

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

March 19, 2007

The Library Board met on Monday, March 19, 2007, 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 10:45 a.m. by the chair, Charles W. Sydnor, Jr., following a Board work session. Dr. Sydnor welcomed Alison Paige Landry, Senior Assistant Attorney General, and the following members in attendance:

John S. DiYorio	Valerie Jean Mayo
Mary G. Haviland	Mark D. Romer
F. Claiborne Johnston, Jr.	Stephen E. Story
Ronald S. Kozlowski	Carole M. Weinstein
George E. Lovelace	Henry Wiencek
	Clifton A. Woodrum III
Charles W. Sydnor, Jr., chair	

Lydia J. Johnson, Marc Leepson, and Lewis F. Powell III were absent.

II. APPROVAL OF AGENDA

Henry Wiencek moved to accept the Agenda as submitted, which was seconded by Clifton A. Woodrum III and unanimously approved by the Board. Dr. Sydnor advised that the Board would go into closed session later in the meeting.

III. WELCOME TO VISITORS AND STAFF

Dr. Sydnor 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 19, 2007**

Mr. Woodrum moved for acceptance of the Consent Agenda consisting of the Library Board minutes for January 19, 2007. Stephen E. Story 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

Carolyn Barkley, president of the Friends of the Virginia State Archives, summarized the Friends' acquisition activities during its seven-year project of purchasing microfilm for the Library's collection. This past year the Friends bought microfilm for the counties in Kentucky that had been part of Virginia as well as completing the collection of Virginia Revolutionary War records. The Community Foundation in Richmond funded the grants. Another part of the Friends' mission is education. Their spring seminar, *Straight to the Source*, will be held on March 30 at the Library with several Library staff members making presentations. Ms. Barkley presented a check for \$685 to Conley Edwards, state archivist, from the Friends' Annual Dennis Hallerman Memorial Archives Scholarship Fund. This will be used for a Library staff member to attend the Modern Archives Institute.

B. Staff Reports

- **Archival and Records Management Services**

Conley L. Edwards, division director, updated the Board on the records management activities with the Kaine Administration. The Library's Records Management and Information Technology divisions have developed an intranet site for the Governor's Office and cabinet secretaries to aid in supporting records management activities with those offices.

The microfilming project of the Robert Alonzo Brock Collection at the Huntington Library in San Marino, California, that began in 2001 has been completed. Library staff members are now analyzing and cataloging a large series of items that were previously identified only as "miscellaneous" material.

Mr. Edwards gave details about Virginia being chosen to take the lead in indexing and digitizing the Freedman's Bureau records that will allow access to this historical data. The Black History Museum in Richmond has joined with the National Archives, the Genealogical Society of Utah, and Howard University to carry out an effort to index the records by a corps of volunteers. The Library will provide meeting spaces and publicize the program as it progresses. A similar project is being conducted with the Freedmen marriage records. Although the records are scattered among Virginia county court records, many have been collected at the Library as part of the work with the local courts.

The annual meeting of the National Genealogical Society (NGS) will be held in May and Library Board members will be invited to attend a reception on May 15 with the NGS Board as well as boards of several genealogical societies associated with the event.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, advised that re-installation of the artwork in the restored Capitol will begin on March 26. A portion will be completed by April 4, and Dr. Campbell gave details on which pieces will be moved first. The second phase of the artwork move should be completed by the public opening on May 1.

The National Digital Newspaper Program is a significant complement to the Virginia Newspaper Project, which is funded by the National Endowment of the Humanities. The endowment officials will visit the Library on March 20 to see how the Library operates and manages their program. The Library has applied for refunding of \$400,000 for the next two years, and a response is expected in June.

The Library was one of forty agencies to be randomly selected by the Virginia Department of Planning and Budget (DPB) for an audit of reported benchmarks. One of the benchmarks was the 1.2 million pages of collections reformatted either digitally, by microform, or digital from microform. DPB officials were satisfied with the proof presented that the Library had, in fact, processed at least this many pages.

Dr. Campbell recently attended Rice University's De Lange Conference on emerging libraries with an emphasis on digital applications. There are no clear-cut answers to the questions about digital preservation or digital collections, but the Library's programs are recognized as being in the forefront. The public needs more education about a reasonable pace to accomplish the digitization goals and the enormous cost of digitizing records. If a record is born digital, then care must be taken to preserve it. However, if a record is not born digital, then it should be microfilmed and a digital access surrogate created.

A copy of the *Collection Development and Collection Management Guidelines* was distributed for the Board's review before the annual meeting in June.

