

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

November 5, 2007

The Library Board met on Monday, November 5, 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, Mary G. Haviland. Ms. Haviland announced a quorum was present and she welcomed the following members in attendance:

Ronald S. Kozlowski	Mark D. Romer
Marc Leepson	Stephen E. Story
George E. Lovelace	Carole M. Weinstein
Lewis F. Powell III	Henry Wiencek
David Poyer	Clifton A. Woodrum III
Mary G. Haviland, chair	
Valerie Jean Mayo, vice-chair	

John S. DiYorio, Lydia J. Johnson, and Charles W. Sydnor, Jr., were absent.

**II. APPROVAL OF AGENDA**

Ronald S. Kozlowski moved to accept the Agenda as submitted, which was seconded by Valerie Jean Mayo. The Board unanimously approved the Agenda.

**III. WELCOME TO VISITORS AND STAFF**

Ms. Haviland welcomed visitors and staff and extended a special welcome to Alison Paige Landry, Senior Assistant Attorney General.

**IV. ANNOUNCEMENTS**

There were no announcements.

**V. PUBLIC COMMENT**

There was no public comment.

**VI. CONSENT AGENDA**

- **Approval of The Library Board Minutes of September 17, 2007**

Clifton A. Woodrum III moved for acceptance of the Consent Agenda consisting of the September 17, 2007, Library Board minutes. George E. Lovelace seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the September minutes.

## **VII. INFORMATION ITEMS**

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

Carolyn L. Barkley, president of the Friends of the Virginia State Archives, announced the Friends' newly elected Board members: Peter McDearmon Witt, president; Priscilla Harriss Cabell, vice president; James M. Bagby, treasurer; and Harriett Thorne Kent, secretary. F. Claiborne Johnston, Jr., a former Library Board member, will be the contact person for the Friends. Henry Wiencek will be the Library of Virginia representative. The 8th Annual Richard Slatten Lecture, featuring Lloyd deWitt Bockstruck, was held on Saturday, October 27, 2007, at the Library of Virginia. One of the issues facing the Friends is finding sources for grant funding that are in line with the Friends' goals.

Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society, reported that the Society had a successful fall conference November 2–3 in Roanoke. The Society looks forward to holding its spring meeting at the Library of Virginia.

Bette Dillehay, director of the Mathews Memorial Library and chair of the Legislative Committee for the Virginia Library Association (VLA), introduced Phil Abraham, the VLA lobbyist. Ms. Dillehay provided an overview of the legislative committee's activities and plans for the coming session. These include production of a DVD about Find It Virginia and the efforts of several sub-groups of VLA seeking support from various organizations. She presented VLA's legislative agenda for 2008 featuring programs for which they are seeking funding from the General Assembly. These include Find It Virginia, State Aid ("books" and collection development), and technology for the Library of Virginia. She elaborated on the ways the committee will approach the legislators to make these requests and the importance of having a common terminology for these issues. Mr. Abraham elaborated on the background information for each of the three items, plus the challenges of success for the legislative agenda.

### **B. Report from the Office of the Attorney General**

Ms. Landry provided an overview of the Board's duties and powers as an "advisory board." Its primary purpose is to give the Library policy recommendations. The Board has limited supervisory powers, such as with the Librarian of Virginia. She explained the Board's legal relationship with the Office of the Attorney General, and she emphasized the importance of the service and retention schedules of the Public Records Act. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act (FOIA), the Conflict of Interest Act (COIA) including the requirement that all new board members receive COIA training, and the Risk Management Plan. If any board member receives a FOIA request, Sandra G. Treadway, Librarian of Virginia, should be advised

immediately since this is time-sensitive and there may be exceptions to or issues concerning release of certain types of information.

### **C. Committee Reports**

- **Archival and Information Services Committee**

Mr. Wiencek, committee chair, reported that the committee met the new division head, Suzy Szasz Palmer, and heard an overview from the department managers about the most significant challenges and opportunities within their respective programs. Although academic library visits are declining nationally, the Library's statistics are holding steady and in some cases increasing. Examples were given of various types of reference questions received by the staff. Interlibrary Loan received nearly 15,000 requests last year to borrow material from the Library, but was only able to fill 66 percent because many materials are restricted. The Library receives many interesting reference queries from the public and government officials, including most recently before Queen Elizabeth's visit to Virginia. The Library has up-to-date microfilm copy technology capability, which greatly benefits the genealogical community that heavily uses the Library's archival resources.

