

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

The Library Board met on Monday, June 18, 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 10:35 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

Valerie Jean Mayo	Kathryn C. Watkins
Charles W. Sydnor Jr.	Ernestine Middleton
Cynthia V. Bailey	Peter E. Broadbent Jr.
Mark E. Emblidge	Mark D. Romer
Carole Weinstein	

Board members David Poyer, Jon Bowerbank, John S. DiYorio, and Patricia Thomas Evans were absent.

II. APPROVAL OF AGENDA

Ms. Meyera E. Oberndorf moved for the approval of the agenda and the motion was seconded by Ms. Cynthia V. Bailey. 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**

The Board unanimously approved the minutes of the April 2, 2012, Board meeting upon a motion made by Dr. Charles W. Sydnor Jr. and seconded by Dr. Mark E. Emblidge.

VII. INFORMATION ITEMS

A. Reports of Other Organizations

Mr. Peter E. Broadbent Jr. reported on behalf of the Virginia Genealogical Society (VGS). The VGS held its spring conference on April 21st at the Virginia Historical Society focusing on War of 1812 research. The conference was well attended, and VGS will be holding its fall conference in Lynchburg, Virginia, on October 13th focusing on Civil War research. Mr. Broadbent, as a member of the Virginia War of 1812 Bicentennial Commission thanked Dr. Sandra Treadway for her participation on the Commission. Lastly, on behalf of the National Genealogical Society (NGS), Mr. Broadbent announced that NGS will be holding its conference in Richmond in 2014.

President of the Friends of the Virginia State Archives, Mr. Conley Edwards, reported that the organization held its 20th annual *Straight to the Source* program at the Library on April 13th. The program's attendance of 79 was the largest in two decades. The organization's next event is the annual Slatten Lecture scheduled for September 22nd at the Library. Mr. Edwards submitted a handout for the review of the Board.

Mr. Bill Thomas reported on behalf of the Virginia Historical Records Advisory Board. Mr. Thomas thanked Mr. Carl Childs, Ms. Michelle Washington, and Dr. Treadway for their participation in the Advisory Board meeting that was recently held at Virginia Military Institute. On behalf of the James Monroe Memorial Foundation, Mr. Thomas reported that Governor McDonnell has reappointed the Foundation's Board, which will be holding a formal Board meeting next month in Fredericksburg. Mr. Thomas thanked Mr. Broadbent for his efforts regarding the reappointment of the Board. Also, Mr. Thomas, in his role as a member of the Virginia War of 1812 Bicentennial Commission, expressed his pleasure with the Commission's Op Sail event in Norfolk in early June.

B. Committee/Division Reports

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

Dr. John Metz reported that Mr. Lyn Hart, of the Library's Archives, Records and Collections Services Division, updated the Committee on the CW150 project. The project has been successful, procuring around 29,000 scanned images through approximately 150 scanning sessions throughout Virginia. Dr. Metz attributed the project's accomplishments to Mr. Hart, Ms. Laura Davis, and Ms. Renee Savits. Dr. Metz reported that Ms. Davis left earlier this spring to accept a new position at American University. In light of Ms. Davis' departure and an unsuccessful National Endowment for the Humanities (NEH) grant application, the Library has restructured the schedule and work plan for the remainder of the program. There will be fewer scanning events in 2013 so that Ms. Savits, the remaining CW 150 archivist, can devote time to cataloging and creating metadata for all the images before the program's close in 2015.

Dr. Metz reported that Governor McDonnell signed into law Senate Bill 660 regarding vital records. This redefines the way the commonwealth will handle vital records, reducing the closed period for vital records and requiring that vital records come to the Library once they are made public. The Library is in the process of creating a memorandum of agreement to detail the transfer of vital records in the public domain from the Bureau of Vital Statistics to the Library of Virginia and outline the working relationship between the Library and the Bureau.

