

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
September 18, 2017

INDEX

Present: John N. Barry, Bob Harris, Allen Hoffman, Judge Michael Sheldon, Sandy Ruoff, Mary Etter, Jay Johnston, Comm. Dianna Wentzell, Matt Poland, Alison Clemens, Justice Andrew McDonald

Members absent: None

Others present: Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Robert Kinney, Lizette Pelletier, LeAnn Power, Debra Pond, Carol Trinchitella, Diane Pizzo (State Library), Priscilla Colwell (Putnam Public Library), Lauren Gister (Town of Chester), John Dignam (Putnam Public Library), Jessica Miller (Somers Public Library), Jeanette Francini (deliverIT Task Force/Lucy Robbins Welles Library, Newington), Chris Hemingway (Hagaman Memorial Library, East Haven), Joe Farara (Libraries Online), Vincent Juliano (ACLPD/Best Practices Task Force), Carl DeMilia (ACLPD/Bibliomation), Melissa Canham-Clyne (LION/Long Term Task Force), Walt Magnavice (CSL/deliverIT CT), Martha Church (West Hartford Public Library), Sarah Kline Morgan (East Hartford Public Library), Pat Rutkowski (New Britain Public Library), Lisa Karim (Simsbury Public Library), Susan Smayda (Southington Public Library), Jennifer Keohane (CLC), Dennis Tovey (Town of Chester), Susan Phillips (Hall Memorial Library, Ellington), Glenn Grube (Avon Free Public Library/CLA), Kate Byroade (Cragin Memorial Library, Colchester)

The meeting was called to order at 1:00 p.m. by Chairperson John N. Barry.

ELECTION OF OFFICERS

John Barry gave Kendall Wiggin the temporary role of Chairman of the State Library Board for the Election of Officers. Ken asked Jay Johnston, Chair of the Nominating Committee, for a report of the Nominating Committee. Jay stated that a letter was sent to the Board members seeking nominations for the positions of Chair and Vice Chair of the State Library Board. The current Chair has expressed an interest in continuing for another term but the current Vice Chair is ready to step down from this role. Two nominations were received for the Vice Chair position. The Nominating Committee recommended that John Barry be re-elected Chair and Matt Poland will be elected Vice Chair for terms ending September of 2018. Ken asked if there were any nominations from the floor. There being none, Ken took a vote on the Nominating Committee Report. The report was approved unanimously. The meeting was turned back over to the Chair. John thanked Bob Harris for his many years of service in the Vice Chair position and is pleased that Bob will remain on the State Library Board. Congratulations were given to John Barry and Matt Poland for their election as Chair and Vice Chair respectively. John thanked the Board for the opportunity to serve as Chair for another term.

ELECTION OF OFFICERS

MINUTES

It was MOVED (J. Johnston) seconded (B. Harris) THAT THE MINUTES OF THE JUNE 19, 2017 BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

MINUTES

BOARD COMMENTS/ANNOUNCEMENTS

There were none.

BOARD COMMENTS
ANNOUNCEMENTS

PUBLIC COMMENT

All prepared statements which were submitted will be included in the meeting record and kept on permanent file. The following individuals spoke regarding the deliverIT CT service, during the Public Comment portion of the Board meeting:

PUBLIC COMMENT

Pat Rutkowski, New Britain Public Library
Martha Church, West Hartford Public Library
Glenn Grube, Avon Free Public Library
Jennifer Keohane, Connecticut Library Consortium (CLC)
Susan Phillips, Ellington Public Library
Kate Byroade, Cragin Memorial Library, Colchester
Christopher Hemingway, Hagan Memorial Library, East Haven
Melissa Canham-Clyne, deliverIT Task Force / Clark Memorial Library, Bethany
Jeanette Francini, deliverIT Task Force / Lucy Robbins Welles Library, Newington

John Barry thanked everyone for their comments.

Ken Wiggin reminded the Board that the implementation of the plan for deliverIT was to test the recommendations of the Task Force. What it has shown is that we are now working within our capacity and providing a reliable service. The plan was never meant to address backlogs in libraries. The backlogs are created by individual library policies.

