

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

**SUMMARY OF BOARD MINUTES**  
**Library Board Meeting of June 13, 2005**  
**10:00 a.m. Meeting Room 2M.020 (Floor 2M)**

- I. Call to Order/Quorum Franklin E. Robeson, Chair  
*Franklin E. Robeson, chair, called the annual meeting to order. A quorum was present.*
- II. Approval of Agenda The Board  
*Christopher M. Marston moved to approve the agenda, which motion was seconded and unanimously passed by the Board.*
- III. Welcome to Visitors and Staff Franklin E. Robeson
- IV. Announcements  
*Nolan T. Yelich, Librarian of Virginia, announced that the Board would recess at approximately 10:35 a.m. for the Board to attend the dedication and renaming of the old State Library & Supreme Court of Virginia building.*
- V. Public Comment  
*Ronald S. Kozlowski, a retired library administrator, commented on the change in the Code of Virginia regarding qualifications for counties receiving State Aid to have a certified professional librarian as director. As a private citizen and 40-year library administrator active at the national level, he expressed concern that Virginia had lowered its State-Aid requirements while neighboring states have tightened qualification requirements especially with regards to certification. It is his hope that the Virginia library community will take action on this issue.*
- VI. Consent Agenda The Board  
• Approval of the Library Board Minutes of March 14, 2005  
*Charles W. Sydnor Jr. moved for acceptance of the Consent Agenda consisting of the March 14, 2005 minutes. The motion was seconded, and the Library Board voted unanimously to accept the Consent Agenda including the March minutes.*
- VII. Information Items  
A. Reports from Other Organizations  
*Gerald M. McKenna, library director for Henrico County and president of the Virginia Public Library Directors Association, read a statement affirmed at the April 2005 Virginia Public Library Directors Association meeting supporting the value of the Master of Library Science degree.*  
  
*George William Thomas Jr., president of the Friends of the Virginia State Archives, highlighted the articles in the Friends' spring newsletter. Carolyn L. Barkley, vice president, presented a check to Conley Edwards, state archivist, for \$500. This is the Friends Annual Dennis Hallerman Memorial Archives Scholarship Fund for attendance of a staff member at the Modern Archives Institute. The second donation of \$200, in honor of Mr. Edwards, will help support the reception for the National Association of Government Archivists and Records Administrators Conference to be held in Richmond during July,*

*Peter E. Broadbent Jr., president of the Virginia Genealogy Society, reported on that organization's upcoming events.*

## **B. Committee Reports**

- **Archival and Information Services Committee**

Charles W. Sydnor Jr.

*The division director elaborated on the accomplishments of the division during the past year that included (1) resumption of Monday service hours on January 13, 2004; (2) opening of the preservation microfilming lab; (3) the Civil War Maps project; and (4) additional patron services and resources. He commented that these accomplishments are due to the efforts of the staff and their commitment to public service. The director updated the Board on the funding status of the National Historical Publications and Records Commission and the lobbying efforts to have funding restored. The Board viewed the new Donate your Legislative and Campaign Files brochure that was included in a mailing to prospective donors. The National Association of Government Archives and Administrators will meet in Richmond in July 2005. Visitation figures as of the end of May have exceeded last year's figures for the same time.*

- **Collection Management Services Committee**

John S. DiYorio

*In response to a question inquiring which materials, if any, does the Library deaccession, the division director stated that the Library does not deaccession. He summarized the various procedures followed for accepting collections, and when appropriate, declining entire or portions of collections and culling duplicate or unrelated materials. Once a collection is accepted and undergoes the required processes, it is a permanent collection. The committee heard a report on the goals of the new Local Records Services Program that consolidated several functions including processing, fieldwork, and the grant programs within a single department. The division manager for the federal and state documents program updated the committee on the progress of the Joint Legislative Study Commission that is reviewing the Virginia Public Records Act and the Library's State Documents Program.*

*The Board recessed at 10:35 a.m. for the dedication and renaming of the old State Library and Supreme Court of Virginia building. The meeting reconvened at 11:55 a.m. Because of the tight time schedule, Mr. Broadbent moved to amend the agenda so that the Board could vote on the actions items. Motion was seconded and unanimously carried.*

## **IX. Action Items**

- **Public Library Development Committee**

Mary G. Haviland

- **Proposed State-Aid Grants and Waivers**

The Board

*Mary G. Haviland reported that the Public Library Development committee unanimously approved and recommends to the Board the proposed State Aid budget for fiscal year 2005-2006 including the waivers as requested. As committee chair, Ms. Haviland moved for approval. There was no discussion and the Board voted unanimously to approve the State Aid budget and the requested waivers.*

- **Proposed Federal Aid Budget**

The Board

*Ms. Haviland reported that the committee reviewed and approved with one abstention the proposed Federal Aid Budget for fiscal year 2005-2006. On behalf of the committee, she recommended that the Board accept the budget. There was no discussion and the Board approved the proposed budget.*

- **Executive Committee**

Franklin E. Robeson

- **Evaluation of the Librarian of Virginia**

The Board

*The Executive Committee met and discussed the Librarian's performance over the last year as well as his stated goals and aspirations for the coming year. In addition, the committee made recommendation for the supplemental stipend funded through the Foundation. Also, State employees*

*with more than five years can be awarded a salary increase of \$50 per year for each year of service beyond five. This was passed by the General Assembly. The Librarian has 37 years of service, and Mr. Sydnor, on behalf of the committee, moved that the Board adopt the committee's recommendations. There was no discussion and all voted to accept the recommendations.*

- Proposed Schedule of 2005-2006 Meeting Dates

Franklin E. Robeson

*Mr. Marston moved to amend the proposed schedule so that the Legislative Reception would be held on January 26 and the Board Meeting on January 27, 2006. All other proposed dates remain the same. The motion was seconded and unanimously approved by the Board.*

- Nominating Committee

Peter E. Broadbent Jr.

- Election of Officers

The Board

*Mr. Broadbent, chair of the Nominating Committee, reminded the Board of the slate of officers presented at the March 14, 2005 meeting. Mr. Broadbent, on behalf of the committee, moved to approve the nominations and the Board voted unanimously to accept the slate as presented. Mr. Marston, the new chair, recommended Stephen E. Story for the vacant position on the Foundation Board, and this was accepted by the Library Board.*

- Comments by the Incoming Board Chair

*(Since this agenda item did not require a vote, it was returned to the original "IX" formatting and the Board resumed hearing reports under "VII. Information Items.")*

## VII. Information Items (cont'd.)

- Legislative and Finance Committee

Gilbert E. Butler Jr.

*The division director invited the Board members to visit the newly opened Virginia Shop. She reviewed the Library's Statement of Financial Condition as of May 31, 2005, and reported that spending is on target. Budget preparation and strategic planning for the new fiscal year have begun and the director advised the due dates for the base budget and the budget decision package. Gilbert E. Butler Jr. congratulated the division on the outcome of the recent state audit wherein not a single question or issue was raised. Mr. Yelich reminded the Board of the strategic planning meeting scheduled for July 11 and summarized the issues to be discussed. Sandra G. Treadway, Deputy Librarian, further commented on how the strategic planning process will be linked to the budget process in planning future goals.*

- Public Library Development Committee

Mary G. Haviland

*The division director called the Board's attention to the Public Library Study. A report will be presented to the Board at the September meeting. He updated the Board on the vacant library director positions in the state as well as other recently filled director positions.*

- Publications and Education Services Committee

Christopher M. Marston

*The Publications and Education Services branch is returning to its former status as a division effective June 25 and will contain fifteen employees. A search has begun for a division director. The Library's next publication, A Capital Collection, should arrive the week of June 20. Mr. Marston also highlighted the status of other projects.*

- Records Management Committee

Henry Wiencek

*Henry Wiencek announced that Robert F. Nawrocki, division director, will be leaving the library at the end of the month to accept a new position out of state. Mr. Nawrocki reviewed the division's accomplishments over the past year. Two other ongoing major events include replacing the electronic management software for records at the Records Center and the Study Commission on the Virginia Public Records Act.*

• The Library of Virginia Foundation Committee Franklin E. Robeson  
The 8<sup>th</sup> Annual Library of Virginia Celebration Honoring Virginia Authors & Friends *will be held on October 15, 2005, and efforts are underway to align additional support for this event. The Gallery renovation fundraising is continuing its success. Board members received a DVD copy of the Library's awareness film. The Library Board currently has 73 percent participation in the Semper Virginia Society.*

• Nominating Committee Peter E. Broadbent Jr.  
*(This report was presented earlier under Action Items.)*

C. Report of the Executive Committee Franklin E. Robeson  
*(This report was presented earlier under Action Items.)*

D. Report of the Chair Franklin E. Robeson  
*Dr. Robeson reported on his recent activities. He commented on the challenges facing the Board in light of the Public Library Study's interim committee report. He expressed his appreciation for the opportunity to serve as the Board chair and thanked the staff and the Board for their support.*

E. Report of the Librarian of Virginia Nolan T. Yelich  
*Mr. Yelich thanked Dr. Robeson for his leadership as well as all the members of the Board and the staff for their hard work during the past year. He encouraged Board members to cultivate support for the Library. Mr. Yelich thanked Mr. Nawrocki for his work at the Library and wished him well in his future endeavors. The Library's new awareness film will be shown during the joint luncheon with the Foundation Board.*

VIII. Old or New Business  
*There was no old or new business.*

IX. Action Items (cont'd)  
• Comments by the Incoming Board Chair  
*Mr. Marston thanked the Board for their support and commented that he hoped to revise the meeting structure, but it would depend on the Board's By-Laws. He encouraged Board members to complete their committee wish list.*

X. Adjournment Franklin E. Robeson  
*There being no further business, 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 September 19, 2005.**