Ms. Kathy Jordan presented the committee with an update regarding the work of the electronic records task force. The group had recommended several new staff positions as critical to the Library's electronic records program. The Library was successful in its request to the General Assembly for funding for three new positions to work with electronic records. The Library was also able to use a vacant position in the Information Technology Department to hire Ms. Susan Gray Page as the agency's electronic records policy and program coordinator.

Lastly, Dr. Metz reported that the Library just concluded a mandated review of the Board's requirement that local governments eliminate social security numbers in all public documents to better protect citizens from identity theft. The feedback received was supportive of the requirement of strict controls over the release of identity information. The Library will be making its final report within the week.

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

Dr. Gregg Kimball stated that there are many parts of the Library that are doing outreach, both digitally and in person, and reported that Mr. Carl Childs, head of the local records and circuit court program, had recently coordinated a concentrated trip to seven Virginia counties that included making presentations, inventorying collections at courthouses, arranging for the transfer of records, and speaking with the circuit court clerks regarding grants and preservation. The trip created many networking opportunities, such as one with Virginia Tech, where Tech students are processing Montgomery County records and the Library provides training and supplies. These trips are helpful in making the Library's presence known and felt throughout the state.

Dr. Kimball discussed the NEH grant the Library/Encyclopedia Virginia partnership received to fund the *Freedom to Disenfranchisement: The African American Experience in Virginia, 1861-1902* project. As the larger project is designed, the content will be created to be used as an entire piece in the Encyclopedia Virginia.

Dr. Kimball reported that two Virginia teachers have been chosen as 2012 Brown Fellowship recipients, one from the Maggie Walker Governor's School and one from Chesterfield County. The teachers will come to the Library, work with Library materials, and create lesson plans based on those original materials. The Library will also be hosting for teachers a three-day 2012 Brown Institute in collaboration with the Library of Congress focused on using primary sources in classroom teaching. In the future, the Library would like to implement regional workshops with the Brown Institute to reach different parts of the state.

Dr. Kimball reintroduced Ms. Jordan to discuss HistoryPin. Ms. Jordan explained that HistoryPin is a social networking website that shares culture, stories and experiences through pictures and locations. She reported that HistoryPin has picked up some of the photograph collections the Library posted on its Flickr site and is sharing them with its users. In honor of Queen Elizabeth's Diamond Jubilee, HistoryPin created a collection of photographs of some of the Queen's travels during her reign. Some of the pictures that are part of the collection are pictures from the Library of Virginia. The Library created its own collection of Virginia Queens throughout the commonwealth's history, filled with pictures of Peanut Queens, Tobacco Queens, Apple Blossom Queens, etc. HistoryPin admired the collection so much, they made it one of the collections of the week on their site.

- **Legislative and Finance Committee**

Ms. Bailey reported that the budget for fiscal year 2012-2013 is essentially a wash, as the dollar change is \$939, reflecting the 2 percent cut in the general fund, offset by the budget amendments that were approved by the General Assembly. Additionally, the Virginia Library Association successfully lobbied to restore the 2 percent cut in the general fund budget for state aid to local libraries, which is reflected in the Library's base budget amount.

Ms. Bailey reported that the Library is on track with expenditures for the fiscal year. The Library is planning to replace some of its vehicles that are nearly out of commission.

Lastly, she reported that the General Assembly removed the requirement that state agencies cover a portion of the cost of providing their employees a 3 percent bonus in November.

- **Nominating Committee**

Ms. Bailey pointed the Board to the report in the Board packet listing the proposed slate of officers for 2012-2013. The nominations are as follows:

- Ms. Meyera Oberndorf – Chair, Executive Committee
- Dr. Mark Emblidge – Vice Chair, Executive Committee
- Mr. Clifton Woodrum – Executive Committee
- Ms. Ernestine Middleton – Executive Committee
- Ms. Kathryn Watkins – Executive Committee
- Ms. Carole Weinstein – Executive Committee

Additionally, there will be an appointment from the Library Board as a liaison to the Foundation Board, and that appointment will be made by the new Library Board Chair. The Committee moved for the adoption of the proposed slate of officers. The Board approved unanimously.

