

**MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia**

April 11, 2011

The Library Board met on Monday, April 11, 2011, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

Ronald S. Kozlowski, chair, called the meeting to order at 10:32 a.m., and announced there was a quorum present.

The following members were in attendance:

Ronald S. Kozlowski, chair
Clifton A. Woodrum III, vice chair

Cynthia Bailey	Valerie Jean Mayo
Peter E. Broadbent, Jr.	Charles W. Sydnor, Jr..
John DiYorio	Kathryn C. Watkins
Mark E. Emblidge	Carole M. Weinstein
Marc Leepson	

Jon Bowerbank, Meyera E. Oberndorf, David Poyer, and Mark D. Romer were absent.

II. APPROVAL OF AGENDA

Charles W. Sydnor, Jr., made a motion to accept the agenda. Mark E. Emblidge seconded the motion and it was passed with a unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Kozlowski welcomed guests Clay Dishon, from the Virginia Library Association, G. William Thomas, president of the Friends of the Virginia State Archives; and former state archivist, Conley L. Edwards III.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There were no public comments.

VI. CONSENT AGENDA

- **Approval of the Library Board Minutes of January 24, 2011**

A motion to accept the Consent Agenda, consisting of the minutes of the Library Board meeting on January 24, 2011, was made by Clifton A. Woodrum III, seconded by Carole M. Weinstein, and was unanimously approved by the Board.

VII. INFORMATION ITEMS

A. Reports of Other Organizations

Speaking on behalf of the Friends of the Virginia State Archives, Mr. Thomas announced that the 2011 Richard Slatten Lecture will be held at the Library on Saturday, September 17, 2011, featuring Elizabeth Shown Mills. The Friends are expecting a good turnout for this lecture, as Ms. Mills is an internationally known speaker, and Mr. Thomas expressed the hope that the Library would help the Friends in promoting this event. He asked Mr. Edwards to report on the Straight to the Source workshop that was recently held, featuring presentations by Library staff. Mr. Edwards reported that the workshop attracted sixty participants and that the feedback received was extremely positive. He reminded the Board that the proceeds from the workshop in part help to fund Library staff attendance at the Modern Archives Institute in Washington D. C. Mr. Thomas also reported on several upcoming activities in Virginia in honor of James Monroe and James Madison.

Peter E. Broadbent, Jr., announced the annual spring conference of the Virginia Genealogical Society would take place at the Library on May 20 and 21 and would focus on researching ancestors with connections to the American Civil War. He also expressed concern on behalf of the Society regarding the security situation at the Library. He stated that researchers have told him they feel uncomfortable in the Library and are concerned about thefts of coats, briefcases, and other items that have occurred in the reading rooms. He acknowledged that this isn't the Library's fault and that new security measures that have been taken have begun to turn the tide, but he stated the need to continue to work on this problem to change the perception that many researchers have that the Library is no longer a safe place to visit.

B. Committee/Division Reports

• Visioning/Planning Update

As a transition into the visioning/planning update, Mr. Kozlowski invited the Library Board to watch the ten-minute awareness film about the Library that was done several years ago. The film is narrated by Virginia author, David Baldacci. A link to this film (which is housed on the Library's You Tube site) can be found on the Library's main web site, under "About Us."

Librarian of Virginia Sandra G. Treadway asked Executive Management Team member Gregg Kimball to report for the management group on the visioning/planning process that the Library has been engaged in since last fall. Dr. Kimball provided a quick overview of the timeline of the process and identified the areas that staff have been focusing on during the process: Mission/Vision; Leadership Development and Staff Engagement; Physical Space; and Access/Outreach. Work groups composed of staff volunteers have been concentrating on developing goals, objectives, and strategies within each of these areas and have presented their thoughts to the Executive Management Team and the Joint Strategy Committee of the Library and Foundation Boards and will soon make presentations to the full staff. He commented that all

who have heard the presentations have been impressed by the energy, dedication, and commitment of all those involved, especially line staff in the agency.

Dr. Kimball directed the Board's attention to the revised versions of the Mission and Vision statements in their packets, describing how the revisions were made based on feedback from Library and Foundation Board members as well as staff. He reported that the Leadership Development and Staff Engagement group was focusing on objectives that would strengthen proactive leadership, training, communication, and a recognition and rewards program in the agency that improved the work environment. The group addressing the Library's use of space is studying potential improvements in security, space allocation, and wayfinding, all with an eye toward improving the visitor experience. Dr. Kimball reported that they are looking to create a "commons" feel on first floor, an atmosphere that is inviting yet secure, and a more research-focused use of space on the second floor.. Finally, the Access/Outreach work group has been discussing various strategies for identifying new users as well as providing greater access to the library's information and enhanced awareness of who we are and what we do. The group will be exploring new ways to get our message across to the public and things that the Library can do to remove barriers to access.