Ken stated that he objects to some of the comments he has heard about there being no communication. He has been providing weekly updates and has always kept the lines of communication available for everyone to contact him. There was an instance where he was told "books were dumped" but the photos he saw about this shows that is not the case. Ken feels that there are times when the system is not being used in the way it was originally intended. The State Library did not create this volume so he doesn't want the Board to think this is about solving a volume problem. We are looking at a way to handle the delivery service in a fair and sustainable manner going forward.

Jay Johnston commended Ken and his staff for institutionalizing the 3 bin system. He feels that what is missing is information on what is the overage. Can the State Library adjust its pickups accordingly? Jay feels it would be good to table the deliverIT CT Implementation Plan again and form a committee that can gather more information. Ken replied that it's his job to run this service and that there is already a Task Force in place on this matter. The drivers report back and routes have been adjusted and continue to be monitored.

It was decided that this discussion will continue later on the agenda.

STATE LIBRARIAN'S REPORT

Ken Wiggin invited questions to his written report. John asked for clarifications on the grant extensions and whether the towns requesting multiple extensions should be required to have more communication with the Board on their progress in June 2018, instead of granting an entire year extension right away. John feels that another town may already be ready to use the grant money that is being held up with extensions. Ken encouraged the Board to continue the practice of approving grant extensions for one year as we have been doing. Tom Newman reviews the requests and works with the towns before recommending the grant extension approvals. It was agreed.

STATE LIBRARIAN'S
REPORT

OTHER REPORTS

Connecticut Library Association (CLA): Glenn Grube, President of CLA, reported that CLA held its Leadership Skills Development Institute Conference on August 11, at which Maureen Sullivan was the Keynote Speaker. CLA has their fall programs ready to go. Programs include: Disability Rights and Access for All on 10/3, Customer Service Workshop on 10/11, Go With the Flow workshop for children on 10/13, Should It Stay or Should it Go Workshop on weeding on 10/18, and a CLA Support Staff Professional Development workshop on 10/27.

OTHER REPORTS
CLA

Advisory Council for Library Planning and Development (ACLPD): Carl DeMilia, Chair of ACLPD, reported that at the August meeting, ACLPD voted to constitute *Best Practices in Connecticut Public Libraries* as voluntary best practices for Connecticut Libraries. ACLPD will be reviewing other states' policies on resource sharing.

ACLPD

Association of Connecticut Library Boards (ACLB): Dawn La Valle reported that Ken Wiggin will be the Keynote speaker at the ACLB 2017 Leadership Conference on November 3. Ken will speak on the subject Measures that Matter, which is a collaboration of the Institute of Museum and Library Services (IMLS) and the Chief Officers of State Library Agencies (COSLA), that is looking at improving data collection to better reflect the services of 21st century libraries. There will also be breakout sessions throughout the day.

ACLB

Friends of Connecticut Libraries (FOCL): Dawn La Valle reported that the Friends Annual Conference will be held on November 18 at Central Connecticut State University.

FOCL

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, reported that CLC is finalizing the amount of last year's savings to libraries. CLC is working to monitor the many roundtables they administer to make sure they remain robust. CLC has been working on having a business development plan to help them be more sustainable long term.

CLC

OLD BUSINESS

Budget Update: Ken went over the HB 7501 FY 2018-2019 Budget Compared document that he prepared for the Board. The chart compares many line items in the State Library's budget from FY 2009 through FY 2019. Ken feels that the amounts proposed for the State Library in the various budgets would leave the State Library in good shape as far as its federal Maintenance of Effort requirement. He complimented CLA on their advocacy. At this time the budget that passed (but not acted upon by the Governor) has no bonding for public library construction.

OLD BUSINESS
Budget Update

Ken reported that the SEBAC agreement included furlough days. Ken has worked with his managers and staff and it has been worked out so that the State Library will remain open when some staff are on furlough.

Legislative Update: None.

