

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

June 16, 2008

The Library Board met on Monday, June 16, 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 am by the chair, Mary G. Haviland. Ms. Haviland announced a quorum was present and she welcomed the following members in attendance:

|                               |                        |
|-------------------------------|------------------------|
| John S. DiYorio               | Mark D. Romer          |
| Ronald S. Kozlowski           | Charles W. Sydnor, Jr. |
| George E. Lovelace            | Carole M. Weinstein    |
| Marc Leepson                  | Henry Wiencek          |
| David Poyer                   | Clifton A. Woodrum III |
| Mary G. Haviland, chair       |                        |
| Valerie Jean Mayo, vice-chair |                        |

Lydia J. Johnson, Lewis F. Powell III, and Stephen E. Story were absent.

**II. APPROVAL OF AGENDA**

Charles W. Sydnor, Jr., moved to accept the Agenda as submitted. The motion was seconded by Clifton A. Woodrum III and unanimously approved by the Board.

**III. WELCOME TO VISITORS AND STAFF**

Ms. Haviland welcomed the visitors and 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 March 17, 2008**

Ronald S. Kozlowski moved for acceptance of the Consent Agenda consisting of the minutes of the Library Board meeting on March 17, 2008. Valerie Jean Mayo seconded the motion and it was unanimously passed.

## **VII. INFORMATION ITEMS**

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

Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society (VGS), reported on activities of the VGS. He said the VGS had a very successful Spring Conference at the Library on April 26, with over 150 participants. The Fall Conference will be in Newport News at Christopher Newport University on November 1, 2008.

George William Thomas, Jr., member of the Virginia Friends of the Virginia State Archives and the James Monroe Memorial Foundation, referenced the latest Friends newsletter announcing the fall 2008 Richard Slatten lecture and the spring program *Straight to the Source*. He reported on the activities of the James Monroe Memorial Foundation, which is preparing to commemorate the 250th birthday of James Monroe, and called attention to the Library's exhibit, *James Monroe (1758–1831): A Commemoration*, in the café cases through September. The 225th birthday of Zachery Taylor will be commemorated in the fall.

### **B. Committee/Division Reports**

- **Archival and Records Management Services**

Henry Wiencek, committee chair, reported that the revision to the guidelines for the use of cameras in the reading rooms is complete. It has been re-titled *Photographing Collection Materials for Personal Use*. A new training program for public librarians is being developed on how to use the online Legislative Information System.

- **By-Laws Committee**

In the absence of committee chair, Stephen E Story, Dr. Sydnor reported that the committee met to consider a proposal to and the Library Board committee structure as currently specified in the Library Board By-Laws. Sandra Gioia Treadway, Librarian of Virginia, explained the proposed changes and the logic for making them. Dr. Sydnor moved on behalf of the committee to incorporate the amendments into *Article IV, Section 1*, of the *By-Laws of The Library Board*. The Board voted unanimously to accept the motion and it was passed.

- **Collection Management Services Committee**

Mark D. Romer, committee chair, introduced the new director of the Collection Management Services Division, John Metz, and called on the Deputy Librarian, Kip Campbell, to elaborate on Mr. Metz's resume and to identify the programs he will oversee.

- **Legislative and Finance Committee**

Mr. Kozlowski, committee chair, reviewed the Library's 2008–2010 biennial budget and reported that the general fund has been reduced by about \$54,000.

Dr. Treadway reviewed a draft of the *2008-2009 Budget and Legislative Strategy Timeline* distributed to everyone and she encouraged the Board to promote the Library by using opportunities to build positive relationships with their legislators.

Mr. Kozlowski asked Ann N. Harris, division director, to discuss and explain the *Library of Virginia Budget to Expenditures Comparison as of May 31, 2008*, and the *Statement of Financial Condition as of May 31, 2008*.

- **Public Library Development Committee**

John S. DiYorio, committee chair, provided an update to the State Aid Program. The requests for waivers of State Aid requirements were presented and State Aid grant award estimates were reviewed. Dr. DiYorio made a motion on behalf of the committee to deny the waiver for the *Requirements Which Must be Met in Order to Receive Grants-In-Aid* requested by Nottoway County Public Library and to approve the requests from other libraries for waivers due to technical violations. After much discussion, the Board unanimously voted to deny the waiver requested by Nottoway County Public Library and unanimously voted to approve the requests for waivers due to technical violations. Dr. DiYorio also moved on behalf of the committee to approve the proposed *2009 State Aid to Localities* as reapportioned with the exclusion of Nottoway County. The Library Board voted unanimously in favor of this motion.