- **Finance and Administrative Services**

Ann N. Harris, division director, updated the Board on the amendments to the Library's 2006–2008 biennium budget. The General Assembly proposed an additional \$190,000 for filtering that, if approved by the Governor, will be added to the Library's budget. There will also be a budget adjustment to compensate the Library for the rent overcharge of \$36,000. Mrs. Harris provided an overview of the Library's *Statement of Financial Condition as of February 28, 2007*. The amendment for Find It Virginia did not pass, but funds for the program will be requested again when the next biennium budget is developed.

Mrs. Harris called on Sandra G. Treadway, deputy librarian, for an update on the Virginia Information Technologies Agency (VITA). For the benefit of new Board members, Dr. Treadway summarized the Library's relationship with VITA since the creation of the information

technology agency. When the Board last received an update, the Library was working to finalize negotiations with VITA prior to signing a Memorandum of Understanding required of all agencies. The Library's outstanding issues at the time related to the need for the Library's out-of-scope equipment to connect to the VITA-managed state network and the unspecified cost to the agency for participating in VITA. Due to a problem VITA encountered with agencies using federal funds for information technology services, the Memoranda of Understanding were eliminated and VITA has replaced them with a Service Rate Structure. The question of connectivity to the state network is still an outstanding issue, as is the greatly increased cost that the Library will be expected to pay under the new Service Rates. Information about the increased costs was distributed to the Board. After much discussion, Mr. Woodrum moved that if the Library did not receive a satisfactory resolution of these issues, then the Board will request, through appropriate channels, exemption from VITA regulations for the Library of Virginia as the state's other higher education agencies have received. Ronald S. Kozlowski seconded, and the Board unanimously voted to approve the motion.

The Agenda was changed to allow the Library Development and Networking Services report to be the last staff report.

- **Publications and Educational Services**

Gregg D. Kimball, division director, invited the Board members to view the Smith Map Exhibition on display for the 2007 Alan M. & Nathalie P. Voorhees Lecture on the History of Cartography recently held on March 10, 2007.

The W. Fitzhugh Brundage lecture, *Myth & Memory: The Southern Past*, held on January 25 was well attended. The lecture was recorded and is available on MP3 on the Library's Web site. Text versions are also available. The John d'Entremont talk, "*May We Be Worthy of Our Birthright*": *Defining the Meaning of America at the Jamestown Commemorations, 1807–2007*, on June 14 will be recorded and available on the Library's Web site. William M. Kelso, head archaeologist of the Jamestown Rediscovery Project, will discuss and sign *Jamestown: The Buried Truth* on April 19. Karen Ordahl Kupperman, professor of history at New York University, will speak on June 6 at noon about the *Jamestown Project*.

- **Research and Information Services**

Sandra G. Treadway, deputy librarian, reported that the search for a new division director may be close to concluding and that it might soon be possible to announce a new hire for the position.

The Library will have maximum staff available for The National Genealogical Society meeting in Richmond in May. Approximately 2,000 to 3,000 visitors are expected during this time, many of whom will visit the Library for research.

The Library is considering purchasing some electronic resources for historical newspaper databases. This process is in the procurement stage to find out if this will be possible.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, reported that approximately 175 people attended the Voorhees Lecture held on March 10, 2007. This lecture also introduced the new Frye–Jefferson Map Society, an affinity group affiliated with the Semper Virginia Society. This group has a steering committee that has planned programs for the next three years.

The Foundation will host the Library's first Family Day on May 5. Many activities are planned for this event, including a tour of the renovated Capitol for Semper Virginia Society members.

Board participation in the Semper Virginia Society is at 60 percent. Members are encouraged to reach 100 percent by June 30. The membership coordinator position is still vacant.

- **Library Development and Networking Services**

Valerie Jean Mayo, committee chair, reported that the General Assembly bill on filtering was passed. This has posed many questions and Ms. Mayo asked Alison Paige Landry, Senior Assistant Attorney General, to comment on this subject. Ms. Landry responded that she represents the Board and not the regional and local libraries, and that this bill has little to do with the Library of Virginia. She suggested that if a local library has a question, it should contact its county attorney, who could then draft a letter to the Attorney General's Office on an official opinion basis if necessary. Ms. Landry provided a background on filtering. Libraries receiving federal E-rate funding must take protective measures to block certain kinds of materials on the Internet that include obscenity, child pornography, and materials harmful to minors. Ms. Landry then answered questions, and there was much discussion. Board members expressed their concerns that a notice should be sent to public libraries about this statute and its effective date and requirements. The notice would also state that any questions should be referred to the public library's local county or city attorney.

