

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

January 23, 2012

The Library Board met on Monday, January 23, 2012, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

**I. CALL TO ORDER/QUORUM**

Mr. Clifton A. Woodrum III, chair, called the meeting to order at 10:34 a.m. and announced there was a quorum present.

The following members were in attendance:

Clifton A. Woodrum III, Chair  
Meyera E. Oberndorf, Vice-chair

Cynthia V. Bailey	Kathryn C. Watkins
Peter E. Broadbent Jr.	Jon Bowerbank
John S. DiYorio	Mark E. Emblidge
David Poyer	Patricia Thomas Evans
Mark D. Romer	Ernestine Middleton
Charles W. Sydnor Jr.	Valerie Jean Mayo

Board member Carole Weinstein was absent.

Mr. Woodrum introduced to the Board Ms. Carrie Nee, the Assistant Attorney General who represents the Library.

**II. APPROVAL OF AGENDA**

The Honorable Jon Bowerbank moved for the approval of the agenda and the motion was seconded. The Board approved the agenda with a unanimous vote.

**III. WELCOME TO VISITORS AND STAFF**

Mr. Woodrum welcomed the visitors and staff who were present.

**V. PUBLIC COMMENT**

There were no public comments.

**VI. CONSENT AGENDA**

- **Approval of the Library Board Minutes of October 3, 2011.**

The Board unanimously approved the minutes of the October 3, 2011, Board meeting.

## **VII. INFORMATION ITEMS**

### **A. Reports of Other Organizations**

- **Friends of the Virginia State Archives**

President of the Friends of the Virginia State Archives, Mr. Conley Edwards, announced that the Friends' Straight to the Source program is planned for April 13<sup>th</sup> at the Library of Virginia. Mr. Edwards praised the work of Minor Weisiger for his work on the Straight to the Source program over the years.

Mr. Edwards also announced that planning is under way for the Friends of the Virginia State Archives' fall programming.

The Friends of the Virginia State Archives newsletter is at the printer, and Mr. Edwards promised to deliver copies of the newsletter to the Library of Virginia. The newsletter highlights a program called "I Found It in the Archives," which solicits stories from archival researchers who have found family records and pieces of their heritage through archival collections.

Lastly, Mr. Edwards announced that in its November Board meeting, the Friends of the Virginia State Archives approved a \$1,000 donation to the Library of Virginia Foundation as a memorial to the late Dr. Edgar McDonald and for the purchase of material relating to Virginia's family history.

- **Virginia Genealogical Society**

Mr. Peter E. Broadbent Jr. gave a report on behalf of the Virginia Genealogical Society (VGS). He announced that the VGS spring meeting would be held April 21<sup>st</sup> at the Virginia Historical Society, focusing on the War of 1812 research.

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

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

Dr. John Metz reported that the committee discussed legislation relating to public access to vital records. The proposed legislation would reduced the retention time of vital records specific to marriage and death records by half. Such legislation was introduced but not passed in previous years. Another suggestion to the General Assembly is a JLARC study to consider indexing and automating vital records information to make it available online. While the Library has not been involved in such discussions yet, Dr. Metz hopes that the JLARC study would make the opportunity available to the Library to provide guidance and oversight to that process.

Another item discussed by the committee was the recent challenge to state records retention requirements. Due to the Governor's taskforce to study unfunded mandates and eliminate or modify those mandates that were deemed unnecessary, the state records

retention requirements came under fire. Several localities wrote to the taskforce and relayed that the state records retention requirements are an undue burden to them. The Library sets the retention and destruction schedules, in consultation with state and local agencies, under authority set forth in the Virginia Public Records Retention Act. The taskforce decided that this issue needed more study before any action was taken. The Library believes a study will provide the opportunity to educate people to the complexities of records management.

Lastly, the committee updated the Board regarding an issue that has arisen in the office of the Lancaster County Commonwealth's Attorney. In November, the incoming Commonwealth's Attorney for Lancaster County, Mr. Robert Cunningham, called the Library because he was concerned that his predecessor, Mr. C. Jeffers Schmidt, was destroying or attempting to destroy records. Assistant Attorney General Carrie Nee facilitated discussions with Mr. Cunningham and Mr. Schmidt to inform Mr. Schmidt of his responsibilities under the Virginia Public Records Retention Act. Mr. Cunningham, who became increasingly aware that the issue would not be resolved, obtained an injunction from the court, and the records were not compromised.

#### ● **Education, Outreach, and Research Services Committee**

Dr. Gregg Kimball told the Board about the Hatch Show Print Traveling Exhibition from the Smithsonian at the Library and the different demographics of people it was attracting. He also informed the Board of the Library's upcoming exhibit called Lost & Found, which explores how the loss and discovery of items affects personal and collective memory.

