

THE LIBRARY BOARD
The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000

SUMMARY OF BOARD MINUTES
Library Board Meeting of September 22, 2003
10:30 a.m. Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Peter E. Broadbent, Jr., Chair
F. Claiborne Johnston, Jr. moved to nominate Sandra G. Treadway, Deputy Librarian, to serve as acting secretary for this Board meeting in the absence of Nolan T. Yelich, secretary to the Board. The motion was seconded and unanimously approved by the Board.
- II. Approval of Agenda The Board
The Chair advised that a corrected agenda had been distributed. Charles W. Sydnor, Jr. moved for the approval of the corrected agenda, which was seconded and unanimously passed by the Board.
- III. Welcome to Visitors and Staff Peter E. Broadbent, Jr.
- IV. Announcements
There were no announcements.
- V. Public Comment
There was no public comment.
- VI. Consent Agenda The Board
 - Approve the Library Board Minutes of June 16, 2003
Mr. Johnston moved for approval of the Consent Agenda including the minutes of June 16, 2003. The motion was seconded and the Library Board voted unanimously for approval of the entire Consent Agenda.
- VII. Information Items
- A. Reports from Other Organizations
The president of the Friends of the Virginia State Archives gave details of the upcoming Richard Slatten fall seminar and updated the Board on that organization's projects.

Peter E. Broadbent, Jr. reported on the activities of the Virginia Genealogical Society. The Genealogical Research Institute of Virginia won first place for the second time in the 2003 Newsletter Competition for major genealogical societies.
- B. Report from the Office of the Attorney General Alison Paige Landry
The senior assistant Attorney General provided an overview of the Risk Management Plan, the Freedom of Information Act and the Conflict of Interest Act for the board members.
- C. Committee Reports
- Archival and Information Services Committee F. Claiborne Johnston, Jr.

The division director provided an update of the Library's current visitation and use statistics as well as a report on activities planned for Archives Week in Virginia, October 12-18, 2003. The Board was updated on the status of the continuing projects including the microfilming of the Brock Collection at the Huntington Library, the rearrangement of the Library's main collection on the public floor, the cooperative Civil War map project with the Library of Congress, the recent agreement between Barter Theatre and the Library of Virginia concerning the Barter Archives and the new integrated library system.

• **Collection Management Services Committee** Franklin E. Robeson
The Committee heard reports from each department director explaining that department's functions and projects. The division director highlighted these reports as well as steps taken to protect the collections during Hurricane Isabel.

• **Legislative and Finance Committee** Dylyce P. Clarke
The Facilities director updated the Board on the Library's environmental conditions and the progress made by the Department of General Services to resolve these building-related issues. The division director reported on the Library's 2004-2006 biennial budget, the Library's fiscal year 2004 operating budget, and the Statement of Financial Condition as of August 31, 2003.

• **Public Library Development Committee** Fran M. Sadler
The division director highlighted the report from the Certification Task Force and the recommendation from the Public Library Development Committee adopted at the June meeting. Since there are unanswered questions regarding this issue, it will not be brought to the Board until November. The director reported on the Children's Internet Protection Act and the use of filters. The director also updated the Board on the Summer Reading Program, State Aid, Library Trustee Workshops, the expanding FindItVirginia database and its companion database, AskItVirginia. The director commented on the effects of Hurricane Isabel on the various public libraries.

• **Publications and Educational Services Committee** Christopher M. Marston
The committee members were introduced to the department's staff who presented reports on current projects and activities. The Collection Management Services Division director updated the Board on other activities including the recently published Unboxing of Henry Brown and the accompanying October symposium. Future public programs were also highlighted. If a funding request to support the Dictionary of Virginia Biography project is successful, it will improve the publication schedule.

• **Records Management Committee** Charles W. Sydnor, Jr.
The division director described how that department can provide disaster recovery assistance to the counties hit by Hurricane Isabel. Both the electronic records coordinator position and the manager of records analysis position have been filled; however, the department has lost two more staff members. The director summarized the proposed regulations for the destruction of records containing social security numbers. Efforts continue to update the Public Records Act, especially in light of increasing importance of electronic records.

• **The Library of Virginia Foundation Committee** Franklin E. Robeson
The executive director thanked the Board for their support. The Literary Awards Celebration scheduled for September 20 had to be cancelled due to Hurricane Isabel. The director reported on the challenges of reprinting the Virginia in Maps book. A cultivation event is being planned. The Library Shop is requesting a business plan from students at a local university.

D. Report of the Executive Committee

Peter E. Broadbent, Jr.

The Executive Committee has not met since the last Board meeting.

E. Report of the Chair

Peter E. Broadbent, Jr.

The chair summarized the activities and meetings he has attended as chair of the Library Board. He also updated the Board on the status of the Information Technology staff being transferred to the Virginia Information Technology Agency.

F. Report of the Librarian of Virginia

Nolan T. Yelich

The Deputy Librarian, reporting in the absence of the Librarian, welcomed the new Board members and called the Board's attention to the updated Library Board Handbook. She commented on the strategic planning process that the Library staff is engaged in to determine how the Library can build back some of the programs and expertise that were eliminated or severely reduced by the State budget reductions last fall. The staff was commended for their diligence in preparing the Library and its collections for Hurricane Isabel and the efforts to notify guests about the cancellation of the Literary Awards Celebration.

VIII. Old or New Business

There was discussion about the Librarian Certification issue, and several Board members requested more information about this topic.

Gilbert E. Butler, Jr. made a motion to appoint Fran M. Sadler and Wendy C. Sydnor to fill the two vacant positions on the Library of Virginia Foundation Committee. The motion was seconded and passed unanimously.

IX. Action Items

There were no action items.

X. Adjournment

Peter E. Broadbent, Jr.

There being no further business, Christopher M. Marston moved for adjournment of the meeting. The motion was seconded and the meeting adjourned at 12:30 p.m.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on November 17, 2003.**