

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, 2008, 10:30 am
Meeting Room 2M.020 (Floor 2M)

- I. Call to Order/Quorum** Valerie Jean Mayo, Chair
Valerie Jean Mayo, chair, called the meeting to order and announced that there was no quorum present, but a proxy vote had been received for one of the action items. Information on other items would be shared and discussed and the Board would vote at the November meeting.
- II. Approval of Agenda** The Board
Although the Agenda could not be approved formally, the members present found no changes were needed.
- III. Welcome to Visitors and Staff** Valerie Jean Mayo
Ms. Mayo welcomed visitors and staff.
- 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 16, 2008
The Consent Agenda consisting of the minutes of the Library Board meeting on June 16, 2008, could not be voted on but the members present found nothing to change or correct.
- V. Information Items**
A. Reports from Other Organizations
Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society (VGS), gave a brief update on behalf of the genealogical community. The VGS will hold its Fall Conference November 1 at Christopher Newport University. The VGS will be at the Library of Virginia in April for its Spring Conference. The Genealogical Research Institute (GRIVA) held a successful fall conference at the Virginia Historical Society on September 13. The Friends of the State Archives will hold its annual Slatten Lecture at the Library on April 25. The War of 1812 Bicentennial Commission, of which the Librarian of Virginia is an ex-officio member, will hold its first meeting next week.

B. Committee/Division Reports

● Archival, Collections, and Records Management Services Committee

Henry Wiencek

Henry Wiencek, committee chair, reported that the total revenue collected for the Circuit Court Records Program (CCRP) for the fiscal year ending June 2008 has declined almost 18 percent from the previous year because of the fall-off in real estate transactions. He reported the number of grants awarded by the CCRP Board and the amount that would be carried forward to the next year.

Don Chalfant gave a presentation during the committee meeting on acquiring archival electronic records and media from state government agencies, local entities, and from individuals and businesses associated with Virginia. In response to the growing collection of moving images and audio images, the Library has developed Archival Audio and Moving Image Collection Guidelines to be added to the Library's Collection Development Policy. These will be presented to the Board at its next meeting for approval.

The newly formed Acquisitions Committee of the Library has begun an intensive review of current acquisition practices with the intent of bringing greater efficiency and cost effectiveness to the purchasing process.

There was discussion about the issues surrounding the murals painted by Julien Binford and George B. Matthews. Both murals are in storage at a facility in Maryland and the Library needs to find partners to conserve and display them.

● Education, Outreach, and Research Services Committee George E. Lovelace

In the absence of George E. Lovelace, committee chair, and Stephen E. Story, vice chair, Marc Leepson reported on the changes happening in the Library building as a result of the Visitor Experience Project. The report was studied closely and several major areas were identified. There will be cultural-service training throughout the library, a design firm will be hired to look at the navigation signage, and SunTrust has given seed money to create a Learning Laboratory to be used for an outreach to younger audiences.

● Legislative and Finance Committee Ronald S. Kozlowski

Mr. Kozlowski, committee chair, reviewed the Library of Virginia Budget to Expenditures Comparison as of June 30, 2008, the end of the fiscal year. The report indicates we are in compliance with the Appropriations Act and the intent of the General Assembly. The Budget to Expenditures Comparison as of August 31 was also reviewed.

Sandra G. Treadway, Librarian of Virginia, explained the 2008-2010 Budget Reduction Targets and how the budget will be affected by a 5 percent, a 10 percent, or a 15 percent reduction. Plans for these reductions must be submitted by Friday, September 26, 2008. Discussion continued about the ramifications of these possible cuts.

Janice M. Hathcock, public information officer, reviewed the Public Participation Guidelines (PPG) and reminded the Board that each agency in state government must

adopt a PPG to be effective no later than January 1, 2009. Because the Legislative and Finance Committee approved the document as proposed, no second was required. There was no discussion and the motion was passed unanimously with the proxy vote of Mr. Stephen E. Story.

- **Public Library Development Committee**

Clifton A. Woodrum III

In the absence of Clifton A. Woodrum III, committee chair, John S. DiYorio, committee vice chair, reported on the state-aid program including an update on Nottoway County which was denied a request for a waiver of state aid requirements and was denied a state aid grant award. He reported that libraries have not been targeted for additional cuts.

Elizabeth M. Lewis, director, Library Development and Networking Division, stated that about 84 percent of the public library directors met at the Library on September 11 and 12. The libraries eligible for the Online Opportunity Hardware Grants from the Bill and Melinda Gates Foundation have been notified. Ms Lewis explained the requirements for receiving these funds, which the recipients will receive in the form of a two-year grant.

- **The Library of Virginia Foundation**

Marc Leepson

Marc Leepson, committee chair, reminded everyone that the Literary Awards Celebration will be on October 18, and the Literary Luncheon will be earlier that day. He made a request for Board members to join the Page Turner Society—the donors who sponsor the Celebration. He called on Mary Beth McIntire, Foundation Executive Director, who explained that the efforts of IDC, the company hired to help increase the membership database and to raise money through a mail/phone campaign, had been very successful. The donor level was raised to over 1,100 and the funding by those donors increased by about \$200,000. The Foundation requested \$15,000 from the Roller-Bottimore Foundation and received an extra generous grant for \$50,000.

C. Report of the Chair and Executive Committee

Valerie Jean Mayo

Ms. Mayo confirmed that she, John DiYorio, and Mark Romer were reappointed to the Board. She announced that Lydia J. Johnson had submitted her resignation due to family and professional commitments.

Ms. Mayo gave a brief report that the Executive Committee has recommended a three-person nominating committee which will be voted on at the next meeting. The Executive Committee also received from Sandra Gioia Treadway, Librarian of Virginia, a brief outline of her goals as Librarian to keep the Board moving and working on goals for the future. She spoke of the retreat scheduled for the afternoon with members of the Library Board and the Foundation Board to develop a combined mission.

D. Report of the Librarian of Virginia

Sandra G. Treadway

Dr. Treadway, announced the retirement of the Deputy Librarian, Kip Campbell and stated that his position will remain open for awhile but there is a vital need to refill the position.

Dr. Treadway reported on her efforts to establish communication and build relationships for the Library in the community, with constituent groups, and with both public and academic libraries. She is currently an ex officio member of the War of 1812 Commission and has been working as a member of the Advisory Council to the Sesquicentennial of the American Civil War Commission. The Library and the Commission are also working on a grant from the National Endowment for the Humanities which, if it comes through, would allow the Library to do some digitization of Civil War material.

The Library's budget analyst and her supervisor were given an in-depth tour of our building during their visit to talk about budgetary issues. Dr. Treadway also met with representatives of the Virginia Municipal League and the Virginia Association of Counties.

Dr. Treadway said she had talked to the Executive Committee and would like it on public record that she has asked Human Resources not to request permission from the Secretary of Education for a bonus offered to her by the Library Board due to the extremely tight budget situation.

VIII. Old or New Business

There was discussion regarding budget cuts this year as compared to other years and the impact the Library of Virginia has on the economy and its influence on business in central Virginia. There was no old or new business.

IX. Action Items

- **Approval of the Model Public Participation Guidelines for the Library of Virginia**

The Board voted in favor of this item during the Legislative and Finance Committee report.

X. Adjournment

Valerie Jean Mayo

There being no further business, it was the consensus of the Board to adjourn the meeting.

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Full Board Minutes will be posted within three working days following the Library Board Meeting on November 17, 2008.