

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
MARCH 23, 2020

INDEX

Members joining via conference call:
Mary Etter, Sandy Ruoff, Bob Harris, Alison Clemens, Melissa
Wlodarczyk-Hickey, John N. Barry, Judge Henry Cohn, Allen
Hoffman, Justice Steven Ecker

Members absent: Diane Brown

Others joining via conference call:
Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Lizette
Pelletier, Nancy Leiffort, Allen Ramsey, Debra Pond (State
Library), Jennifer Keohane (CLC), Kate Byroade (CLA)

The meeting was called to order at 1:05 p.m. by Chair Mary Etter. Jane Beaudoin took roll call attendance of board members. Members of the public that were also on the conference call announced themselves.

MINUTES

It was MOVED (B. Harris) seconded (S. Ruoff) THAT THE MINUTES OF THE JANUARY 27, 2020, STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

It was MOVED (B. Harris) seconded (S. Ruoff) THAT THE MINUTES OF THE FEBRUARY 11, 2020, STATE LIBRARY BOARD SPECIAL MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

IT WAS MOVED (A. Hoffman) seconded (B. Harris) THAT THE MINUTES OF THE FEBRUARY 24, 2020, STATE LIBRARY BOARD SPECIAL MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

BOARD COMMENTS / ANNOUNCEMENTS

Bob Harris stated that he was looking at Ken's State Librarian Report and would like to suggest that Emeritus be added when using the State Librarian title for Ken going forward. The board members were in agreement. Ken replied that he was flattered and thanked everyone.

PUBLIC COMMENT

None at this time.

STATE LIBRARIAN'S REPORT

Ken reported that due to COVID-19, last week all State Library facilities were closed to the public. Since then Judicial has curtailed the hours staff can access the building at 231 Capitol Avenue, Hartford, Although some staff members are teleworking, most still are not. Today, under Governor Lamont's announcement, staff who are no longer comfortable working on site and their job can't be done by teleworking, may go home and still be paid. Teleworking plans are being put in place as much as possible and voice mails and emails are being monitored. We are working hard to follow social distancing guidelines.

As of today, Ken has closed the Library for the Blind and Physically Handicapped

MINUTES

Motion

MINUTES

Motion

MINUTES

Motion

**BOARD
COMMENTS/
ANNOUNCEMENTS**

**PUBLIC
COMMENT**

**STATE
LIBRARIAN'S
REPORT**

due to lack of staffing. Patrons can download recorded books from the BARD service. Also, deliverIT services have been stopped.

Ken is working hard to keep staff informed as he learns new information from the Department of Administrative Services and the Office of Policy and Management. Jane Beaudoin has been compiling staff questions daily and forwarding them to Human Resources for responses.

Ken referred to his written report in which he informed the Board that the American Library Association Committee on Accreditation will conduct their accreditation visit at Southern Connecticut State University's library school virtually due to COVID-19.

OTHER REPORTS

Connecticut Library Association (CLA): Kate Byroade reported for CLA President Lisa Karim. Due to the COVID-19 pandemic, CLA has regrettably cancelled the Annual CLA Conference. Also canceled is the CLA President's fundraiser on May 15. CLA advocates that library staff should be paid during the COVID-19 related shutdowns and also feels that curbside services should not take place.

Advisory Council for Library Planning and Development (ACLPD): Dawn La Valle reported that the bulk of what was reported for ACLPD is contained in the State Librarian's Report that was distributed to the board members in their packets.

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, reported on the work keeping CLC very busy. CLC is helping CLA with processing refunds from the canceled annual conference. In light of the COVID-19 pandemic, CLC is working to preserve a sense of community by trying to anticipate what the needs will be when libraries reopen. They are looking at ideas to address how the economy will be different and what resources libraries will need for its patrons. CLC is canceling all in-person meetings and roundtables. Their calendar will announce what is being offered virtually.