- **Collection Management Services Committee**

Mark D. Romer, committee chair, summarized the reports the committee heard from the division's management team about the major issues facing each department. He called on Edward D. C. Campbell, Jr., Deputy Librarian, to elaborate on the reports. Information technology (IT), electronic collections, and the various software packages to maintain the collections are becoming increasingly important. There is much reorganization in Technical Services that involves retraining staff as well as updating position descriptions. The State and Federal Documents manager described the challenges with implementing the new digital asset management system software, DigiTool, that is tied to the integrated library system. This will allow patrons to organize collections as needed. The goal is to have a balance of IT and traditional cataloging options. This software will work for 90 percent of the Library's programs; the newspaper project, however, has unique challenges. Many of the positions in this division require specific skills unique to particular duties. The Special Collections manager discussed traditional libraries and discussed how a research institution defends and funds the purchase of rare traditional materials in a digital age.

- **Legislative and Finance Committee**

Mr. Kozlowski, committee chair, advised that the committee discussed the upcoming 2008–2010 biennium budget in great detail, and he asked Ann Harris, division director, to provide details of the meeting. Mrs. Harris reported that the Library submitted its strategic and service area plans on September 28 to the Department of Planning and Budget. The Base Budget submission as well as technical adjustments and the four budget decision packages were submitted in October. The Library will know December 17 whether the additional budget requests are granted when the Governor's budget is released that day. These include funding for (1) e-content preservation along with two staff positions (\$1.7 million), (2) Find It Virginia (\$2

million each year), (3) Virginia Information Technology Agency (VITA) services (\$439,816 for each year), and (4) increased staffing in non-general fund programs.

The Library's 4 percent budget reduction plan will result in approximately a \$1.2 million reduction in the Library's base budget for each year of the biennium. This will reduce State Aid as well as program costs.

Mrs. Harris highlighted the *Statement of Financial Condition as of September 30, 2007*, the report on *General Fund Appropriation for 1998–2008*, and the *General Fund Allocation for Fiscal Year 2008*. The Board discussed the cost of the VITA services, which is costing the Library 153 percent more than when the Library maintained the computers.

- **Public Library Development Committee**

Mr. Lovelace, committee vice-chair, asked Elizabeth M. Lewis, division director, to report on the committee meeting. Mrs. Lewis advised that although State Aid represents only 7 percent of the total funding for public libraries (localities allocate 93 percent), State Aid funding is important because more than 83 percent of the public libraries use State Aid for more than 50 percent of their annual spending on books. All of the libraries are virtually dependent on this money for their collections. Mrs. Lewis elaborated on the history of the State Aid program in Virginia, which began in 1943. Studies have proven that the State Aid program works. It encourages the creation of public libraries, especially in larger units of service at the county, city, and regional levels. The Joint Legislative Audit and Review Committee recommended in its 2001 study that the General Assembly increase money to State Aid.

She emphasized the benefits of the Find It Virginia program, especially since it provides equal service to all library cardholders. This program too needs additional money. The Board received a handout developed by the Central Rappahannock Regional Library that supports the Virginia Library Association's funding requests for 2008. Find It Virginia is listed as the first priority.

- **Publications and Educational Services Committee**

Marc Leepson, committee chair, summarized the committee meeting that consisted of an informational session on the *Dictionary of Virginia Biography (DVB)* and plans to develop educational programs. A new Program and Education coordinator and Educational assistant have been hired. Dr. Campbell, reporting in the absence of the division director, described the increasing importance of the electronic aspect to provide further access to resources such as the *DVB*. In addition to the traditional print volumes, electronic access will be available in two ways: (1) as part of the new content database, Virginia Memory; and (2) *DVB* full biographies and selected abstracts from the *DVB* entries will be available to the K–12 grades. In addition, the staff is preparing selected abstracts for significant biographies from the entire list of subjects for the remaining volumes not yet published. This is requiring much additional staff time to complete this project.