Dr. Kimball discussed the ongoing effort to fill the open education coordinator position at the Library and relayed that he is encouraged by the caliber of the applicants. Librarian of Virginia Sandra G. Treadway added that the Library is still under the hiring freeze imposed by the state, but received special permission through the Secretary of Education's office to fill this open position because if it was left vacant, the money given to the Foundation for educational programs would dry up. Also, part of the salary for the position is paid through special funds and not from the Library's general fund.

Dr. Kimball briefly discussed the African American Trailblazers and Virginia Women in History programs to be held at the Library in February and March, respectively. He also announced that the Library would be merging its African American Trailblazers program with Dominion's Strong Men Strong Women program beginning in 2013. The Library is very excited about this partnership.

Lastly, he informed the Board that the Library has received increased support for the Ann and Ryland Brown Fellowship and Teacher's Institute thanks to Orrin and Ellen Brown. This allows the Library to expand its educational initiatives.

Dr. Charles W. Sydnor Jr. asked if there were any oral histories being done with the African American Trailblazers or Virginia Women in History honorees. Dr. Treadway replied that the Library has not been doing oral histories, but it might be something to think about doing in future years. However, she stated that the Library does not currently

have a staff person with that particular expertise, but it might be possible to partner with an organization that does.

- **Legislative and Finance Committee**

Ms. Cynthia V. Bailey reported on the budget amendments that the Library had hoped would be covered in the Governor's budget but were not. These amendments include a funding package for security cameras and guards in the Library and a funding package for electronics records. While the Library was unable to obtain a sponsor for the security package, Senator Watkins agreed to patron a budget amendment for the electronic records package.

Ms. Bailey explained the 2% budget cut the Library received from the Governor's budget for the 2012 – 2014 biennium. However, she reported the Library is currently within its budget.

Ms. Connie Warne explained the Statement of Financial Condition with the Board.

- **Public Library Development Committee**

Ms. Valerie Jean Mayo also discussed the impact of the Governor's taskforce for local government mandate review. The taskforce identified as problems the Library Board's requirements that libraries in populations of more than 13,000 people have a certified head librarian; that local government libraries have an acceptable use internet policy that must be reported to the Library of Virginia, which reports it to the legislature; and the requirement of a local maintenance of effort in order to receive state aid. Dr. Treadway and staff have been monitoring these issues, and in reference to the local maintenance of effort mandate, she explained the availability of waivers for which localities may apply. After the taskforce completed its review, the only mandate that it recommended to the Governor be eliminated was the internet policy reporting requirement. The Library has no problem with the reporting requirement being eliminated.

Ms. Mayo updated the Board on the state aid program. She explained that the number of waivers requested by localities in these economic times has gone up significantly. Last year some localities were not able to provide the information that the Library Board needed to make an adequate assessment of their waiver requests, and additional information was needed from each of these local libraries. The committee is anticipating much more of that this year. Since last year, representatives of the committee attended the Public Library Directors' Meeting and staff provided guidance to the directors so that localities can present the pertinent information when they first submit their numbers. Ms. Carol Adams has come up with a form for libraries to use for waiver requests to streamline the process. The committee has decided to meet again after the waivers have been submitted for this year to review the waivers. Library directors will be invited to this meeting to discuss their waivers with the committee. Dr. Sydnor asked if waivers are granted on a yearly basis, and Ms. Mayo answered that they are.

Ms. Mayo reported that the Library is working on an evaluation of its 2008 – 2012 five year plan for LSTA money. According to LSTA stipulations, the Library was

required to hire an outside evaluator to query the public regarding the Library's use of LSTA money. That report is due to IMLS by March 30<sup>th</sup>, 2012.

Lastly, the staff is going to bring to the committee information regarding e-book purchasing by public libraries. Ms. Mayo intends to have a committee discussion surrounding the information that is gathered about e-book purchases.

- **The Library of Virginia Foundation Committee**

Ms. Bailey directed the Board to the applicable materials in the Board packet and highlighted the two letters from Mr. Earl Hamner.

Mr. Dan Stackhouse reviewed the Semper Virginia giving with the Board. He discussed the grants the Foundation has received, and stated that the Foundation is very excited about the Roller-Bottimore grant it received, particularly since the grant exceeded the requested \$50,000 by \$25,000. The grant will go towards finishing the Jefferson gubernatorial papers project, preserving colonial records, and performing conservation projects as needed. Mr. Stackhouse thanked Ms. Carole Weinstein for her contribution to Carole M. Weinstein Virginia Author's Fund and Ms. Ellen and Mr. Orran Brown for their contribution to the Anne & Ryland Brown Education Fund. Mr. Stackhouse reported that Dominion continues to be a generous supporter of the Library.

Mr. Stackhouse reviewed the Library's upcoming exhibitions and encouraged the Board to contact him if they have ideas for sponsorships of any of the exhibits. Mr. Stackhouse invited the Board to attend the upcoming African American Trailblazers in Virginia History event, as well as the Virginia Women in History event. He also reminded the Board that this is the 15<sup>th</sup> anniversary for the Library Foundation Literary Awards. As such, a committee is reviewing the logistics of the Literary Awards to see what areas can be changed or improved upon.

Mr. Stackhouse reported that he will be working with Dr. Treadway to reinstate the monthly lunches at the Library.

Foundation Director Mary Beth McIntire announced that she and Mr. Tom Camden would be leaving the following day for a visit with Mr. Earl Hamner in Los Angeles to collect his personal papers to add to the collection, as well as speak with him about leading an effort to get Virginia authors to donate their personal papers as well as possible endowment opportunities. Dr. Sydnor asked if the donation of Mr. Hamner's papers included original scripts and videos of the Waltons and other projects. Ms. McIntire responded that she knows the scripts are included in the donation, but she isn't sure about the videos. However, she reported that Mr. Hamner indicated that everything is available for discussion and negotiation. Dr. Sydnor suggested that if Mr. Hamner is amenable to donating the videos, the Library should suggest he first transfer the videos to DVD. Mr. Stackhouse offered that the Foundation is looking into such a transfer, but will need to meet with an attorney to discuss copyright issues.

Ms. McIntire also reported that the Foundation staff, as of January 9<sup>th</sup>, 2012, are no longer employees of the Commonwealth of Virginia, but rather, they are employees of

the Library Foundation. This change allows the Foundation to be in compliance with best practices of 501(c)(3) organizations.

Ms. McIntire thanked the Board for their support.

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

Dr. Treadway updated the Board on the internal security issue at the Library. She reported that after staff access to the stack areas was reduced, the damage to books seems to have stopped. However, the Library is still working with Capitol Police to catch the individual who is causing the damage. Also, a group of Library staff has offered to study security issues and gather information in order to make recommendations for keeping the collections secure.

Dr. Treadway reported that staff is continuing to work on the strategic planning process. The Library concluded its visioning and leadership development effort with staff, and Dr. Treadway feels that the result has been very positive. At this point, the Library is gathering input from all divisions to create a strategic document to lead the Library in its goals as identified in its mission and vision. The strategic document will also help the Library determine what projects can be funded through the state and what projects should be funded privately.

Dr. Treadway relayed her excitement over the positive publicity the Library has received due to the Hatch Show Print Exhibition, as well as the return of a late-eighteenth century Stafford County, Virginia, order book from a public library in New Jersey.

The Library is also working to cultivate relationships within state government, and Dr. Treadway reported that through the Secretary of Administration, the Governor and his cabinet agreed to hold a Cabinet meeting in the Library boardroom. After their meeting, the Cabinet was shown a few rare things from Special Collections, and seemed very impressed. Also, the Library will be holding a legislative spouses' tour and luncheon in February, which has been a huge success in the past. Dr. Treadway stated that if any Board members would like to attend the tour and luncheon, please let staff know and it will be facilitated. Dr. Sydnor asked if a Governor's Cabinet meeting has ever been held at the Library. Dr. Treadway replied that it was certainly the first time in this building. Dr. Sydnor moved that a resolution of appreciation be adopted by the Board to honor the occasion of the Governor's Cabinet meeting at the Library. Ms. Mayo seconded the motion. The Board agreed unanimously that a resolution of appreciation be adopted and sent to the Governor.

Dr. Treadway invited Ms. Kathy Jordan, the Library's digital initiatives and web services manager, to give a presentation regarding the Library's website and the materials available through the site. Ms. Jordan reviewed the Library's online catalog and the Virginia Memory site with the Board, as well as Historypin and Flickr Commons, which are cultural heritage collection websites that allow users to share and comment on materials.

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

Mr. Woodrum commended Dr. Treadway and the Library staff for their work. Mr. Woodrum reported that since the current contract with Dr. Treadway for her service as Librarian of Virginia would expire this June, the Executive Committee of the Board had met earlier in the day and approved a new draft contract for Dr. Treadway. Mr. Woodrum will circulate a copy of the new contract to members of the Board for their approval before the next Board meeting.

Lastly, the Board was shown a video from the Save America's Treasures Project regarding the preservation process of materials. The video focused on Thomas Jefferson's papers, a project that is funded through the Save America's Treasures grant. The staff members who created the video, Pierre Courtois, Leslie Courtois, Audrey Johnson and Paige Neal, were present at the meeting to answer any questions the Board had. The Board was very pleased with the video and thanked the staff members for their contribution.

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

None.

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

None.

#### **X. ADJOURNMENT**

There being no further business, the Board adjourned at 12:16 pm.