

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of June 14, 2004
10:30 a.m. Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Peter E. Broadbent, Jr., Chair
- II. Approval of Agenda The Board
Charles W. Sydnor, Jr. moved for approval of the 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
 - Approval of the Library Board Minutes of March 15, 2004
Fran M. Sadler moved for acceptance of the Consent Agenda consisting of the March 15, 2004 Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda.
- VII. Information Items
- A. Reports from Other Organizations
Dr. Dorothy Boyd-Rush, on behalf of the Virginia Genealogical Society, expressed appreciation to the Library for hosting the spring conference on April 17, 2004. The annual meeting of the Genealogical Research Institute of Virginia will be held August 1-5, 2004, at Roslyn in Richmond, Virginia.
- G. William Thomas, III, president of the Friends of the Virginia State Archives, distributed their current newsletter and highlighted some of its articles. He thanked Peter E. Broadbent, Jr. for his work with the Friends.*
- B. Committee Reports
- Archival and Information Services Committee F. Claiborne Johnston, Jr.

The division director reported that the committee along with the Collection Management Services committee continued the tour of the Library from the previous Board meeting. They toured the preservation microfilming studio that will be used for a joint partnership between the Library and Online Computer Library Center (OCLC) Preservation Services. It is scheduled to begin operations on July 1, 2004. The director highlighted the division's activities including a cooperative map project with Virginia Commonwealth University and a project with the Virginia Museum of Fine Arts concerning the museum's early records. Current visitation and use statistics were summarized. The Board viewed a recently restored volume of George Washington's manuscripts. The director commented on the factors enabling the Library to resume public service hours on Mondays beginning September 13, 2004.

- **Collection Management Services Committee** Franklin E. Robeson
A brief explanation of the Adopt-A-Book program was given by the division director. Expenditures for the division are on target. Current subscriptions have been prepaid for another year; however, the 300 subscriptions lost because of budget reductions were not reinstituted. A prepayment was also made to Solinet for online cataloging. The Library has acquired a few new accessions. The director further elaborated on the microfilm services recently contracted with OCLC.

- **Legislative and Finance Committee** Wendy C. Sydnor
The facilities director updated the Board on the environmental conditions in the Library building. Mrs. Sydnor summarized the committee's role and activity with the environmental problems. On behalf of the committee, she asked the Board chair to send a letter to the Secretary of Education concerning the Library building's water leakage problems after a rain storm on June 10, 2004.

The division director gave an overview of the latest events regarding the implementation of the Virginia Information Technologies Agency (VITA) program and how it affects the Library's federal funding. Mrs. Sydnor commented that the committee had discussed this situation and recommended that a copy of the Institute of Museum and Library Services letter be sent to VITA to clarify how federal funding will be affected. VITA has requested the signed agreement be returned by June 18, 2004; however, Mrs. Sydnor, on behalf of the committee, read a resolution stating that the Library Board directs the Librarian of Virginia to refrain from signing any revised Executive Agreement with VITA until the issues are resolved. There was discussion resulting in one amendment to the resolution eliminating the word "such" from the Resolution's fourth paragraph. The Board voted unanimously to approve the amended Resolution.

The division director highlighted the "Statement of Financial Condition as of May 31, 2004" which is on target. The director explained how the Library plans to hire staff in order to open the Library on Mondays and to replace vacant positions. The 2005 budget was also reviewed.

- **Public Library Development Committee** Fran M. Sadler

Fran M. Sadler reported the committee was updated on the Summer Reading Program, public library director vacancies, the Gates Foundation grant, and the proposed State Aid. The division assistant director reviewed the proposed grants-in-aid for fiscal year 2004-2005 and the requests for waivers from State Aid requirements. Mrs. Sadler, on behalf of the committee, recommended approval of all proposed State Aid waivers for the "Requirements Which Must Be Met In Order to Receive Grants-In-Aid" including the waiver for the new Craig County Public Library. The committee also recommended that a letter signed by the Board chair be sent to the five libraries that have failed to meet 50 percent of the median local expenditure per capita for five years. The letter will express the Board's concerns regarding the longevity of their shortfall in meeting these requirements and ask if the Library of Virginia could help the libraries develop strategies to meet these funding requirements. There was some discussion and the Board voted to approve all waiver requests plus the letters to the five libraries.

Mrs. Sadler summarized the budget for the Fiscal Year 2005 Library Services and Technology Act. There were no questions. The committee voted 7-1 to recommend this budget for approval to the Board. Mr. Broadbent explained why he voted against the budget in the committee meeting. There was discussion about the \$1.8 million database cost, particularly the cost for the Kindergarten-12 grades. The Board voted 11-2 in favor of the proposed budget.

