

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

SUMMARY OF BOARD MINUTES
Library Board Meeting of March 22, 2010
Meeting Room 2M.020 (Floor 2M)

I. Call to Order/Quorum **Ronald S. Kozlowski**

In the absence of John S. DiYorio, chair, Ronald S. Kozlowski, vice-chair, called the meeting to order at 10:35 a.m. and announced there was a quorum present.

II. Approval of Agenda **The Board**

There were no changes to the agenda

III. Welcome to Visitors and Staff **Ronald S. Kozlowski**

Mr. Kozlowski welcomed Peter E. Broadbent, Jr., representing the Virginia Genealogical Society; Roger Oberndorf; and Peter B. Schwartz, President of the Library of Virginia Foundation.

IV. Announcements

There were no announcements.

V. Public Comment

There were no public comments.

VI. Consent Agenda

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on January 29, 2010, was made by Charles W. Sydnor, Jr., seconded by Valerie Jean Mayo, and unanimously approved by the Board.

VII. Information Items

A. Reports of other Organizations

Mr. Kozlowski called on Peter E. Broadbent, Jr., who distributed a brochure announcing the Virginia Genealogical Society's 50th Anniversary Celebration and Spring Conference, April 16-17, 2010, to be held at the Library of Virginia. He also announced the Friends of the Virginia State Archives is having its annual Straight to the Source program at the Library on Friday, March 26, 2010, featuring presentations by archives staff focusing on particular collections at the Library of Virginia.

B. Committee/Division Reports

• Archival, Collections, and Records Management

Services Committee

Marc Leepson

Marc Leepson, committee chair, reported the committee did not meet because of a special presentation on the Newspaper Project.

Mr. Leepson introduced Errol S. Somay, director of the Virginia Newspaper Project. Funded by the National Endowment for the Humanities with support from the Library of Virginia, the Virginia Newspaper Project is part of the successful United States Newspaper Program (USNP). The point of the project nationwide was to improve access to newspapers through cataloging and through microfilming preservation. Cataloging includes the paper title and how many issues of any given title exist. This inventory is a great advance to researchers. All 50 states and trust territories have completed their projects. The USNP created 140,000 bibliographic records and microfilmed over 100 million pages.

Under the Virginia Newspaper Project, 7,200 bibliographic records were created; over 2,000 Virginia imprint newspapers were cataloged; more than one million pages were microfilmed, and interlibrary loan orders tripled over the past ten years. The newspaper holdings of thirteen repositories are represented in the Library of Virginia database. The project recently migrated to the digital arena under the renamed U.S. Digital Newspaper Project (USDNP), with grant funds being allocated to digitizing 200,000 pages, which are fully text searchable.

● **Education, Outreach, and Research Services Committee** **Christopher Clarke**

The Education, Outreach, and Research Services Committee did not meet; however, there was an action item that had been proposed by the committee at the Board meeting on January 29, 2010. Suzy Szasz Palmer, Deputy Librarian, reminded the Board there is a requirement that a publicly-approved, internet access policy be in place, in order for the Library of Virginia to qualify for the E-rate discount on telecommunication services. Clifton A. Woodrum III moved to accept the internet access policy as submitted in January, Mr. Sydnor seconded the motion, and the internet policies were unanimously approved by the Board.

Ms. Palmer brought the Board up to date on the security issues in the Library and ongoing conversations with the Capitol Police about improving the security situation on the first and second floors. The Patron Code of Conduct has been revised in draft form and will be reviewed by the Office of the Attorney General.

● **Legislative and Finance Committee** **Clifford A. Woodrum III**

Mr. Woodrum, committee chair, reported the committee received an update on the General Assembly's budget deliberations and the Library's fiscal year 2011-2012 budget. The Library itself came out without massive changes from the budget submitted by Governor Kaine, with a reduction of \$537,000 to take effect in the second year of the biennium. The House budget cut state aid to local libraries by 15 percent and the Senate budget cut state aid by 10 percent. The House version prevailed and state aid was cut by 15 percent.

Sandra Gioia Treadway, Librarian of Virginia, explained that management is looking at what the Library does and is ranking items as critical, important, what would be nice to do, and what does not have to be done. The Library is required to be open on the days state government is open. It may opt to remain open 6 days a week and make deeper cuts somewhere else. Management will phase in the required changes or reductions over time.

Jan Hathcock, public relations and policy coordinator, was called on to review any legislation introduced that could impact the Library. She reported on some bills that pertained to records retention, but explained they would not financially impact the Library. She reported on Senate Joint Resolution 11 that would establish a commemorative commission to determine and recommend to the General Assembly an appropriate monument in Capitol Square to commemorate the contributions of the women of Virginia.