Addressing next steps, Dr. Kimball reported that the work groups would be creating implementation teams to begin to accomplish objectives and strategies and would report back to staff in April and again in the summer.

The Board chair complimented the Library's staff on the changes to the Vision and Mission statements, which he felt better capture the dynamic spirit of the planning process. Mr. Woodrum echoed his remarks, saying that he was impressed with the collaboration between management and staff in developing the Vision. If the Vision Statement has meaning to the staff, who are the key people in carrying it out, it will happen. Mrs. Weinstein mentioned having seen a presentation by a professional library space planner that was excellent and provided his contact information, encouraging the Library to take a look at the work that his firm had done. She expressed the hope that someone such as this be engaged at helping to re-imagine the use of the Library's space, as an outside expert often brings creative ideas that those who have worked around the physical challenges of a building for years might not think of.

- **The Legislative and Finance Committee**

The Legislative and Finance Committee did not meet, but Mr. Woodrum asked Connie Warne, director of finance and administrative services, to review the agency's expenses through end of February 2011. Ms. Warne reported that the Library had spent 57 percent of its general fund appropriation and that all other funds were on track with where they should be eight months into the fiscal year.

- **Public Library Development Committee**

Mr. Emblidge, committee chair, reported on the lengthy committee meeting that took place earlier in the morning. He called on Carol Adams, assistant director of Library Development and Networking, to explain the information shared with the committee on the number of public libraries that are out of compliance with the Board's state-aid requirements and who will most likely be asking the Board for a waiver.

Ms. Adams reviewed the Board's requirements as found in the state's Administrative Code with regard to maintenance of effort in local funding from year to year. She explained that many local libraries have seen a drop in their local funding and reminded the Board that the requirements allow for decreases as long as they are applied by a locality across the board. If the local library is singled out for a higher-than-average reduction, however, the library will need to ask for a waiver from the Library Board in order to continue to receive state aid. Ms. Adams provided the Board with a list of the libraries that will need to submit technical waivers and also those that may be requesting waivers because of reductions that were not applied equally across all departments. The committee focused on this group and discussed the additional information they would like staff to gather prior to June, when the committee plans to hold a special day-long meeting to review each library's situation. The committee anticipates inviting representatives from the affected libraries to explain their case to the committee. The committee will make a recommendation on Board action at the June 27 full Board meeting. Marc Leepson asked if local boards of supervisors who make the financial decisions were aware of the Board requirements. Committee member Valerie Jean Mayo assured him that they were. Ms. Adams volunteered that she had fielded a number of questions regarding this issue from county finance departments during the past six months.

Dr. Treadway reminded the Board that the Library was about to undertake the lengthy process of evaluating our 2008-2012 LSTA plan and drafting a new five-year plan for the 2013-2017 period. She reported that due to new guidelines released by IMLS, the Library will need to contract with an outside consultant to complete the evaluation.

Dr. Sydnor asked for clarification about the technical waivers to the state aid requirements. Mr. Kozlowski replied that these were due to one-time changes in expenditures and not indicative of a problem and that the Board would address these as one group. Dr. Sydnor also asked what had prompted the letter in the Board's packet on this issue from the board chair of the Jefferson-Madison Regional Library. Mr. Kozlowski replied that Albemarle County, one of the localities included in the regional library, had made the decision not to cut the library as deeply as it intended to precisely because of the Library Board's maintenance of effort requirement. The regional library board it wanted to be certain that any locality that decided otherwise would be held accountable by the Library Board.

Mr. Leepson extended his thanks and appreciation to Carol Adams and Kim Armentrout, who recently visited the Loudoun County Public Library to help the Middleburg Library Advisory Board, the Loudoun County Library Board of Trustees and the Loudoun County Library Director work out a Memorandum of Understanding dealing with the Advisory Board's request to fund an addition to the Middleburg Library.

- **The Library of Virginia Foundation Committee**

Mr. Leepson reported that the Foundation Board had an excellent meeting on March 17 and that the financials, especially relating to the Virginia Shop, were doing well. He asked Director of Development Daniel Stackhouse to provide additional details from the meeting. Mr. Stackhouse commented that the annual fund was continuing strong and that he hoped to end the year a bit ahead of last year. He said that in the final months of the fiscal year, he would be focusing on renewing gifts that had originally come to the Library through the IDC campaign several years ago. He also reported that the Library had received several grants in recent months, among them a Save America's Treasures grant for \$110,000 to properly conserve the

gubernatorial papers of Thomas Jefferson and another \$20,000 grant from the Robbins Foundation. Mr. Stackhouse informed Board members about a cultivation lunch the Foundation was sponsoring on May 4 and invited the Board to bring guests to join us that day for lunch and a tour of Special Collections. He also discussed the Library's sponsorship of an educational program on April 17, to be held in the Old House of Delegates Hall in the state Capitol. One hundred fifty years ago, on April 17, the Virginia Convention of 1861 voted to approve Virginia's secession from the United States, and the Library was marking the occasion by recreating a portion of the secession debate for a live audience in the Capitol and also for viewers tuned in to WCVE public television. He especially thanked Board members Carole Weinstein, Chip Woodrum, Charles Sydnor, and Cynthia Bailey for their help in securing funding for this program.