- **Records Management Committee**

Lewis F. Powell III, committee chair, asked Dr. Campbell to report in the absence of the division director. Dr. Campbell called the Board's attention to a display of posters for Archives Week outside the Board room. The committee met with the managers of Description Services, Local Records, and Records Analysis. The importance of digital records was a recurring topic in all the managers' reports. The committee heard a report on the status of digitizing Chancery Court Records in the various counties. Progress continues with duplicating a quarter of a million reels of film in the Library's media security vault at the Records Center for the public service collection in the reading rooms. Several new employees with highly specialized skills have been hired for the division. FileNet, an IBM product, is being purchased for use by state agencies to organize records management functions. The Private Papers Program manager reported that staff members have completed work on the *Guide to the Personal Papers Collections at the Library of Virginia* and that Publications will publish the book in March. The guide will be well over 1,000 pages and include more than 5,730 entries.

- **The Library of Virginia Foundation Committee**

Mary Beth McIntire, executive director, reminded the Board of the ways in which the Foundation assists the Library. They consist of (1) a membership program, the Semper Virginia Society, providing unrestricted support; (2) assistance with programs; and (3) special projects. On November 15, Jon Kukla will speak on his book *Mr. Jefferson's Women*, and Donald McCaig will discuss his new book, *Rhett Butler's People*, on November 26, 2007.

Ms. McIntire reported that 350 people attended the 10th Annual Library of Virginia Awards Celebration Honoring Virginia Authors & Friends held on October 20 at the Library, and the event cleared \$25,000. The Literary Luncheon, held the same day at the Jefferson Hotel, was also successful with 230 people attending the event featuring Literary Award nominees David Baldacci, Lee Smith, and Adriana Trigiani.

#### **D. Report of the Executive Committee**

Ms. Haviland reported that the Executive Committee had not met since the last Board meeting on September 17, 2007.

#### **E. Report of the Chair**

- **Decide on the Location for the Meeting on March 17, 2008**

Ms. Haviland reported that she has withdrawn her proposal for the March 17, 2008, Library Board meeting to be held in Abingdon, Virginia, because of the state's recent restricted travel guidelines. The Board will still meet on March 17, but it will be at the Library of Virginia. There was discussion about having a future meeting at a different location that would not incur any additional expense.

Ms. Haviland advised that there will be a joint strategic planning session with the Executive Committees of the Library Board and the Foundation Board on December 7, 2007 to explore visions and strategies for the coming years. The full membership of both boards will participate in the process in the spring. The Library Board meeting format changed with the

committees meeting this time, but the January meeting will return to the Board work session format to discuss the Himmel & Wilson Study and develop timelines to implement the study's recommendations.

#### **F. Report of the Librarian of Virginia**

Dr. Treadway described her activities as an ambassador for the Library to educate as many people as possible about the Library of Virginia. She is also working with the Foundation to build support for the Library. Dr. Treadway attended the fall meeting of the Chief Officers of State Library Agencies (COSLA). Virginia compares very favorably with other state libraries. The Library is one of ten state libraries that has an archival function. She highlighted the issues discussed at the COSLA meeting including reauthorization for the Library Services and Technology Act funding before the United States Congress and the Gates Foundation's program, Opportunity Online Hardware Grants. The Library sent representatives to the annual meetings of the Virginia Library Association in Hot Springs, Virginia, and the Southern Historical Association's (SHA) in Richmond. Many SHA attendees visited the Library for research.

#### **VIII. OLD OR NEW BUSINESS**

There was no old or new business.

#### **IX. ACTION ITEMS**

Ms. Mayo moved that the Library Board adopt a resolution supporting the Virginia Library Association's legislative agenda for 2008. Mr. Lovelace seconded the motion. There was no discussion and the Board voted unanimously to adopt the agenda.

- **Executive Committee – Ratification of Nominating Committee**

Ms. Haviland reviewed the following list of proposed Nominating Committee members recommended by the Executive Committee at the September meeting: Clifton A. Woodrum III (as the chair), Ronald S. Kozlowski (as the vice-chair), John S. DiYorio, George E. Lovelace, and Mary G. Haviland. Carole M. Weinstein moved to accept the ratification of the Nominating Committee as presented. Stephen M. Story seconded the motion, which was unanimously approved by the Board. The Nominating Committee will propose a slate of officers at the January meeting to be voted on at the March meeting.

#### **X. ADJOURNMENT**

There being no further business, Mr. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:25 p.m.

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