with German industrialists, designers, and economic leaders.

The picture collection department in Special Collections has more than 350,000 images that have been divided into subject categories. A part-time position to catalog these items has been funded.

- **Legislative and Finance Committee**

Gilbert E. Butler, Jr., committee chair, announced that there were no major problems with the Library building during the past winter months. He called on Ann Harris, director of the Finance and Administrative Services Division, to further elaborate on the committee meeting. She reported that the General Assembly had approved the \$100,000 request for renovation of the Library's exhibition gallery. The remodeling will begin April 2006 and be completed by June 2006. She thanked the Foundation Board members for their support of this project.

Mrs. Harris summarized details for State Aid for public libraries, which is increasing by \$300,000. Fairfax Library System, the only one in the state with a population of more than 600,000, will receive an additional \$89,000.

She reviewed the *Statement of Financial Condition as of February 28, 2005*, and reported that spending is on target.

Plans are progressing with the opening of the Virginia Shop at the Library of Virginia. Mrs. Harris introduced Rita Joyner, who was recently hired as the manager for the Virginia Shop. A soft opening is planned to coincide with the preview of *Virginia Collects: Art from Capitol Square*. The grand opening is planned for June 2005.

Nolan T. Yelich, Librarian of Virginia, advised that both the Library's strategic plan and the Foundation's strategic plan are being updated. The Library will analyze its needs for the upcoming biennial budget. Two items of focus will be working with the library community in restoring full funding for State Aid, and analyzing the Library's internal needs, especially in collection development and new technological initiatives.

- **Public Library Development Committee**

Mary G. Haviland, committee chair, reported that the Find It Virginia databases have been expanded to K-12, and the committee viewed a demonstration of the many databases. She

asked Nelson Worley, director of the Library Development and Networking Division, to update the Board on the activities related to the Virginia Public Library Study that is concluding its “discovery” phase and now entering the “data gathering” phase that will end in April. A steering committee composed of twenty-three individuals representing various sizes and types of public libraries around the state have met. A number of focus groups have also been formed consisting of library directors, trustees, and friends. The consultants are also scheduling site visits to interview representatives from library-related groups. Mr. Worley gave examples of activities associated with each phase. The next step will involve “data analysis” and the Board will receive an update at the June meeting.

A report was distributed on the fiscal year 2006 estimated State Aid figures containing the additional \$300,000 in the budget as passed by the General Assembly. The State Aid allocation will be discussed further at the June Board meeting along with waiver requests from public libraries, including the request from Caroline Library, Inc. to waive the 25 percent penalty because the director is not a certified professional librarian.

Mr. Worley also updated the Board on the vacant library director positions in the state and the library-related legislation in the recent General Assembly session including the bill on filtering. Mr. Yelich commented that the intent behind the initiative to filter in public libraries is still not clear as to whether it is a comprehensive effort to filter everything for everyone or an effort to protect children.

- **Publications and Educational Services Committee**

Christopher M. Marston, committee vice chairTJ0.0002 Tc the b. -1.15 8\*5ILibrary,

The committee heard a report from the manager of the State Records Center on the purpose of the facility as well as the various services it offers that enable it to be self supporting. The manager of the Imaging Services section described the challenges of storing various types of media at the Center.

Robert Nawrocki, division director, reported that the National Association of Government Archivists and Records Administrators will meet in Richmond, Virginia during the week of July 23, 2005.

- **The Library of Virginia Foundation Committee**

Dr. Robeson reported that the Library's awareness film is near completion and Board members will receive a DVD copy once it is completed. The Semper Virginia Society continues to solicit membership, and Library Board members are encouraged to join the Society and continue their strong tradition of support. Dr. Robeson also encouraged board members to attend the events announced in earlier committee reports.

Mr. Yelich commented that the Foundation will be updating its strategic plan to ensure that it is a viable part of the Library's strategic plan. Board members were asked to convey their thoughts about the Foundation's role to the Library Board.

**C. Report of the Executive Committee**

Dr. Robeson reported that the Executive Committee has not met since the last Board meeting.

**D. Report of the Chair**

Dr. Robeson advised that Caroline Library, Inc. had submitted a letter requesting a waiver of the 25 percent penalty and he responded, on behalf of the Board, that this request will be considered at the June committee meeting and Board meeting. Several Board members asked questions about previous waivers granted to Caroline Library.

**E. Report of the Librarian of Virginia**

Nolan T. Yelich, Librarian of Virginia, welcomed the new Board member, Mr. Lovelace, and also welcomed back Samuel E. Massenberg. He thanked the Board members who had helped the Library secure the requested funding for the Library's gallery renovation, and he reminded the Board of the June annual meeting and joint luncheon with the Foundation Board. The guest speaker at the luncheon will be Robert Holsworth, professor and director of L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University.

Mr. Yelich encouraged Board members to talk with prospective candidates for elected offices to advise them of the importance of donating their papers to the Library. The Board voted for September 19, 2005, as the September meeting date so that the results of the Library Study could be presented to the public library directors after that meeting.

**VIII. OLD OR NEW BUSINESS**

- **Report of the Nominating Committee**

Peter E. Broadbent, Jr., chair of the Nominating Committee consisting of Gilbert E. Butler, Jr., Mary G. Haviland, Charles W. Sydnor, Jr., and Clifton A. Woodrum III, presented the following draft slate of officers for 2005–2006:

**Library Board Officers**

Chair: Christopher M. Marston  
Vice-Chair: Charles W. Sydnor, Jr.

**Executive Committee**

Chair: Christopher M. Marston  
Vice Chair: Charles W. Sydnor, Jr.  
Immediate Past Chair: Franklin E. Robeson  
Mary G. Haviland  
Stephen E. Story  
Henry Wiencek

The committee also decided to allow the incoming Board chair the discretion of recommending a member for the vacant position on the Library of Virginia Foundation Committee. Elections will be held at the annual meeting on June 13, 2005. Dr. Robeson thanked the committee for their work.

- Sandra G. Treadway, Deputy Librarian, responded to a question concerning the status of the Virginia Museum of Fine Arts' request for the Library to return Museum correspondence that is archived at the Library. The staff of the two institutions met and reached an agreement that the Library will keep the original material and a microfilm copy of the requested items will be made for the Museum, funding permitting, once the full collection is processed. This agreement will allow the Museum to have the material needed for their research purposes while maintaining the integrity of the Library's archives. A revised records retention schedule for the Museum will also be developed.

- The directors of the Records Management Division and the Archival and Information Services Division met with the Governor's Chief of Staff regarding the transfer of Governor Mark Warner's papers. Discussions about this upcoming process have been well received and cooperative. A schedule for the transfer of records is being developed.

**IX. ACTION ITEMS**

There were no action items.

**X. ADJOURNMENT**

There being no further business, Mr. Marston moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at noon.

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