Association of Connecticut Library Boards (ACLB): Dawn La Valle stated that ACLB is working on revising their bylaws. She is working as ex-officio to make sure that all Trustees are aware of the free resources available to them from publishers. Dawn is also working closely with the Connecticut Education Network in getting their free comprehensive resources to maintain continuation of operations.

Friends of Connecticut Libraries (FOCL): No report at this time.

OLD BUSINESS

Budget Update: Ken reported that \$2.5 million was included in the recently passed bond package for public library construction projects next fiscal year.

OTHER REPORTS
CLA

ACLPD

CLC

ACLB

FOCL

OLD BUSINESS
Budget Update

Ken feels confident that agencies will not have to cover COVID-19 related expenses incurred out of their existing budgets.

Legislative Update: Ken stated that State Archivist Lizette Pelletier testified on behalf of the State Library in opposition to S.B. 234, "An Act Concerning Notices and Public Information". The State Library's opposition is in regards to being able to access voter registration information. We are asking that records 75 years or older be redacted.

Legislative Update

Public Records Administrator LeAnn Burbank testified in opposition to H.B. 5325 "An Act Adopting the Revised Uniform Law on Notarial Acts". There hasn't been any real discussion with other agencies about the language in this bill. The State Library feels more work needs to be done before this bill should be passed.

State Librarian Search: Mary Etter reminded that at the last meeting of the Board, the Chair and Vice Chair were authorized to look into and sign any documents in order to engage a professional search firm to move forward with finding a new State Librarian. Alison has contacted the members of the Search Committee and fortunately they are all willing to continue to work collaboratively with the firm that is hired to assist with the search for a new State Librarian.

State Librarian Search

The chosen search firm will assist with advertising, recruiting and examining the credentials of applicants to narrow the field for the State Library Board to review. There are four firms that will be contacted for a proposal. The State Library will be sending out a Request for Quotation (RFQ) to each of the firms. When responses are received Mary, Sandy and Alison will review them.

Ken informed the Board that he and Mary Etter met with Assistant Attorney General Ralph Urban to go over the necessary steps in getting a search firm and to hire an Interim State Librarian.

Ken stated that a job description will be developed and advertisement for the Interim State Librarian will begin. The interim will be working under contract . Once the parameters are determined a Personal Service Agreement will be prepared with the responsibilities spelled out in it.

NEW BUSINESS

Limited English Proficiency Policy: Dawn La Valle has been working with staff on this policy. This is an internal policy that was recommended by the Institute of Museum and Library Services after a recent site visit. The suggested Limited English Proficiency policy was included in the Board's packet for review prior to the meeting. It was MOVED (B. Harris) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES THE CONNECTICUT STATE LIBRARY LIMITED ENGLISH PROFICIENCY POLICY. PASSED unanimously

NEW BUSINESS
Limited English Proficiency Policy

Motion

State Program for Public Library Construction Timetable and Guidelines: Ken reminded the board that every year the Timetable and Guidelines are reviewed to see how things can work better and recommendations are then brought to the

Board for consideration. It was MOVED (B. Harris) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVE CHANGING THE STATE GRANT PROGRAM FOR PUBLIC LIBRARY CONSTRUCTION TIMETABLE AND GUIDELINES FOR 2020-2021 SO THAT:

- Information sessions are mandatory for application to ensure that applicants thoroughly understand the process and requirements for applying for and administering a State Library public library construction grant project.
- Makes ineligible any project costs that were incurred prior to grant award, such as contracts for architects, engineers, construction managers, general contractors, building consultants, inspections etc.
- Merges all pertinent grant application and administrative materials into a streamlined, comprehensive document.

PASSED unanimously.

Mary Etter reminded the Board members that if any important issues come up with the hiring of the interim and permanent State Librarian, a Special Meeting will be scheduled. Ken added that email updates to the State Library Board are also fine.

At 1:52p.m., it was MOVED (B. Harris) seconded (H. Cohn) TO ADJOURN. The next meeting is scheduled for 1:00 p.m. on Monday, May 18, 2020, in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder

State Public
Library
Construction Time-
table and
Guidelines

Motion