

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 13, 2005

The Library Board met on Monday, June 13, 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 10:00 a.m. by the chair, Franklin E. Robeson. He welcomed the Library Board, staff, and guests. The following members were in attendance:

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

Samuel E. Massenberg was absent.

II. APPROVAL OF AGENDA

Christopher M. Marston 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

Nolan T. Yelich, Librarian of Virginia, announced that the Board would recess at approximately 10:35 a.m. for the Board to attend the dedication and renaming of the old State Library and Supreme Court of Virginia building.

V. PUBLIC COMMENT

Ronald S. Kozlowski, a retired library administrator, commented on the change in the *Code of Virginia* which no longer requires library systems to have certified professional librarians as directors in order to receive State Aid. As a private citizen and 40-year library administrator active at the national level, he expressed concern that Virginia had lowered its

State-Aid requirements while neighboring states have tightened qualification requirements especially with regards to certification. It is his hope that the Virginia library community will take action on this issue.

VI. CONSENT AGENDA

- **Approval of The Library Board Minutes of March 14, 2005**

Charles W. Sydnor, Jr., moved for acceptance of the Consent Agenda consisting of the March 14, 2005, minutes. The motion was seconded, and the Library Board voted unanimously to accept the Consent Agenda including the March minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Gerald M. McKenna, library director for Henrico County and president of the Virginia Public Library Directors Association, read a statement affirmed at the April 2005 Virginia Public Library Directors Association meeting supporting the value of the Master of Library Science degree.

George William Thomas, Jr., president of the Friends of the Virginia State Archives, highlighted the articles in the Friends' spring newsletter. Carolyn L. Barkley, vice president, presented a check to Conley Edwards, state archivist, for \$500. This is the Friends' Annual Dennis Hallerman Memorial Archives Scholarship Fund for attendance of a staff member at the Modern Archives Institute. The second donation of \$200, in honor of Mr. Edwards, will help support the reception for the National Association of Government Archivists and Records Administrators Conference to be held in Richmond during July.

Peter E. Broadbent, Jr., president of the Virginia Genealogical Society, reported on that organization's upcoming events.

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. He elaborated on the accomplishments of the division during the past year including: (1) the resumption of Monday service hours on January 13, 2004; (2) the opening of the preservation microfilming lab; (3) the announcement of the Civil War Maps project in partnership with the Library of Congress and the Virginia Historical Society in January 2005; and, (4) the additional patron services and resources, including Wi-Fi access, the "Ask a Librarian" feature on the Web site, and access to a number of substantial databases. He commented that these accomplishments are due to the efforts of the staff and their commitment to public service.

The director updated the Board on the funding status of the National Historical Publications and Records Commission and the lobbying efforts to have funding restored.

The Board viewed the new *Donate your Legislative and Campaign Files* brochure that is included in mailings to prospective donors.

The National Association of Government Archivists and Records Administrators meets in Richmond, Virginia, during the week of July 23, 2005.

Mr. Edwards advised that visitation figures as of the end of May have exceeded figures for the same period last year.

- **Collection Management Services Committee**

John S. DiYorio, committee chair, asked Edward D. C. Campbell, Jr., division director, to summarize the meeting. He advised that the committee discussed three major topics. The first involved a question about which materials, if any, does the Library deaccession. The director explained the procedures involved in accepting collections and, when appropriate, declining collections or portions of collections. He cited examples of the types of material culled from a collection. Once a collection is accepted and undergoes the required processes, it is a permanent collection and will not be deaccessioned.

The committee heard a report on the goals of the new Local Records Services Program that consolidated several functions including processing, fieldwork, and the grant programs within a single department. Part of the first mission is to take the long-standing grants program and the long-standing archival description component for local records and combine them to offer a wider range of services to the Circuit Court clerks.