Legislative Update

Judge Sheldon excused himself from the meeting but left his fact sheets indicating his affirmative vote on each of the upcoming action items with Jane Beaudoin. Justice McDonald also left the meeting at this point.

deliverIT CT Sustainability Task Force Implementation Plan: Jay Johnston recommended that action on approving the deliverIT Implementation Plan be tabled. He suggested a subcommittee be formed to work with Dawn and Ken in the next couple of

deliverIT CT

months to gather more data and see about possible route changes. Jay feels this is a quantitative issue. Jay stated that he has interviewed many libraries and it seems it would help if they could have more bins picked up.

There was discussion on the delivery service schedule of up to 5 days a week with 3 bins being picked up per stop and whether there was a way to give libraries who don't need that much service less and more service to libraries who need it. Sandy Ruoff stated that LION doesn't want to give up service but, speaking for herself, she may not need five days a week service.

Ken stated that he can bring more data to the Board. He stated that he doesn't want the Board to think that because LION now has a supplemental service that there is extra service available.

Allen Hoffman stated that he doesn't want to argue Jay's point but that what is missing in all this is the flexibility to move forward. We don't want to lose sight of the budgetary situation which could worsen.

Mary Etter stated that what she finds concerning in terms of voting on it today is to solidify numbers. Ken replied that he is hoping we can get to a point where we have a measurable goal. We can change and enhance the goal.

John asked Ken how the data is being collected and how are we coming up with recommendations and whether it is something that can be forwarded to the Board members. Ken stated that micromanaging is not what the State Library Board should be about.

It was MOVED (J. Johnston) seconded (M. Etter) TO TABLE THE VOTE FOR APPROVAL OF THE ADVISORY COUNCIL FOR LIBRARY PLANNING AND DEVELOPMENT DELIVERIT CT TASK FORCE PROPOSAL AND IMPLEMENTATION FOR STATEWIDE DELIVERY SERVICE. The Motion FAILED with four (4) votes in favor and five (5) votes against.

Motion

More discussion followed on moving the Implementation Plan for Statewide Delivery Service forward. Allen Hoffman stated that there needs to be more administrative flexibility. Commissioner Wentzell stated that this doesn't appear to be a policy matter but instead an administrative matter. She cautioned that with the minutes to the meeting being public there is danger in delaying action.

John restated the concern he heard that if one library needs fewer than 3 bins picked up then why can't another library have more than the allotted 3 bins picked up? Ken replied it is not that simple and that he doesn't want there to be any assumption that this will be done. Dawn La Valle pointed out that the deliverIT CT report was included in the State Library Board packets and that it included a chart showing the town, library and route schedule for each library. The routes do not have the flexibility that would be needed to modify in this manner. It is also still too early to know how LION's supplemental service will impact routes. Adjustments are still being made. During the course of the summer the academic libraries have not had service and that will be starting. Dawn stated that she would be happy to provide data as requested but would appreciate knowing specifically what data they would like. It was MOVED (D. Wentzell) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES THE RECOMMENDATION OF THE ACLPD DELIVERIT CT TASK FORCE THAT:

Motion

- THE STATE LIBRARY SET A GOAL, WITHIN AVAILABLE RESOURCES, TO PROVIDE STATEWIDE DELIVERY SERVICE OF UP TO 5 DAYS A WEEK AND PICKING UP NO MORE THAN 3 BINS PER STOP TO ALL

