

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

June 27, 2011

The Library Board met on Monday, June 27, 2011, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Ronald S. Kozlowski, chair, called the meeting to order at 10:34 a.m. and announced there was a quorum present.

The following members were in attendance:

Ronald S. Kozlowski, Chair
Clifton A. Woodrum III, Vice-chair

Cynthia Bailey	Meyera E. Oberndorf
Jon Bowerbank	David Poyer
Peter E. Broadbent Jr.	Mark D. Romer
John S. DiYorio	Charles W. Sydnor, Jr.
Marc Leepson	Kathryn C. Watkins
Valerie Jean Mayo	Carole M. Weinstein

Mark E. Emblidge was absent.

II. APPROVAL OF AGENDA

Charles W. Sydnor, Jr., made a motion to accept the agenda. Jon Bowerbank seconded the motion, and it was passed with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Kozlowski welcomed guests Clay Dishon, from the Virginia Library Association, G. William Thomas, President of the Friends of the Virginia State Archives; and former state archivist, Conley L. Edwards III.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There were no public comments.

VI. CONSENT AGENDA

• **Approval of the Library Board Minutes of April 11, 2011**

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on April 11, 2011, was made by Clifton A. Woodrum III, seconded by Carole M. Weinstein, and was unanimously approved by the Board.

VII. INFORMATION ITEMS

A. Reports of Other Organizations

Speaking on behalf of the Friends of the Virginia State Archives, Mr. Thomas announced that the 2011 Richard Slatten Lecture will be held at the Library on Saturday, September 17, 2011. The lecture will feature Elizabeth Shown Mills, who will be making her farewell speaking tour. Mr. Thomas told the Board that registration information would be sent out shortly.

Peter E. Broadbent, Jr., reported that the Virginia Genealogical Society (VGS) had a very successful spring conference at the Library on May 20 and 21. The society's fall conference will be in Danville on October 1. The VGS conference will return to Richmond in

2012 and will be held at the Virginia Historical Society. Mr. Broadbent then announced that he was pleased on behalf of the society to present a gift in honor of former library employee, Robert Clay. Mr. Clay, who was a nationally known genealogist and lecturer, died in 2010. In his memory, the VGS was presenting a check for \$1,000 to the Library of Virginia Foundation to be used for the purchase of genealogical materials. Mr. Kozlowski thanked Mr. Broadbent and the board of the Virginia Genealogical Society for this most generous gift.

B. Committee/Division Reports

- **Archival, Collections, and Records Management Committee**

Committee chair Mark D. Romer reported that the committee had met earlier in the morning and had heard several excellent staff presentations. The Library's director of Description Services, Lyn Hart, discussed the Civil War 150 Legacy Project, which has scanned 13,000 images since its inception. The state Sesquicentennial Commission has allocated additional funding to extend the project through spring 2012, and the Library has applied for a National Endowment for the Humanities (NEH) grant to support cataloging of the material through 2015. Mr. Romer stated that NEH should let the Library know by March if this grant is successful. Jane Williamson, the Library's technology manager, provided the committee with an update on the agency's new box-tracking program, Infolinx. Infolinx, which goes live the week of July 4, consolidates six separate database systems into one, allowing for much better control of the Library's archival items and inactive state agency records. Mr. Romer added that Carl Childs, the Library's Director of the Local Records Services program, had reported on several grants that his department had recently received. One was for \$300,000 from NEH to reformat and make available online the chancery records of Augusta County; the other was for \$125,000 from the Save America's Treasures program to apply modern conservation techniques to the gubernatorial papers of Thomas Jefferson, which had been conserved in the early twentieth century using a method now viewed as harmful rather than helpful to documents. Mr. Romer commended the staff on their excellent presentations.

- **Education, Outreach, and Research Services Committee**

Committee chair Marc Leepson asked Gregg Kimball, Director of Public Services and Outreach, to explain to the Library Board the recent reorganization that had consolidated two Library divisions (the former Education and Outreach Division and the Research and Information Services Division) into a new unit known as Public Services and Outreach. Dr. Kimball explained the reasoning behind the change and mentioned that he had moved offices and was now located on the second floor. Dr. Kimball also shared with the Library Board a proposal that he had brought to the committee for lowering the age requirement to obtain a library card from 18 to 16 years of age. The committee had unanimously approved this policy change and was presenting it to the full Board for consideration. Discussion and a vote on the policy by the full Board would occur at the October Board meeting. Mrs. Weinstein commented that she recalled doing research in the old Library building when she was in high school and that it had been an exciting experience that had left a lasting impression on her. Mrs. Watkins asked what would happen if a young person came to the Library from out of town, not knowing they would need to show photo identification to obtain a card. Dr. Kimball assured her that they would be allowed to use the collection, just not to check out materials.