The division manager for the Federal and State Documents Program updated the committee on the progress of the Joint Subcommittee Studying the Virginia Public Records Act (HJR 6 2004) and the Library's State Documents Program. One of the issues facing this program is whether there should be a separate section of the *Code of Virginia* devoted to the State Records Program and whether it should include policy language and various definitions for clarity. The Library as well as the legislature will need to decide how to address this issue. The Joint Subcommittee Studying the Virginia Public Records Act (HJR 6 2004) will meet again in early summer to discuss: (1) the wording of a general statement for the legislature on the intent of the formation of a specific section in the *Code of Virginia* relating to state documents; (2) the definition of a publication; (3) the issue of local government publications; and, (4) whether the guidelines for administering the program should be part of the Administrative Code or whether the Library be the ultimate authority.

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The Board recessed at 10:35 a.m. for the dedication and renaming of the old State Library and Supreme Court of Virginia building. The meeting reconvened at 11:55 a.m.

Because of the tight time schedule, Mr. Broadbent moved to amend the agenda so that the Board could vote on the action items. The motion was seconded and unanimously carried.

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IX. Action Items

- **Public Library Development Committee**

- **Proposed State-Aid Grants and Waivers**

Mary G. Haviland reported that the Public Library Development committee unanimously approved and recommended to the Board the proposed State-Aid budget for fiscal year 2005-2006 including the waivers as requested. As committee chair, Ms. Haviland moved for approval. There was no discussion and the Board voted unanimously to approve the State-Aid budget and the requested waivers.

- **Proposed Federal Aid Budget**

Ms. Haviland reported that the committee reviewed and approved with one abstention the proposed Federal Aid Budget for fiscal year 2005-2006. On behalf of the committee, she recommended that the Board accept the budget. There was no discussion and the Board approved the proposed budget.

- **Executive Committee**

- **Evaluation of the Librarian of Virginia**

The Executive Committee met before the Board meeting to review the performance of the Librarian for the past year. Based upon its findings the Executive Committee unanimously recommended the following for Board action: (1) approval of the Librarian's Proposed Goals for 2005-2006; (2) award a 5 percent bonus for the Librarian as authorized by the Appropriations Act; (3) eligibility of the Librarian to receive the longevity pay authorized by the General Assembly, for state employees with more than five years of service, a \$50 increase in salary for every year of state service; and, (4) a review of the Librarian's contract prior to the 2006 annual meeting. Dr. Sydnor, on behalf of the committee, moved that the Board adopt the committee's recommendations. There was no discussion and the Board voted unanimously to accept the motion.

- **Proposed Schedule of 2005-2006 Meeting Dates**

Mr. Marston moved to amend the proposed schedule so that the Legislative Reception would be held on January 26 and the Board Meeting on January 27, 2006. All other proposed dates remain the same. The motion was seconded and unanimously approved by the Board.

- **Nominating Committee**

- **Election of Officers**

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

Mr. Broadbent, on behalf of the committee, moved to approve the nominations and the Board voted unanimously to accept the slate as presented. Mr. Marston, the new chair, recommended Stephen E. Story for the vacant position on the Library of Virginia Foundation Committee, and this was accepted by the Library Board.

- **Comments by the Incoming Board Chair**

Since this agenda item did not require a vote, it was returned to the original formatting under “Item IX. Action Items” and the Board resumed hearing reports under “Item VII. Information Items.”

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B. Committee Reports (*Continued*)

- **Legislative and Finance Committee**

Gilbert E. Butler, Jr., committee chair, asked Ann Harris, director of the Finance and Administrative Services Division, to report on the committee meeting. She invited the Board members to visit the newly opened Virginia Shop at the Library of Virginia and thanked the Foundation for its support with the Virginia Shop.

Mrs. Harris reviewed the Library’s *Statement of Financial Condition as of May 31, 2005*, and reported that spending is on target. Budget preparasc pvilnndinn fo:

maintain a strategic plan, which is defined as a systematic clarification and documentation of what an agency wishes to achieve and how it will be done. Mr. Butler congratulated the Library on the outcome of the recent state audit wherein not a single question or issue was raised.

Mr. Yelich reminded the Board of the Strategic Planning meeting scheduled for July 11 and summarized the issues to be discussed. Sandra G. Treadway, Deputy Librarian, further commented on how the strategic planning process will be linked to the budget process in planning future goals.