<p>CONNECTICUT LIBRARIES PARTICIPATING IN DELIVERIT CT.</p> <ul style="list-style-type: none"> LIBRARIES THAT DESIRE SERVICE BEYOND THE CAPACITY OF THE STATE LIBRARY SERVICE WOULD HAVE THE OPTION TO CONTRACT FOR AN INDEPENDENT DELIVERY SERVICE. LIBRARIES THAT OPT TO PARTICIPATE IN AN INDEPENDENT DELIVERY SERVICE SHALL RECEIVE DIRECT STATE SERVICE FOR INTERLIBRARY LOANS (ILLs) AND BORROWIT CT RETURNS TO AND FROM LIBRARIES THAT ARE NOT SERVED BY AN INDEPENDENT DELIVERY SERVICE. THE STATE LIBRARY BOARD SUSPEND THE GUIDELINES FOR DELIVERIT CT MADE EFFECTIVE JULY 1, 2016. THE SUSPENSION OF THESE GUIDELINES IS TO COINCIDE WITH THE STATEWIDE DELIVERY SERVICE THAT WILL COMMENCE ON OR BEFORE JULY 17, 2017. <p>AND FURTHER, THAT THE STATE LIBRARY BOARD APPROVES THE IMPLEMENTATION OF THE STATE LIBRARY DELIVERY SERVICE PLAN AS RECOMMENDED BY THE ACLPD DELIVERIT CT TASK FORCE. The Motion PASSED with seven (7) votes in favor and two (2) against.</p>	
<p><u>NEW BUSINESS</u> <u>Fiber to the Library Supplemental Grants-in-Aid:</u> Ken stated that as the fiber project progressed, it became clear that libraries would need additional financial assistance for unexpected expenses with the fiber installation. Supplemental grant funding was announced to libraries on March 16, 2017. These are competitive grants to principal public libraries to help with completion of their high-speed fiber connections to the Connecticut Education Network.</p>	<p>NEW BUSINESS Fiber to the Library Supplemental Grants</p>
<p>It was MOVED (A. Hoffman), seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVE A FOURTH ROUND OF GRANTS AS RECOMMENDED BY THE DIVISION OF LIBRARY DEVELOPMENT.</p> <p>\$9,826.96 to the Beardsley & Memorial Library, Winsted \$226.00 to the Cyrenius H. Booth Library, Newtown \$23,285.81 to the Durham Public Library \$23,970.00 to the Hagaman Public Library, East Haven \$5,074.00 to the Preston Public Library \$1,000.00 to the Scotland Public Library \$32,000.00 to the West Haven Library (Mason and Piantino Branches)</p>	<p>Motion</p>
<p>PASSED unanimously.</p> <p><u>Grant Extension for the Hartford Public Library, Park Street Branch:</u> Hartford is waiting for final approval to demolish the existing facade on the property at the Lyric Theatre and anticipates construction will begin in winter or spring of 2018. It was MOVED (A. Hoffman) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE DEADLINE TO NOVEMBER 26, 2018, FOR INITIATION OF THE CITY OF HARTFORD, HARTFORD PUBLIC LIBRARY'S CONSTRUCTION GRANT PROJECT (#064B-SC-15). PASSED unanimously.</p>	<p>Grant Extension - Hartford Public Library Motion</p>
<p><u>Grant Extension for the Town of Lebanon, Jonathan Trumbull Library:</u> Lebanon is taking legal action to own the properties on the Lebanon Green, including the Library and expect to have resolution in the spring of 2018. It was MOVED (J. Johnston) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE DEADLINE TO JANUARY 28, 2019, FOR INITIATION OF THE TOWN OF LEBANON, JONATHAN TRUMBULL LIBRARY CONSTRUCTION GRANT PROJECT (#071P-SC-13). PASSED unanimously.</p>	<p>Grant Extension - Jonathan Trumbull Library Motion</p>

Grant Extension for the New Haven Free Public Library, Stetson Branch: New Haven encountered delays due to the untimely death of the original architect and ensuing legal issues. They expect matters to be resolved soon but are requesting an extension before signing the grant contract and starting construction. It was MOVED (M. Poland) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE DEADLINE TO NOVEMBER 26, 2018, FOR INITIATION OF THE CITY OF NEW HAVEN, NEW HAVEN FREE PUBLIC LIBRARY'S STETSON BRANCH, CONSTRUCTION GRANT PROJECT (#093B-SC-15). PASSED unanimously.