The committee also reviewed the revisions to the *Standards Document* made by the Public Quality and Standards Task Force. In response to requests by public library directors who met in April, Library staff have created and sent out a survey to get feedback from the libraries for further refining.

The Public Library Directors' meeting is scheduled for September 11-12, 2008, at the Library of Virginia.

- **Publications and Educational Services**

Marc Leepson, committee chair, reported on the loss of the National Endowment for the Humanities funding for the *Dictionary of Virginia Biography*. He unveiled the new Library of Virginia quarterly magazine, *Broadside*, coming out next month which will replace the printed newsletter. He also reported on the plans for a new children's educational center at the Library that will be based on the Library's resources. There was discussion related to the future of the *Dictionary of Virginia Biography*.

- **Records Management Committee**

In the absence of committee chair, Lewis F. Powell III, Conley L. Edwards, division director, reported the Grants Review Board of the Circuit Court Records Preservation Program met May 28 and awarded almost \$303,000 to 32 localities through 38 projects. In 2008, 52 localities were awarded \$774,000 through 76 grant projects. For the program to date, 826 projects have been awarded to 116 Virginia localities in the amount of almost \$13 million. He stated that there are 203 open projects the staff monitors in that program. He reminded the Board the revenue comes from fees attached to the recording of deeds in Virginia localities. The fund's revenues collected in this fiscal year through the end of May 2008 are \$2,332,000.

July 21-22, Jeff Snyder, manager of the Records Analysis Section, and Mr. Edwards will attend the Summit Conference on Essential Records and Emergency Preparedness in State and Territories in Atlanta, Georgia. This is an invitation-only event that will bring 200

senior-level managers from information technology, emergency management, and archives and records management together to begin development of Web and CD based training on records-related emergency preparedness.

Each Board member received *The Guide to The Personal Papers Collections at the Library of Virginia*, edited by staff member Trenton E. Hizer.

- **The Library of Virginia Foundation**

In the absence of committee chair, Stephen E. Story, Carole M. Weinstein updated the Board on the Foundation's fund raising efforts and programs. The Foundation, in partnership with Imageering Development Consultants, LLC, has raised \$122,000 to date. Ms. Weinstein suggested several ways Board members can support the Foundation, through attendance at Library functions, sharing information on the work the Foundation is doing to support the Library. She reminded and encouraged Board members to make their donations before the end of the fiscal year, June 30, 2008.

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

Dr. Treadway confirmed the Library received permission to use the agency-specific logo on its stationary, business cards, and promotional items. The new Library magazine and the electronic newsletter will provide an excellent way to promote the Library, to reach out to the public, and to improve communication. The magazine, *Broadside*, will focus on things archivists and researchers find in the Library's priceless collections.

At the direct request of the Governor's office the Library will be open on Sunday, July 20. The Governor will be dedicating a monument to the civil rights movement in Virginia on Monday, July 21. Sunday there will be a major symposium at the Library with some very prominent people who were engaged in the civil rights movement.

Dr. Treadway thanked the members of the Executive Committee of the Library Board who participated in April in the second round of retreats, which have been very useful and productive. The Library would like to schedule a joint meeting of the Library Board and the Foundation Board the afternoon of the September Board meeting to bring all members up to speed on the deliberations thus far.

Dr. Treadway reminded the Board that the Acts of Assembly which go into effect on July 1, 2008, require the Department of Planning and Budget, and the office of the Attorney General to develop public participation guidelines for state agencies for ways in which the public can stay abreast of the work we do. Each agency will either adopt that model or develop one of its own. These guidelines will be addressed at the September meeting.

### **D. Report of the Chair**

Ms. Haviland thanked Dr. Treadway and each Board member for the wisdom and guidance she has received. She thanked Dr. Sydnor for being a mentor to her. She thanked the entire Library of Virginia staff and the Executive Management Team. She said she looked forward to Dr. Treadway's working with the Governor and state administrators in the way she has already done.

## VIII. OLD OR NEW BUSINESS

Valerie Jean Mayo requested permission from the Board to add an additional action item to the Agenda. She proposed and read a Resolution of Recognition for Ms. Haviland “for her leadership as Chair of the Library Board and for her unwavering service to the Commonwealth.” Mr. Woodrum moved to adopt the Resolution, Mr. Kozlowski seconded, and the motion was unanimously approved.