- **Legislative and Finance Committee**

Mr. Woodrum reported that the committee discussed the preparations that would soon be underway for the development of the Governor's 2012-2014 biennial budget and the Library's plans to submit three budget requests. He stated that the Library did not have instructions yet from the Department of Planning and Budget, so it could not finalize the requests yet, but that it hoped to be able to submit two decision packages based on the Library's needs. The first is to improve security at the Library. The requested funding would cover the cost of the security guards that the Library had to hire when the Capitol Police were withdrawn from the Library building and cover the cost of additional security cameras. This request will be for about \$265,000 the first year of the biennium, and about \$90,000 for future years (as the security cameras are a one-time expense). The second request relates to the Library's electronic records program. The Library will need additional staff in order to keep up with the volume of electronic material that is being deposited in the state archives. This material needs to be processed, protected, and preserved lest it be lost. Mr. Woodrum explained that the goal was to get these requests incorporated into the Governor's budget, but that if they were not, then to have them added via a budget amendment filed with the legislature. Mr. Woodrum then called on Connie

Warne, Deputy Director for Administration, who reviewed the May 31 Statement of Financial Condition. She explained that any existing balances had been allocated and would be spent within the next few days, so that we would end the fiscal year with a zero general fund balance.

- **Foundation Committee**

Committee chair Marc Leepson announced that as the fiscal year was coming to a close, he was pleased to report that the Foundation had raised \$634,000 in restricted and non-restricted funds. Of these \$134,000 were unrestricted dollars that can be used at the Foundation Board's discretion for projects and programs during the coming year. The restricted funds included contributions to the Foundation's endowment, among them a very generous \$250,000 endowment grant from the Virginia Business and Professional Women's Association Foundation (VBPWA) to support the Virginia Women in History program. The board of the VBPWA would be joining us for lunch, and he invited the Foundation Board members to express their appreciation by thanking these ladies personally. Mr. Leepson also referenced several other grants that Foundation staff had been instrumental in securing, among them the Save America's Treasures grant to conserve the gubernatorial papers of Thomas Jefferson and a \$20,000 grant from Verizon to support the Summer Reading Program. Finally, he made a plea for every member of the Library Board to make a contribution to the Foundation's annual fund before June 30 so that the Library Board could match the Foundation Board by having 100 percent participation and support.

- **Nominating Committee**

Committee chair John S. DiYorio reminded everyone of the slate of officers that had been presented at the last meeting. He pointed out, however, that two of the nominated officers – Ronald Kozlowski and Marc Leepson – had not been reappointed to the Library Board, and thus the list stood now as follows:

Clifton A. Woodrum III for Library Board chair (and Executive Committee)
Meyera E. Oberndorf for Library Board vice-chair (and Executive Committee)
Carole M. Weinstein for Executive Committee
Kathryn C. Watkins for Executive Committee
Mark E. Emblidge for Executive Committee

He asked the Board what they wished to do with regard to leaving the slate as it is or adding additional members to replace Mr. Kozlowski and Mr. Leepson. The consensus was to keep the slate as it is.

He also stated that instead of the full Board electing a member to fill the vacant slot as liaison to the Foundation Board, the committee recommends this appointment be left to the discretion of the incoming Board chair as has been done in recent years. Valerie Jean Mayo moved that the Board accept the slate of officers as proposed by the Nominating Committee. There was no second, as this was a committee recommendation. The Board then voted and approved the slate of officers for 2011-2012 unanimously.

- **Public Library Development Committee**

Capt. David Poyer presented the committee report in the absence of the committee chair. Capt. Poyer reviewed the purpose of the requirements that the Library Board set years ago that public libraries in Virginia must meet to qualify for state aid. Their intent was to ensure that localities do their part to support local libraries. He also explained that for various reasons from year to year, some libraries do not meet all the requirements and approach the Library Board for a waiver so that they do not lose part or all of their state aid. The Board relies on the Public Library Development Committee to advise on whether the waivers are warranted. He reminded the Board that while it wishes to keep state aid flowing to local libraries, it also wants to hold localities accountable for continuing support to libraries. Library directors have told the Board that the requirements are often the reason that local officials refrain from reducing library budgets. Thus, relaxing the requirements would not do libraries any favors.