Grant Extension -
New Haven Free
Public Library,
Stetson Branch

Motion

Grant Extension for the Chester Public Library: Chester has hired an architect and the town committee has selected revised plans for the project. They are having difficulty moving forward primarily due to the lack of a state budget and the impact this is having on not being able to determine the bond for the construction. A referendum vote has been delayed until a state budget is passed. It was MOVED (M. Etter) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE LOCAL FUNDING DEADLINE TO NOVEMBER 24, 2018, FOR THE TOWN OF CHESTER - CHESTER PUBLIC LIBRARY, CONSTRUCTION GRANT (#026P-SC-14). PASSED unanimously.

Grant Extension -
Chester Public
Library

Motion

Grant Extension for the Southington Public Library: Southington is currently building a senior center which will be completed in FY2018. The town feels that waiting until November of 2018 is the best time to bring the project to the general public for a vote. It was MOVED (M. Etter) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE LOCAL FUNDING DEADLINE TO NOVEMBER 24, 2018, FOR THE TOWN OF SOUTHINGTON - SOUTHINGTON PUBLIC LIBRARY, CONSTRUCTION GRANT (#131P-SC-14). PASSED unanimously.

Grant Extension -
Southington Public
Library

Motion

Grant Extension for the Putnam Public Library: Putnam's plan for a joint town hall and library complex meets most of the goals of the original project plan. The project is in the middle of an active planning process with a funding referendum tentatively scheduled for April 2018. It was MOVED (M. Etter) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE LOCAL FUNDING DEADLINE TO NOVEMBER 24, 2018, FOR THE TOWN OF PUTNAM - PUTNAM PUBLIC LIBRARY, LIBRARY CONSTRUCTION GRANT (#116P-SC-13). PASSED unanimously.

Grant Extension
Putnam Public
Library

Motion

Appointment to the Advisory Council for Library Planning and Development (ACLPD): It was immediately MOVED (A. Hoffman) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE RECOMMENDED APPOINTMENT OF KIMBERLY FARRINGTON TO THE ADVISORY COUNCIL FOR LIBRARY PLANNING AND DEVELOPMENT FOR A TERM BEGINNING OCTOBER 18, 2017 AND ENDING OCTOBER 31, 2019. PASSED unanimously.

ACLPD

Motion

Appointment to the Connecticut Digital Library Advisory Board (CDLAB): It was immediately MOVED (B. Harris) seconded (M. Etter) THAT THE STATE LIBRARY BOARD APPROVES THE APPOINTMENT OF BRYNDEN MUTCH (COVENTRY HIGH SCHOOL) IN THE CATEGORY OF SCHOOL LIBRARIAN, FOR A TERM OF OCTOBER 1, 2017 TO SEPTEMBER 30, 2019. PASSED unanimously.

CDLAB

Motion

Best Practices in Connecticut Public Libraries: ACLPD's Public Library Standards Committee is ready to promote their final best practices document for use on a voluntary basis. It was immediately MOVED (M. Etter) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD ENDORSES THE PROPOSED *BEST PRACTICES IN CONNECTICUT PUBLIC LIBRARIES* AS VOLUNTARY BEST PRACTICES FOR CONNECTICUT PUBLIC LIBRARIES AND ENCOURAGES THEIR WIDESPREAD

*Best Practices in CT
Public Libraries*

Motion

USE. PASSED unanimously.

All Staff Day 2017: Ken stated that for 17 years he has held an All Staff Day which gives him, and the State Library staff from all the facilities, an opportunity to meet in one place. Staff is given the chance to become familiar with one another, hear from the State Librarian and participate in other skills development and information sessions that are helpful for everyday life. The Library is closed on Mondays and permission is being requested to close other State Library facilities for that day in order to allow those employees to attend. The Connecticut Heritage Foundation has agreed to fund All Staff Day again this year. It was MOVED (S. Ruoff) seconded (M. Etter) THAT THE STATE LIBRARY BOARD APPROVES THAT THE STATE LIBRARIAN CLOSE ALL SATELLITE STATE LIBRARY FACILITIES FOR THE ANNUAL ALL STAFF DAY. PASSED unanimously.

All Staff Day 2017

Motion

The meeting was adjourned at 2:45 p.m. The next meeting is scheduled for Monday, November 27, at 1:00 p.m. in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder