

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS  
STATE LIBRARY BOARD  
SPECIAL MEETING  
April 22, 2019

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Members present: Alison Clemens, Allen Hoffman, Bob Harris, Judge Michael Sheldon, Diane Brown, Mary Etter, John N. Barry , Sandy Ruoff, Justice Andrew McDonald

Members absent: None

Others present: Kendall Wiggin, Jane Beaudoin, Frank Calvi, Robert Kinney (State Library), Lorraine Vittner (DAS SmART), Heidi Gray (DAS SmART)

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The meeting was called to order at 1:00pm by Chairperson Mary Etter. Introductions were made for Lorraine Vittner and Heidi Gray of the Department of Administrative Services / Small Agency Resource Team (SmART).

Mary stated that the purpose of the meeting is to brainstorm the formation of the Search Committee and determine what is needed. Lorraine Vittner circulated the State Librarian job specification. Sandy Ruoff asked if the job description was current and questioned the large salary range. She asked who makes the final recommendation in the amount offered to the candidate. There were questions on whether the standard state job application needs to be completed, if Affirmative Action Guidelines need to be followed, as well as where the job announcements can and must be posted.

Lorraine replied that she will need to check with her director as this is different than classified service. She stated that this is also different than a political appointment. She will probably defer to the Board as to where to post ads. She would like to collect questions and email the responses to everyone.

Justice McDonald stated that the application process was different when he was the General Counsel in Governor Malloy's office. He hired multiple Commissioners without job applications, instead working with a letter, resume and interviews. Justice McDonald asked Ken if there were funds for a professional recruitment company to help and what professional methods can be used to get this job announcement circulated. Ken stated that he will look at a few firms to see what they cost and will also survey his colleagues to see if anyone used a recruiting firm to get candidates.

John Barry feels that according to the timeline document Ken shared, it appears the Board set the parameters. He feels it's in the State Library Board's purview and that DAS can assist.

Judge Sheldon stated that it's very important to achieve a diverse recruitment. He asked, in terms of establishing competencies from people who have the opportunity to understand what is needed, if there was any reason to reach out to the people who come to the State Library Board meetings.

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There was discussion on the recruitment timeline. Ken stated that the timeline presented from the past State Librarian recruitment is realistic and seems to have gone smoothly. Going through the old records, Ken found that the Search Committee handled all of the recruitment efforts and provided updates on the process at regular State Library Board meetings. Ken is retiring on January 1, 2020, so having a final candidate by November would be ideal.

John Barry suggested the Board members make a list of important constituencies as well as others who could be helpful. Board members should also include themselves on the list if they would like to serve on the Search Committee.

Mary asked if we want to survey the library community for qualities we are looking for in the new State Librarian.

Alison stated that a set of competencies could also be gathered from the various State Library constituencies.

It was pointed out that large public libraries and county library systems may be comparable to the State Library and Ken stated advertising through the Urban Library Council and the International City/County Management Association would be a way to reach potential candidates from these types of libraries.

Judge Sheldon stated that school kids and senior citizens are heavy library users. He asked if there is someone at the Dept. of Education who understands what student and school library needs are. Ken suggested that in addition to the CT Association of School Librarians, the Executive Director of the Connecticut Commission on Educational Technology would be a person to turn to.

There was discussion on the next time the Board should meet about forming and naming the search committee. It was determined that there will be another special meeting of the State Library Board on May 13, at 1pm at the State Library for this purpose.

At 2:15pm it was MOVED (J. Barry) seconded (A. Hoffman) to adjourn.  
Respectfully submitted,

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Jane Beaudoin, Recorder