The committee introduced a proposal for a change in the Board meeting schedule. The Library Board By-Laws now stipulate the Board shall meet no fewer than five times a year. The proposed change, in light of the budget situation, would change the requirement to meet no fewer than four times a year, eliminating the obligation to have five meetings, but still maintaining the flexibility of having a called meeting should the need arise. Dr. Treadway stated the primary reason for the change is financial, as approximately \$3,500 will be saved. The proposal will be discussed and voted on in June.

Mr. Woodrum called on Connie Warne, fiscal director, Finance and Administrative Services, who reviewed the Budget Expenditures Comparison as of February 28, 2010, and the Budget Comparison: Current FY2010 Budget to 2011-2012 Budget.

● **Nominating Committee**

Charles W. Sydnor, Jr.

Mr. Sydnor, committee chair, stated that the committee proposed the following slate of officers for 2010-2011: Mr. Kozłowski as chair and Mr. Woodrum as vice-chair. The By-Laws call for the chair, Mr. Kozłowski; the vice chair, Mr. Woodrum; and the past chair, Mr. DiYorio to serve on the executive committee. In addition, Marc Leepson, Valerie Jean Mayo, Mark D. Romer, and Cynthia V. Bailey were nominated for the executive committee. Carole M. Weinstein was nominated as the Library Board's representative to the Library of Virginia Foundation Board. These recommendations will be discussed and voted on at the June meeting.

● **Public Library Development**

David Poyer

David Poyer, committee chair, stated the state-aid estimate for fiscal 2011 has been reduced 15 percent from fiscal year 2010, which reduces the appropriated amount to \$14.5 million. The development staff is close to an agreement on a provider for Find It Virginia. For the Gates broadband grant, all public libraries, except the Amherst system, have identified matching funds to participate in the program. The development staff is still identifying potential providers for the E-rate telecommunications access program. The required sustainability program is being crafted in coordination with the American Library Association.

Approximately 150 people attended the Public Library Security Training sessions in March sponsored by the Library of Virginia. Approximately 571 people were assisted in the training lab here in Richmond. Most of them were in search of jobs and most of them heard about the training service by word of mouth. A series of May workshops is being scheduled for Friends groups that will be handled regionally at four to six locations around the state. The committee briefly reviewed the Requirements for Local Aid and spent time re-familiarizing themselves with the policy and waivers. One of the goals of the library director's program this fall is to learn how to use the planning standards for advocacy.

● **The Library of Virginia Foundation Committee**

Marc Leepson

Mr. Kozlowski called on Mr. Leepson who reported the Virginia Authors Circle had been started in the late fall with a goal of raising \$10,000 in the first year, but in three and one-half months \$11,000 has been received. The Foundation took over management of the Virginia Shop on October 15. The shop was open by Christmas and raised \$85,000. Online components are still evolving and should be in effect in approximately two weeks.

Dan Stackhouse thanked the Board members who had already donated to the Foundation and reminders were distributed. He invited the Board to view some items from special collections that the Foundation has paid to restore in the last year. He reminded the Board of upcoming events such as the 2010 Virginia Women in History on Thursday, March 25, and the annual Voorhees lecture, the Fry-Jefferson Map Society's annual program on the History of Cartography on Saturday, April 10,.

D. Report of the Librarian of Virginia

Sandra G. Treadway

Dr. Treadway announced that now the General Assembly is no longer in session, she will invite the Secretary of Education to the Library for a tour of the collection. The Governor has announced that he wishes to appoint a governmental reform commission to look at everything in state government. If the newspapers are correct, he would like to get a preliminary report in June and a final report in December.

Dr. Treadway stated the Library's management is engaged in a planning effort that will further streamline Library operations and enable the agency to be as efficient as possible with its reduced resources. Although all changes do not need to be in place until June 30, 2011, management would like to start moving sooner in order to have an ordered transition and to make use of any savings this year. At the June meeting there will be more information available for the Library Board and a plan will be in place for taking the required reductions.

E. Report of the Vice Chair

Ronald S. Kozlowski

Mr. Kozlowski announced the annual meeting will be Monday, June 21, 2010, followed by the joint luncheon with the Foundation Board.

VIII. Old or New Business

There was no old or new business.

IX. Action Items

- **Approval of the Library of Virginia Internet Access Policy as recommended to the Board by the Education, Outreach Services Committee**

The internet access policy had been approved during the Education, Outreach, and Research Services Committee report.

X. Adjournment

Ronald S. Kozlowski

There being no further business, the meeting was adjourned at 12:30 pm.