

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of September 19, 2005
10:30 a.m. Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum Christopher M. Marston, Chair
The meeting was called to order at 11:10. (The meeting was delayed due to the presentation on the Virginia Public Libraries Study Report presented before the Board meeting.)
- II. Approval of Agenda The Board
The Board accepted the agenda as submitted.
- III. Welcome to Visitors and Staff Christopher M. Marston
- 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 June 13, 2005
Charles W. Sydnor, Jr. moved for acceptance of the Consent Agenda consisting of the June 13, 2005 Library Board minutes. The motion was seconded and the Library Board voted unanimously to accept the Consent Agenda and the June minutes.
- VII. Information Items
- A. Report from the Office of the Attorney General Alison Paige Landry
Alison Paige Landry, Senior Assistant Attorney General, provided an overview of the Board's duties and powers as a "policy board" and she explained the board's legal relationship with the Office of the Attorney General. Ms. Landry reviewed the Board's liabilities and responsibilities and the procedures the Board should follow regarding the Freedom of Information Act, the Conflict of Interest Act, and the Risk Management Plan.
- B. Reports from Other Organizations
George William Thomas, Jr., president of the Friends of the Virginia State Archives, invited the Board to the Richard Slatten fall seminar scheduled for October 22, 2005.
- C. Staff Reports
- Archival and Information Services Sandra G. Treadway
Sandra G. Treadway, Deputy Librarian, updated the Board on the status of the search for the new division director following Conley Edwards's move to head the Records Management Services Division. She elaborated on the qualifications needed to fill this position. Dr. Treadway announced the various programs planned for Archives Week in Virginia, which begins on October 10. Highlights from the annual report for fiscal year 2005 included reopening on Mondays, inaugurating wireless services at the Library, developing the capability of an on-line interactive chat line utilizing QuestionPoint software, and providing the availability of a Newsbank database.

- Collection Management Services

Edward D. C. Campbell, Jr.

Edward D. C. Campbell, Jr., division director, gave an overview of the division's organizational process since 1995. This division now consists of five programs: State and Federal Documents, the Virginia Newspaper Project, Library Technical Services, Special Collections, and coordination of the Conservation-Preservation program. Dr. Campbell reported on each program's responsibilities, staffing, and budget. The Board was updated on the progress of the Joint Legislative Study Committee and its work group toward codification of the Library's statewide State Documents Depository System and its authority, processes, and reporting functions.

The Board agreed to hear the Legislative and Finance report following all other reports.

- Public Library Development

Elizabeth M. Lewis

Elizabeth M. Lewis, the division assistant director, distributed the first projections for State Aid for 2007. She thanked the Board members for attending the Himmel & Wilson presentation on the Virginia Public Libraries Study Report. Ms. Lewis will attend the annual meeting of the Library Services and Technology Act coordinators on November 14, 2005, which will focus on the next five-year evaluation. Several workshops are planned for Library trustees, and Board members are invited to attend. The printing of the new edition of the Trustees Handbook is near completion. It is expected that the upcoming Summer Reading workshops will train approximately 300–400 children's services librarians. Ms. Lewis updated the Board on Library director vacancies and new hires.

- Publications and Educational Services

Gregg D. Kimball

Gregg D. Kimball, The division director, thanked Dr. Campbell for his mentorship of this division while it was under Collection Management Services. Dr. Kimball reported that the exhibition Working Out Her Destiny: Women's History in Virginia is currently on display at the History Museum and Historical Society of Western Virginia in Roanoke. Dr. Kimball visited another traveling exhibition, Old Dominion Songsters: Traditional Blues in Virginia, and did several programs in connection with this exhibition. A proposal has been sent to the National Endowment for the Humanities requesting re-funding for the 2006–2008 grant cycle for the three Research Fellow positions currently working on the Dictionary of Virginia Biography project. Dr. Kimball referred the Board to the division's annual report for details on upcoming publications.

- Records Management

Conley L. Edwards III

Conley L. Edwards III reported that there are four branches in the new division: Records Analysis, Imaging Services, Description Services, and Local Records Services. Mr. Edwards summarized the immediate challenges facing each branch. Replacement of the current records management software is being pursued by a team from various departments in the Library. The most important features of the software will relate to the management of both archival and records center storage space at the State Records Center plus tracking records schedules. The Joint Subcommittee studying the Virginia Public Records Act has met recently to discuss revisions to the Code of Virginia concerning the Library's state document depository system, and a work group has met to discuss additions concerning electronic records. Future meetings are planned for September 30 and October 7. Mr. Edwards updated the Board on Library staff meetings with the Warner administration to arrange the orderly transfer of its archival records in January 2006. There was a brief discussion about possibly adjusting the names of some divisions to reflect the type of work and services provided.

- The Library of Virginia Foundation

Mary Beth McIntire

Mary Beth McIntire, executive director, thanked the Library Board for their 100 percent participation in the Semper Virginia Society, which exceeded its goal for the year. Ms. McIntire advised that invitations have been mailed for the 8th Annual Library of Virginia Awards Celebration Honoring Virginia Authors and Friends to be held on October 15, 2005. The Page Turner Society membership will again be available this year. A luncheon for the members is planned for September 27, 2005, with guest author, David Baldacci. There are several new sponsors for this year's Celebration. Fundraising for the Gallery renovations is in its final phase. Grants received so far total \$155,000, and there are several requests still pending. If Board members know of any venues for the Working Out Her Destiny traveling exhibition, they were asked to advise Ms. McIntire.

- Legislative and Finance

Ann N. Harris

Ann N. Harris, division director, gave an overview of the 2006–2008 budget development and report and explained the five proposals submitted in the budget decision package on September 15, 2005. It focuses on new initiatives to remedy the Library's biggest challenges and greatest needs. Ms. Harris highlighted the report on the Library's State of Financial Condition as of August 31, 2005.

D. Report of the Executive Committee

Christopher M. Marston

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

E. Report of the Chair

Christopher M. Marston

The chair's comments were dispersed throughout the staff reports.

F. Report of the Librarian of Virginia

Nolan T. Yelich

Nolan T. Yelich, the Librarian of Virginia, reported that former board chair, Franklin E. Robeson, has been advised by the Governor's Office that he will not be reappointed. Henry Wiencek and George E. Lovelace are expected to be reappointed. There are currently two board vacancies. Recruitment is underway for the position of director of Library Development and Networking, and several public library directors will serve on the panel for that position. The entire Board Handbook was updated and copies were distributed. The Virginia Library Association is having their centennial conference in Williamsburg in October. The Library is continuing its strategic planning initiative. Mr. Yelich commended the steering committee that worked with Himmel & Wilson Consultants on the Virginia Public Libraries Study.

VII. Old or New Business

There was no old or new business.

VIII. Action Items

Charles W. Sydnor, Jr. moved to refer the banner report of Himmel & Wilson Consultants to the Public Library Development Committee for its recommendation at the next board meeting. The motion was seconded and unanimously accepted by the Board.

IX. Adjournment

Christopher M. Marston

There being no further business, the meeting was 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 14, 2005.**