Capt. Poyer described the due diligence that the Public Library Development Committee exercised this year in the face of 33 waiver requests, an unprecedented number. The committee met in special session on June 15 and began by considering 15 category 1 waivers. These libraries were out of compliance for straight-forward technical reasons and the committee had no problem approving all these waivers. The committee then considered the most

challenging group of requests in category 4, which included 11 libraries that had seen a decrease in local expenditure. The committee evaluated these requests by comparing each library's reduction against the overall reductions of other local agencies to see if the library had been treated equitably. In six cases they were, so these waivers were quickly approved. In three cases the committee did not feel that it had enough information, so it asked for more data from the Arlington, Hampton, and Amherst Public Libraries. Two of the libraries' budgets appeared to have been reduced by a much greater percentage than other departments, so the committee voted unanimously to deny these waiver requests. These libraries were the Alexandria Public Library and the Handley Regional Library. The committee met again this morning, to consider the category two requests for failure to meet 66 percent from taxation and endowment and the category 3 requests for failure to meet 50 percent of the median. The committee agreed to grant the one category 2 waiver for the Middlesex Public Library and six category 3 waivers. Finally, the committee reviewed additional requested data submitted by the Arlington, Hampton and Amherst Public Libraries as well as new information submitted by Alexandria and the Handley Regional Library, which altered the committee's perspective on the nature of the reductions to these libraries. In a final vote, the committee opted to grant waivers to each of these libraries, reversing its earlier vote on the Arlington Public Library and the Handley Regional Library.

The committee noted a number of shortcomings in the data collection from public libraries, and passed a motion asking staff to improve the data collection process as much as possible and also to offer training to the library directors at their September meeting on how important careful reporting of their financial information is.

Capt. Poyer presented the committee's recommendation that all waiver requests be granted, and the Board unanimously adopted the committee report. Mrs. Weinstein complimented the committee on the time they devoted to this and for their cautionary oversight and solid report, which the Board very much appreciated.

C. Report of the Librarian of Virginia

Sandra Treadway referred the Board to copies of the Library's new publication for young audiences, *To Collect, Protect, and Serve*, which had been left at each Board member's place. She reminded them of the discussion of this new educational publication at the last Board meeting, and invited the Board to keep the copy at their places. Mr. Kimball reminded everyone that the Foundation had underwritten publication of this book, and that it was available for purchase in the Virginia Shop.

Dr. Treadway provided the Board with an update on security at the Library, reviewing the change in the relationship with the Capitol Police's approach that had resulted in a sharp increase in the number of security problems of concern to Library patrons and staff. The Library was able over the course of several months to document the problems that ensued when the Capitol Police officers were prevented from enforcing the Library's policies and rules. With this documentation as evidence, the Library had hired private security guards from a company on state contract and almost at once, a substantial improvement was noted. The guards who work for the Library are enforcing the rules and only rely on the Capitol Police for back up when there is a problem that fits within their legal purview. The Library has also limited the size of bags that can be brought into the building, which should improve things even further. The Library is hearing good things from patrons about the changes that have been made, but intends to continue to monitor the situation and take whatever steps are necessary to maintain an open and friendly but safe facility.

Dr. Treadway reflected on the past year as one of challenge, coming on the heels of several years of the loss of staffing and resources, but she expressed amazement at what the Library was still able to do despite the odds. One of reasons was because the Library had opted to make deeper cuts behind the scenes, so that the public continued to experience excellent customer service and sustained service hours. She expressed the staff's pride in being able to put its best foot forward and to keep its commitment to public service.

Dr. Treadway commented on the energizing effect that the planning and visioning effort the Library was undergoing had generated. She described the ongoing team-building efforts of the Executive Management Team, and the constructive progress that staff work groups across the agency had made. John Sarvay of Floricane would be back in the fall to continue to strengthen the skills of managers and supervisors throughout the agency while continuing to enhance the leadership capacity of the management team.