Elizabeth M. Lewis, division director, updated the Board on activities of the Himmel & Wilson Study task force groups. She advised that the written report from the Standards Task Force is in the preliminary stage. The Funding and Equity Task Force summary report was distributed to the Board. Committee chair Jane Goodwin of the Fairfax County Public Library reviewed each recommendation of the executive summary. Two priorities recommended by the task force are funding for Find It Virginia databases and InfoPowering, and funding for the State Aid formula. This report will be distributed at the Virginia Public Library Directors annual meeting in April, and their comments will be brought back to the Board.

Ms. Lewis reported that the five-year evaluation of the Library Services and Technology Act is in the final drafting form. The final document is due to the Institute of Museum and Library Services by the end of March. Ninety percent of Find It Virginia users reported finding the information requested on the same day the request was placed. Sixty percent of the users learned about this service from a librarian or library staff member. Due to the state budget shortfall, the Social Issues Research Series (SIRS) database will no longer be available starting in September. The SIRS database was heavily used by the schools with 1.8 million searches last year.

Ms. Lewis reported that an Advocacy Training session for public library trustees and friends will be held on June 4 to 5 in Roanoke, Virginia, and another session is offered on June 7 and 8 in Richmond.

The Library is currently in a Mandate Assessment session. The Commission on Local Government requires agencies that have rules affecting localities to look at those rules periodically. These include certification requirements and the State Aid requirements. The Board did not indicate any need to further assess these mandates.

Ms. Mayo summarized the steps taken by Craig County since they received the Library Board's letter. Craig County residents have rallied to re-form their library board, but they will not be able to meet the State Aid requirements of hiring staff and receiving the minimum county contributions. It was the consensus of the Board to move the voting on the Craig County item from "Action Items" to the committee report. Ms. Mayo moved that the Board send a letter requesting return of the unexpended State Aid money for 2006 and 2007 as well as advising them that the Library does not intend to send them any further funds for this fiscal year. This letter should also applaud their efforts to reconstitute their library and encourage them to move forward. Mr. Kozlowski seconded and the Library Board voted unanimously to accept the motion.

C. Report of the Chair

Dr. Sydnor did not have any further comments.

D. Report of the Librarian of Virginia

Mr. Yelich commended Dr. Treadway, Mrs. Harris, and the staff for their efforts with the Board work session.

VIII. OLD OR NEW BUSINESS

• Report of the Nominating Committee

Stephen E. Story, chair of the Nominating Committee consisting of Valerie Jean Mayo, Lewis F. Powell III, and Clifton A. Woodrum III, reported that the committee met on March 19, 2007, at 8:30 a.m., and proposed the following draft slate of officers for 2007–2008:

Library Board Officers

Chair: Mary G. Haviland
Vice-Chair: Valerie Jean Mayo

Executive Committee

Chair: Mary G. Haviland
Vice Chair: Valerie Jean Mayo
Immediate Past Chair: Charles W. Sydnor, Jr.
Lewis F. Powell III

Stephen E. Story
Clifton A. Woodrum III

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. The Board unanimously agreed to accept the report. Elections will be held at the annual meeting on June 11, 2007. Dr. Sydnor thanked the committee for their work.

- **Other Old or New Business**

CLOSED MEETING

Mr. Woodrum moved that under the *Code of Virginia*, Section 2.2-3711(A), the Board hold a Closed Meeting for the following purposes:

To discuss employment: Paragraph 1 – “Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.”

Mr. Kozlowski seconded the motion and the Board unanimously agreed to enter into Closed Session.

The Board then entered into a Closed Meeting.

CERTIFICATION OF THE CLOSED MEETING

Because the Library Board convened in a Closed Meeting today pursuant to an affirmative recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act, and because *Code of Virginia* Section 2.2-3712(D) requires that we certify that such a Closed Meeting was conducted in conformity with Virginia law, Mr. Woodrum moved that the Library Board certify by roll call vote that, to the best of each member's knowledge:

- (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and
- (ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered in the meeting by the public body.

John S. DiYorio seconded the motion, and the Board members voted as follows:

Charles W. Sydnor, Jr..... Aye
 Mary G. Haviland Aye
 John S. DiYorio Aye
 Lydia J. JohnsonAbsent
 F. Claiborne Johnston, Jr. Aye
 Ronald S. Kozlowski Aye
 Marc LeepsonAbsent

George E. Lovelace Aye
 Valerie Jean Mayo Aye
 Lewis F. Powell III.....Absent
 Mark D. Romer Aye
 Stephen E. Story Aye
 Carole M. Weinstein Aye
 Henry Wiencek Aye
 Clifton A. Woodrum III Aye

IX. ACTION ITEMS

- **Craig County Public Library**

Action on this item was taken during the Library Development and Networking Services report.

X. ADJOURNMENT

There being no further business, Dr. DiYorio moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 1:15 p.m.

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