- **Nominating Committee**

Committee chair John S. DiYorio began his report by thanking the Board for the resolution passed last fall commending him for his service as Library Board chair.

He a proposed slate of officers for the 2011-2012 Board year, on the committee's behalf:

Clifton A. Woodrum III for Library Board chair (and Executive Committee)
Meyera Oberndorf for Library Board vice-chair (and Executive Committee)
Ronald S. Kozlowski, past chair, for Executive Committee
Marc Leepson for Executive Committee
Carole M. Weinstein for Executive Committee
Kathryn C. Watkins for Executive Committee
Mark E. Emblidge for Executive Committee

Instead of appointing a member of the Board to fill the vacant slot as liaison to the Foundation Board, the committee recommends this appointment be left to the discretion of the incoming Board chair as has been done in recent years. Discussion of this slate and a vote will occur at the June Board meeting.

C. Report of the Librarian of Virginia

Dr. Treadway updated the Board on the staffing situation in the public service areas per the Board's discussion at the January meeting. She reported that the Library did receive permission to hire one person in Circulation, rather than the three that had been requested. The Library has moved forward with that hire and has managed to remain open on its current six-day schedule by filling the other critical hours with two employees hired through a temporary agency on state contract. This is not an ideal long-term situation, but it is the only way that we are able to remain open to researchers six days a week as a result. The Library also received permission to hire a financial reporting manager, and recruitment for that position will take place at once. When asked what would happen if anyone else should leave in public services, putting the Library's ability to retain its current schedule at risk, Dr. Treadway replied that she was interpreting permission to fill the one vacancy as an agreement that the Library could maintain the current position level in public services. Thus, the Library would replace anyone else who might leave in that area but not fill any additional positions without specific approval. The Board indicated its strong support for this approach.

Dr. Treadway also spoke about the security situation in the Library building. She reminded the Board that since the Capitol Police are permitted (on advice of their counsel in the Attorney General's Office) to enforce the law inside the Library building but not the Library's rules of conduct, the Library entered into a Memorandum of Understanding with the Chief of Police to specify the security service that the Division of Capitol Police would provide. After four months operating under the MOU, it became apparent that security guards who did not have the ability to enforce the Library's rules were not able to be effective. With well-documented security incidents increasing, the Library hired two private security guards from a security firm on state contract (one each to guard the first and second floors) on a trial basis, and almost overnight the situation improved dramatically. The Library will have to find a way to fund these guards going forward and will need to reevaluate their relationship with the Capitol Police guard presence in the building, but clearly it will take this increased level of manpower to ensure that the Library has the appropriate level of security for the staff and collections.

Dr. Treadway also brought the Board up to date on some internal reorganization measures that were necessitated by our staffing shortage. Four Library divisions were being consolidated into two (Collection Management Services and Archives and Records Management Services into one division headed by John Metz and Research and Information Services and Education and Outreach Services into another division headed by Gregg Kimball). The responsibilities of the State Archivist were being added to the Librarian of Virginia's position until such time as a hiring a State Archivist might be feasible.

D. Report of the Chair

Mr. Kozlowski referenced the letter he had received from the chair of the board of the Jefferson-Madison Regional Library and his reply, copies of which were included in the Board members' packets, as the only business he had conducted on the Board's behalf since the January meeting.

Mrs. Weinstein expressed her desire to commend the Library's staff for their hard work. She commented that the Library Board was aware that most staff had assumed additional responsibilities and were working harder than they ever had before, and that their efforts were greatly appreciated by the Board.

VIII. OLD OR NEW BUSINESS

Deputy Librarian Suzy Szasz Palmer announced to the Board that this would be the last Board meeting she would be attending. She is leaving the Library as she had recently accepted a position as dean of libraries at Longwood University.

Mr. Stackhouse invited the Board to step into Special Collections across the hall from the Board meeting room on their way to lunch to see the wonderful volume on women's education that Mrs. Weinstein adopted and had conserved in honor of Jean Taylor's long service to the Library, as well as two other recently adopted titles.

IX. ACTION ITEMS

There were no action items.

X. ADJOURNMENT

There being no further business, the Board adjourned at 12:40 pm