Dr. Treadway expressed gratitude to Governor McDonnell for reappointing Carole Weinstein to the Library Board, but noted the loss everyone felt at the end of Mark Leepson and Ron Kozlowski's terms on the Board. She reminded Mr. Leepson and Mr. Kozlowski that they might be leaving the Library Board, but would always be a part of the extended Library of Virginia family.

D. Report of the Chair and Executive Committee

Mr. Kozlowski expressed his deep appreciation for his colleagues on the Library Board as well as the Executive Management Team and the Library's staff. He told the Board that he had enjoyed his time in service to the Library and hoped that he had been able to make a contribution.

Mr. Kozlowski then moved that the Board go into closed session under Section 2.2-3711 (A) of the Code of Virginia for the purpose of discussing an employment issue. Mr. Woodrum seconded the motion, and the Board approved entering into executive session. At the end of the closed session, Mr. Kozlowski stated that the Board certify by roll call vote that to the best of each member's knowledge "only public business matters lawfully exempted from open meeting requirements under this chapter and 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." Mr. Woodrum called the roll and all members voted "aye."

Mr. Woodrum stated that, based on the Board's discussion during Executive Session, he moved that the Library Board extend its contract with the Librarian of Virginia for an additional year, as provided in original contract. Mr. Kozlowski seconded the motion and the Board voted unanimously to approve the contract extension. Mr. Woodrum asked the Board to join him in applauding the Librarian of Virginia for her conduct and dedication.

VIII. OLD OR NEW BUSINESS

None.

IX. ACTION ITEMS (taken up in committee reports)

- Approval of the Nominating Committee's Proposed Slate of Officers for 2011-2012
(This item was approved in the committee report)
- Approval of the Public Library Development Committee's Recommendations on State Aid Grants and Waivers
(This item was approved in the committee report)
- Approval of Report of the Executive Committee
(This item was approved in the committee report)
- Approval of Proposed Schedule of Library Board Meetings for 2011-2012
Mr. Kozlowski called the Board's attention to the list of proposed meeting dates for 2011-2012. After some discussion about the date of the fall meeting, the Board voted unanimously to approve the proposed dates: October 3, January 23, and April 2.

X. COMMENTS BY THE INCOMING BOARD CHAIR

Mr. Woodrum moved that the Board adopt the following resolution honoring Mr. Leepson for his valued service on the Library Board:

WHEREAS Marc Leepson was appointed to the Library Board by Governor Timothy Kaine in 2006 and served on the Board through June 2011; and

WHEREAS Marc Leepson brought a needed perspective on local libraries from his service on library advisory boards and boards of trustees; and

WHEREAS his interest in history and the Library of Virginia was evident to all; and

WHEREAS his expertise in research in libraries and archives helped the Library Board move the Library of Virginia forward, and now therefore

BE IT RESOLVED by the Library Board on this the 27th day of June 2011 that we recognize Marc Leepson for his unwavering service to the Library of Virginia Board and the Commonwealth; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Marc Leepson, as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

Dr. Sydnor seconded the motion and the Board voted unanimously to approve the resolution.

Mr. Woodrum also moved that the Board adopt the following resolution honoring Mr. Kozlowski for his service on the Library Board:

WHEREAS Ronald S. Kozlowski served with distinction as chair of the Library Board from July 1, 2010 through June 30, 2011; and

WHEREAS he was appointed to the Library Board by Governor Timothy Kaine in 2006; and

WHEREAS he is an avid and effective supporter of the Library of Virginia; and

WHEREAS his passion for the role of libraries in a democracy was evident to all; and

WHEREAS his expertise with issues related to public libraries helped the Library Board move the Library of Virginia forward, and now therefore

BE IT RESOLVED by the Library Board on this the 27th day of June 2011 that we recognize Ronald S. Kozlowski for his thoughtful leadership of the Library Board and for his unwavering service to the Commonwealth; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Ron Kozlowski, as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

Mark D. Romer seconded the motion, and the Board voted unanimously to approve the resolution.

Mr. Woodrum remarked on the challenges that the Library faced in what he described as the worst of times, but commended the Library for carrying on despite the odds. Because of the dedication of the staff and the Library's director, and the team work that they displayed, he also thought that these were for the Library and all associated with it, the best of times. He stated how much he will miss the Board members who are leaving the Board, but that he was looking forward to doing what he could on the Library's behalf in the year ahead.

XI. ADJOURNMENT

There being no further business, the Board adjourned at 12:10 pm.