- Publications and Educational Services Committee Christopher M. Marston
Christopher M. Marston announced that the Dictionary of Virginia Biography project has received an endowment from the National Endowment for the Humanities to support three additional staff, and he reported on the recruitment status as well as the publishing date of Volume III. A reprint of Cavaliers and Pioneers has been completed. The next exhibit, Working Out her Destiny, opens on August 2, and Mr. Marston gave details about this event. He also highlighted future exhibits and announced plans for a catalog focusing on the art in the Virginia Capitol building.

- Records Management Committee Charles W. Sydnor, Jr.
Charles W. Sydnor, Jr., on behalf of the committee, moved for the adoption of the "Regulations for the Destruction of Records Containing Social Security Numbers." The Board voted unanimously to adopt this document. The division director updated the Board on the legislative study of the Virginia Public Records Act. A report on the effects electronic records will have on the library will be presented at a future date. Guidelines for state and local agencies about electronic records will also be prepared and published during the upcoming year.

- The Library of Virginia Foundation Committee Franklin E. Robeson
Franklin E. Robeson reported the Annual Fund has reached its goal of \$175,000, but the goal of \$95,000 for unrestricted gifts remains a looming target. Library Board participation for the Annual Fund is 73 percent. Mr. Robeson summarized the recently held education programs and cultivation events. An executive Masters of Business Administration team from Virginia Commonwealth University completed their study of the Library Shop and presented the results to the Foundation's board of directors. The Public Relations/Marketing committee is currently reviewing the findings and will make a recommendation. Dr. Robeson also gave details about upcoming events.

- Nominating Committee

Gilbert E. Butler, Jr., chair of the Nominating Committee, reminded the Board of the slate of officers and the Executive Committee members presented at the March 15, 2004 meeting. It was proposed that the incoming Board chair be allowed to appoint the two committee positions for the Library of Virginia Foundation. Mr. Butler, on behalf of the committee, moved to approve the nominations and the Board voted unanimously to accept the slate as presented.

C. Report of the Executive Committee

Peter E. Broadbent, Jr.

The Executive Committee met the morning of June 14, 2004 to review the Librarian of Virginia's performance and goals for the previous year and also to review the proposed goals for 2004-2005. Based on its findings, the Executive Committee recommended the following for the Board's approval: (1) the Librarian's goals for 2004-2005 as distributed, (2) the extension of the Librarian's contract for one additional year, and (3) a five percent bonus to the Librarian in addition to the base salary. Mr. Broadbent asked if any Board member wished to go into closed session to discuss this matter and there was no request for a closed session. There was some discussion to clarify the length of the contract; however, there was no other discussion and the Board voted unanimously to approve all three recommendations.

D. Report of the Chair

Peter E. Broadbent, Jr.

Mr. Broadbent summarized his activities as chair since the last meeting. He commented on the accomplishments by staff in spite of obstacles. He thanked all the Board members for their involvement and active support for the Library and recognized the three members whose terms expire June 30, 2004. Mr. Broadbent congratulated the new chair, Franklin E. Robeson.

E. Report of the Librarian of Virginia

Nolan T. Yelich

Nolan T. Yelich, the Librarian of Virginia, provided an update on the absent Board members. He commented on the issues presented to the Board including the VITA program, the review of the Public Records Act, and the planned reopening of the Library on Mondays. He reminded the Board of the joint luncheon with the Foundation Board members. He thanked the Board and the chair for their support and work during the past year. He also recognized those Board members whose terms are about to expire for their hard work in the past years.

VIII. Old or New Business

There was no old or new business.

IX. Action Items

• Public Library Development Committee

Fran M. Sadler

- Proposed State-Aid Grants and Waivers
- Proposed Federal-Aid Budget

The Board
The Board

A vote was taken on these items during the committee report.

• Records Management Committee

Charles W. Sydnor, Jr.

- Regulations for the Destruction of Records Containing Social Security Numbers

The Board

A vote was taken on this item during the committee report.

• Executive Committee

Peter E. Broadbent, Jr.

- Evaluation of the Librarian of Virginia

The Board

A vote was taken on this item during the committee report.

• Nominating Committee

Gilbert E. Butler, Jr.

- Election of Officers

The Board

A vote was taken on these items during the committee report.

- Comments by the Incoming Board Chair

Dr. Robeson provided his comments and views for the coming year. On behalf of the Board, he distributed tokens of appreciation to those members whose terms expire June 30, 2004. He extended a special thanks to Mr. Broadbent for his leadership in the past year and presented a gift to him on behalf of the Board.

- Adopt Schedule of Meeting Dates

The Board

Dr. Sydnor moved to approve the meeting schedule for September, November, March and June for the next year with the January meeting date to be considered later. The motion was seconded and unanimously approved by the Board.

X. Adjournment

Incoming Board Chair

There being no further business, Bobbie B. Hudson moved to adjourn the meeting. The motion was seconded and the Library Board voted unanimously to adjourn at 12:25 p.m.

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**Full Board Minutes will be posted within three working days following the
Library Board Meeting on September 20, 2004.**