## IX. ACTION ITEMS

- **Library Development and Networking Services**

- Action on Proposed State-Aid Grants and Waivers

The Board voted on these items during the committee report.

- **Report of the Executive Committee to the Board of Trustees**

- Recommendation on Joint Strategic Planning Committee

Ms. Haviland reported the Executive Committee recommended the creation of a Joint Strategic Planning Committee consisting of three members of the Library Board to be appointed by the new chair before September, and three members of the Foundation Board. She referred to the Mission Statement which was distributed earlier. On behalf of the committee, she made a motion to accept the recommendation. There was no discussion. The members voted unanimously in favor of the motion and it was passed.

- **Evaluation of the Librarian of Virginia**

On behalf of the Executive Committee and in compliance with the *Code of Virginia*, Mr. Woodrum moved that under the *Code of Virginia*, Section 2.2-3711(A), the Board hold a Closed Meeting for the following purpose:

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.”

The Board voted unanimously to enter into a Closed Meeting. Ms. Haviland requested Peter Schwartz, Chair of the Library of Virginia Foundation Board, to remain with the Board.

The Board then entered into Closed Meeting.

## CERTIFICATION OF THE CLOSED MEETING

After the Board came out of the Closed Meeting, Mr. Woodrum made the following motion to certify the Closed Meeting by a roll call vote:

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, the Library Board certifies 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 this board.

Mr. Poyer moved to have a roll call vote to certify the purpose of the meeting. The motion was seconded by Mr. Kozlowski and the Board voted unanimously in favor. The Board members voted as follows:

|                           |        |                              |              |
|---------------------------|--------|------------------------------|--------------|
| Mary G. Haviland .....    | Aye    | David Poyer .....            | Aye          |
| Valerie Jean Mayo .....   | Aye    | Mark D. Romer .....          | Aye          |
| John S. DiYorio .....     | Aye    | Stephen E. Story.....        | Absent       |
| Lydia J. Johnson.....     | Absent | Charles W. Sydnor, Jr. ...   | Left Earlier |
| Ronald S. Kozlowski ..... | Aye    | Carole M. Weinstein .....    | Aye          |
| Marc Leepson.....         | Aye    | Henry Wiencek .....          | Aye          |
| George E. Lovelace.....   | Absent | Clifton A. Woodrum III ..... | Aye          |
| Lewis F. Powell III ..... | Absent |                              |              |

\* \* \* \* \*

Ms. Haviland reported the results of the executive committee meeting. The Executive Committee in unanimous concurrence recommends the Board award to Dr. Treadway the maximum allowable bonus of five percent to her current salary for her hard-earned accomplishments and that the Board respectfully requests that the Library of Virginia Foundation consider awarding her the customary annual supplement at their discretion. Mr. Woodrum moved for acceptance of the recommendation. Mr. Poyer seconded the motion and it was passed unanimously.

- **Proposed Schedule of 2008-2009 Meeting Dates**

Mr. Woodrum moved to accept the proposed Meeting Schedule for 2008-2009. The motion was seconded by Mr. DiYorio. There was no discussion and the Board voted unanimously to accept the meeting schedule.

Monday, September 22, 2008  
Monday, November 17, 2008  
Thursday, January 29, 2009 (Legislative Reception)  
Friday, January 30, 2009  
Monday, March 17, 2009  
Monday, June 16, 2009 (Annual Meeting)

#### **X. COMMENTS BY THE INCOMING BOARD CHAIR**

Ms. Haviland presented to the board Ms. Mayo, the new 2008-2009 Library Chair. Ms. Mayo expressed her excitement about the enthusiasm of the Board, the Librarian of Virginia, the senior staff, and the whole staff's leadership. She thanked everyone.

Ms. Haviland introduced Peter Schwartz, Chair of the Library of Virginia Foundation Board, who expressed on behalf of the Foundation their happiness with the level of enthusiasm, the "can do" attitude, and the creativity of the Library that has been evident in the past year.

#### **XI. ADJOURNMENT**

There being no further business, George E. Lovelace made a motion to adjourn the meeting. The motion was seconded by Mr. Kozlowski and unanimously approved. The meeting was adjourned.

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