- **Public Library Development Committee**

Ms. Valerie Jean Mayo thanked Ms. Carol Adams and Library staff for helping the Committee get through the state aid waiver requests. Ms. Mayo reported that the Committee met the previous Tuesday to review the requests in great detail. The Committee recommends granting all of the technical waivers for the following libraries:

- Alexandria Public Library
- Essex Public Library
- Hampton Public Library
- Halifax Public Library
- Halifax County/South Boston Public Library
- Iris Public Library
- J. Robert Jamerson Memorial Library
- Orange County Public Library
- Petersburg Public Library
- Prince William Public Library
- Salem Public Library

The Board voted unanimously to approve the recommended action.

Ms. Mayo reviewed the requests from libraries that failed to meet the 66% income from taxation or endowment requirement. Those libraries are as follows:

- Highland County Public Library
- Lancaster Community Library
- Northumberland Public Library

Ms. Mayo presented the Committee's recommendation to grant the waiver requests for the libraries. The motion was seconded by Ms. Bailey. The Board voted unanimously to approve the requests.

Ms. Mayo reviewed the libraries that failed to meet 50% of the median local expenditure per capita. Those libraries are as follows:

- Craig County
- Madison County Library, Inc.
- Lancaster Community Library
- Richmond County Public Library
- Fluvanna County Public Library
- Northumberland Public Library
- Central Virginia Regional Library
- Eastern Shore Public Library
- Massanutten Regional Library
- Galax Carroll Regional Library
- C.P. Jones Memorial Library
- Heritage Library

Ms. Mayo presented the Committee's recommendation that the Board grant the submitted waiver requests. The motion was seconded by Ms. Oberndorf. The Board voted unanimously to approve the requests.

Ms. Mayo reviewed the list of libraries that had asked for waivers from the Board's requirement concerning a decrease in local expenditures from the previous reporting year. Those libraries are as follows:

- Amherst County Public Library
- Arlington County Public Library
- Blue Ridge Regional Library
- Bristol Public Library
- Caroline Library Inc.
- Chesterfield County Public Library
- Culpeper County Library
- Fairfax County Public Library

- Fauquier County Public Library
- Handley Regional Library
- Mary Riley Styles Library
- Meherrin Regional Library
- Newport News Public Library
- Pamunkey Regional Library
- Roanoke City Public Library
- Shenandoah County Library
- Suffolk Library
- Virginia Beach Public Library
- Williamsburg Regional Library

The Committee recommended approving all of the waiver requests, but asked that Library Development staff send cautionary letters to ~~some of~~ the libraries to detail possible issues with future waiver requests. Mr. Broadbent suggested that it might be time to start reexamining the requirements for waiver requests. Ms. Mayo responded that the Committee has been discussing that, but there may be a better time to take action, since the economy tends to be a major factor. Ms. Mayo moved for the approval of the waivers, seconded by Ms. Oberndorf. The Board unanimously approved the waiver requests.

Lastly, Ms. Mayo moved for approval of the amounts contained in the Fiscal Year 2012 State Aid to Localities and Fiscal Year 2013 Final State Aid document in the Board packet. The motion was seconded by Ms. Oberndorf. The Board unanimously approved the motion.

• **The Library of Virginia Foundation Committee**

Ms. Bailey reminded Board members that if it is their time to do so, to please donate before the end of the fiscal year. The status report regarding commitments received through corporate giving and foundations was reviewed.

Ms. Bailey stated that the Foundation is pursuing connections with the Virginia Bar Association, various law firms and local bar associations, the National Center for State Courts and the Oliver Hill Foundation, and invited any Board members with ties to these groups to relay that to the Foundation staff. Staff is also pursuing grants from Dominion and the Heinz Foundation to support the *To Be Sold* and *Flora of Virginia* exhibitions.

Ms. Bailey handed out the revised 2012 Literary Festival schedule of events.

C. Report of the Librarian of Virginia

Dr. Treadway reported that the strategic planning process the Library has been going through for more than a year is coming to fruition. The strategic plan has four broad goals, and the Library has a process in place to achieve the goals. Sixty to seventy percent of staff is serving on teams to implement various aspects of the strategic plan. For example, one team will be looking at the Library's collection policy to determine the best way to focus limited resources on what users need and want and another group will be studying the most efficient use of Library space.

Dr. Treadway relayed to the Board that the American Library Association recently submitted a bill to Congress to add state libraries to the list of entities eligible to receive federal funding for assistance with job applications and workforce development for the

unemployed. Also, she reported that she had written to Congress on the Library's behalf in response to a request from the Council of State Archivists in support of an increase in the federal appropriation for the National Historical Publications and Records Commission. NHPRC funds support the Library's State Historical Records Advisory Board and other important archival activities throughout Virginia.

Dr. Treadway stated that the Library is already planning for the National Genealogical Society's 2014 Conference, which will be held in Richmond with some events taking place at the Library.

In July, the National Governors' Association will be meeting in Williamsburg, Virginia. As part of the activities for the spouses of the governors attending the conference, on July 14th, First Lady Maureen McDonnell will be bringing a group to the Library to tour some of the rare items in our collection. Dr. Treadway invited any Board members who would like to attend the tour for the governors' spouses to do so.

Finally, Dr. Treadway reminded Board members that the annual appreciation luncheon would be held immediately following the conclusion of the Board meeting that morning.

Ms. Carole Weinstein asked if as part of the strategic planning process the Board examined its own practices that are not mandated by the Code of Virginia. Dr. Treadway stated that the strategic plan did not address the Board's practices, but that she had planned to work with the Board to reevaluate its procedures in the fall. She asked that Board members begin to reflect over the summer regarding the frequency, content, and length of Board meetings and compile any suggested changes they might have. Ms. Weinstein pointed to the proposed schedule of Board meetings for 2012-2013 included in the Board packet and asked when the schedule would be discussed. Dr. Treadway stated that the schedule would be discussed and voted on at the end of the Board meeting that day. Ms. Weinstein stated that she would like to know how many people attend each Board meeting and how the Library Board for the Library of Virginia compares in number to the library boards in other states, whether the boards in other states are appointed members, or if there are some members who are appointed and other members who join the board through different processes. Mr. Woodrum responded that other states have different methods of creating library boards, and so it would be difficult to compare on a state by state basis. Also, he stated that there was a library study done some years ago that noted that it was very difficult to make a comparison between state libraries as no two had exactly the same programs, responsibilities, and mission. He offered that the Library of Virginia is particularly unique because it is also the archival agency for the state. Dr. Treadway stated that the Institute of Museum and Library Services does do a survey of all of the state libraries, which is compiled into a report that the Board is welcome to examine. Ms. Weinstein relayed to the Board that one of her concerns is that the term limits for Board members are such that by the time members get the hang of things, their terms are over. Mr. Woodrum acknowledged that the questions and concerns are certainly relevant, and Dr. Treadway replied that she will pull the requested information together and put it on the agenda for a discussion at the September Board meeting.

Mr. Mark D. Romer asked if in light of the National Genealogical Society's conference being held in Richmond, the Library was making connections with Ancestry.com for some sort of partnership. Mr. Broadbent responded that Ancestry.com is usually a major sponsor of the conference. He stated that he is unsure of what Ancestry.com could do to help the Library, but noted that a connection has already been made with the company to work on the vital records project that was discussed earlier.