- **Public Library Development Committee**

Ms. Haviland, committee chair, asked Nelson Worley, director of the Library Development and Networking Division, to expand on his report to the committee. He called the Board's attention to the progress report of the Public Library Study by the consulting firm of Himmel and Wilson. The steering committee will meet in July, and a formal presentation will be made to the Library Board at its meeting on September 19, 2005. The final report will be ready later in the year.

- **Publications and Educational Services Committee**

Mr. Marston, committee vice chair, announced that the Publications and Educational Services branch is returning to its former status as a division effective June 25, 2005. The budget reductions and staff losses of October 2002 reduced the program to only six staff members. Since then the branch has steadily recovered and now includes fifteen positions, three of which are two-year positions funded by the National Endowment for the Humanities.

Mr. Marston showed the Board a copy of the Library's new publication, *A Capitol Collection*, that highlights the Library's art collection. It accompanies the Library's current exhibit, *Virginia Collects: Art from Capitol Square*. Mr. Marston also advised the Board of the status of other projects. Volume 3 of the *Dictionary of Virginia Biography* is expected in spring 2006, and a new edition of the *Hornbook of Virginia History* will be available in fall 2006. A revised edition of the *Share of Honour* publication will be completed in 2007 as well as substantial editorial work on a documentary edition of the papers of colonial governor Sir William Berkeley.

- **Records Management Committee**

Henry Wiencek announced that Robert F. Nawrocki, division director, will be leaving the library at the end of the June to accept a new position out of state. Mr. Nawrocki reviewed the division's accomplishments over the past year that include an increase in the following statistics: number of people trained in records management, number of records retention schedules approved, and volume of records destroyed according to retention schedules.

One of the major events of this year is replacing the records management software used by the records management analysts and at the Records Center. A contract is expected by the end of the year. The other major event is the Joint Subcommittee Studying the Virginia

Public Records Act (HJR 6 2004). The next committee meeting will be July 29, and it will focus on state document depository system issues. An internal review of the Virginia Public Records Act continues, and Mr. Nawrocki described the next steps in the review process.

- **The Library of Virginia Foundation Committee**

Dr. Robeson reported that plans are underway for the 8th *Annual Library of Virginia Celebration Honoring Virginia Authors & Friends* to be held on October 15, 2005. The Gallery renovation fundraising is continuing its success. In addition to the General Assembly's allocation of \$100,000, several private foundations have contributed \$215,000 towards the goal of \$400,000.

Board members received a DVD copy of the Library's new awareness film that will be shown at the joint board luncheon immediately following the June 13 meeting. The Semper Virginia Society wanted to remind the Board that the fiscal year ends June 30 and the Library Board currently has 73 percent participation.

- **Nominating Committee**

This report was presented earlier under Action Items.

C. Report of the Executive Committee

This report was presented earlier under Action Items.

D. Report of the Chair

Dr. Robeson reported on his recent activities as chair of the Library Board. He commented on the challenges facing the Board in light of the interim report of the Public Library Study Committee. He expressed his appreciation for the opportunity to serve as the Board chair and thanked the staff and the Board for their support.

E. Report of the Librarian of Virginia

Mr. Yelich thanked Dr. Robeson for his leadership as well as all the members of the Board and the staff for their hard work during the past year. He encouraged Board members to cultivate support for the Library. Mr. Yelich thanked Mr. Nawrocki for his work at the Library and wished him well in his future endeavors.

The Library's new awareness film will be shown during the joint luncheon with the Foundation Board and Robert Holsworth, professor and director of L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University, who will be the guest speaker.

VIII. OLD OR NEW BUSINESS

There was no old or new business.

IX. ACTION ITEMS *(Continued)*

- **Nominating Committee**
 - **Comments by the Incoming Board Chair**

Mr. Marston thanked the Board for their support and commented that he hoped to revise the meeting structure, but it would depend on the Board's By-Laws. He encouraged Board members to complete their committee wish lists.

X. ADJOURNMENT

There being no further business, the meeting adjourned at 12:30 P.M.

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