D. Report of the Chair

Mr. Woodrum stated that there are three Board members rotating off of the Library Board. He submitted for the approval of the full Board a resolution for each departing Board member. The resolution for Dr. Charles W. Sydnor Jr. read as follows:

WHEREAS Dr. Charles W. Sydnor Jr. was appointed to the Library Board by Governor Mark R. Warner in 2002, and served on the Board through June 2012; and

WHEREAS he served with distinction as chair of the Library Board from July 1, 2006, through June 30, 2007, and

WHEREAS Dr. Sydnor brought a needed perspective on legislative matters from his service in higher education and with the Commonwealth Public Broadcasting Corporation; and

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

WHEREAS his expertise as an author and speechwriter in research in libraries and archives and in dealing with complex legislative and budget issues helped the Library Board move the Library of Virginia forward, and now therefore

BE IT RESOLVED by the Library Board on this the 18th day of June 2012, that we recognize Dr. Charles W. Sydnor 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 Dr. Sydnor, as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

The motion for adoption of the resolution was seconded by Ms. Weinstein. The Board voted unanimously to adopt the resolution.

The resolution for Captain David Poyer read as follows:

WHEREAS Captain David Poyer was appointed to the Library Board by Governor Timothy M. Kaine in 2007, and served on the Board through June 2012; and

WHEREAS he served with distinction as a member of the Archives and Information Services, Collections, Public Library Development, and Education, Outreach, and Research Services committees of the Board, and

WHEREAS Captain David Poyer shared with the Board his perspective as an avid supporter of local libraries; and

WHEREAS his skill as a researcher and author and his love of history and books was evident to all; and

WHEREAS his knowledge of local library issues and governance was instrumental in helping the Library Board deal with funding issues related to public libraries, and now therefore

BE IT RESOLVED by the Library Board on this the 18th day of June 2012, that we recognize Captain David Poyer for his outstanding 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 Captain David Poyer, as a token of the Board's gratitude for his service to the Library Board and to the Commonwealth of Virginia.

The motion for adoption of the resolution was seconded by Ms. Bailey. The Board voted unanimously to adopt the resolution.

The resolution for Ms. Cynthia V. Bailey read as follows:

WHEREAS Cynthia V. Bailey was appointed to the Library Board by Governor Timothy M. Kaine in 2009, and served on the Board through June 2012; and

WHEREAS she served with distinction as a member of the Archives, Collections, and Records Management, Legislative and Finance, Public Library Development, and Nominating committees of the Board, and

WHEREAS Cynthia V. Bailey brought a needed perspective on legislative and governmental matters from her service in state government; and

WHEREAS her interest in history, books, and the Library of Virginia was evident to all; and

WHEREAS her expertise in law, nonprofits, and government was instrumental in helping the Library Board deal with complex legislative and budget issues, and now therefore

BE IT RESOLVED by the Library Board on this the 18th day of June 2012, that we recognize Cynthia V. Bailey for her 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 Cynthia V. Bailey, as a token of the Board's gratitude for her service to the Library Board and to the Commonwealth of Virginia.

The motion for adoption of the resolution was seconded by Dr. Sydnor. The Board voted unanimously to adopt the resolution.

Mr. Woodrum asked for amendments to the proposed 2012-2013 Board meeting dates found in the Board packet. Hearing none, Ms. Mayo moved for adoption of the schedule, which was seconded by Ms. Oberndorf and unanimously agreed upon by the Board.

Mr. Woodrum concluded that his tenure as Chair of the Library Board has been in the best of times and worst of times for the Library. He noted the difficult economic situation encumbering the state, and praised the staff at the Library for its efforts to thrive in such an economy. Mr. Woodrum reminded the Board of the importance of the functions of a library in such times, and relayed his pride and excitement in having been part of the Library Board and as its Chair. He passed the gavel to Ms. Oberndorf, who will be succeeding Mr. Woodrum as Chair of the Library Board.

Ms. Oberndorf thanked Mr. Woodrum for his service to the Board.

VIII. OLD OR NEW BUSINESS

None.

IX. ACTION ITEMS

- Approval of the Nominating Committee's Proposed Slate of Officers for 2012-2013
- Approval of the Public Library Development Committee's Recommendations on State Aid Grants and Waivers
- Approval of the Proposed Schedule of Library Board Meetings for 2012-2013

X. ADJOURNMENT

There being no further business, the Board adjourned at 12:24 p.m.