

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS  
STATE LIBRARY BOARD  
SPECIAL MEETING  
May 13, 2019

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

Members absent: Diane Brown

Others present: Kendall Wiggin, Jane Beaudoin, Frank Calvi, Debra Pond,  
Kris Abery, Carol Trinchitella, Gail Hurley (State Library),  
Lorraine Vittner (DAS SmART), Heidi Gray (DAS SmART)

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The meeting was called to order at 1:10pm by Chairperson Mary Etter.

Mary stated that the purpose of the meeting is to continue the efforts of forming a Search Committee for the new State Librarian.

Ken distributed a document that had the questions that were posed to HR at the last Special Meeting as well as the answers. It was reviewed. Since the last meeting Ken has spoken with Paul Mounds, Chief Operating Officer to Governor Lamont. Paul Mounds informed Ken that he and/or the Governor would like to meet with the preferred candidates before a final decision is made by the State Library Board. They understand that the final appointing authority lies with the Board.

Justice McDonald stated that it sounds like they're following the model that has been used at the Department of Education. The Governor's office nominates members to that Board and in the past the final candidates are screened by the Governor's office with recommendations made but not decision making involvement.

Mary Etter reminded the Board that at the last Special Meeting there was discussion on members of the State Library Board being on the Search Committee. Alison, Sandy and John have expressed interest in being on the Committee. Mary is following the model used in the former search so she is not including herself on the Search Committee.

There was discussion on how many members should be on the Committee and what points of view should be represented by different organizations. It was quickly determined that one person could represent more than one organization.

Some names representing a wide variety of libraries and institutions were offered during the conversation. Ken will speak with LeAnn Burbank about getting a recommendation from the Town Clerk's Association and will work with his staff to come up with a State Library representative. A member of the Advisory Council for Library Planning and Development (ACLPD) could represent several organizations on the Committee.

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It was determined that the Board is in accord with names that were brought forth in this meeting being immediately fielded for interest in being on the Search Committee so that it can be voted on at the next regularly scheduled State Library Board meeting scheduled for Monday, May 20, 2019.

Once determined, there will be an announcement put out on a variety of listservs and venues, stating the mission of the Search Committee as well as its members, and also the State Library Board membership.

Lorraine Vittner and Heidi Gray, Human Resources, DAS SmART, will be able to respond to questions within 24 hours. Justice McDonald asked if this will be an exempt position. Ken is working with Affirmative Action and feels that so far it sounds like it is. Justice McDonald stated that with an exempt position there is more freedom to ask more in depth questions. Ken recommends that candidates be asked to submit letters with resumes and not use the DAS online application method. Alison agrees that if the barrier of entry is lowered, then we will get more robust candidates.

Jane Beaudoin will serve as secretary to the Search Committee. Once a Search Committee is established the meetings are not public meetings under FOIA, and can be held anywhere and may also be done via conference calling.

Ken distributed a document he prepared that lists the characteristics relating to the position of State Librarian. The document lists work experience and strengths he feels the candidate should have.

Justice McDonald stated that it would be a good idea to look into hiring with a contract. Ken stated that he has always been "at will" and agrees with pursuing the idea of a contract. Many of his State Library colleagues have contracts.

There was discussion on the budget for this candidate search process. Ken stated that there is no specific budget for the recruitment and travel has not been a reimbursable option in the past. Bob Harris stated that he saw in the last State Library financial report that there were leftover funds in personnel services. He suggested Ken contact the Office of Policy and Management (OPM) asking for a clause to carry some funds forward for the hiring expenses purpose. It was agreed that it could help with travel. Ken will be contacting OPM about this.

Although phone and Skype interviews may be used, the consensus is that the final candidate should be interviewed in person.

Ken is still waiting to hear from his colleagues about use of professional recruiting companies. He has only gotten one response so far and they could have done just as well without a recruiting firm. He is also expecting his colleagues to send job descriptions.

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There was discussion on how large the Search Committee should be. It was decided that 9 members would be ideal and that it should not exceed 11 members.

Once established, the Search Committee will update the State Library Board as things progress.

At 2:00 p.m. it was MOVED (S. Ruoff) seconded (B. Harris) TO ADJOURN.

Respectfully submitted,

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Jane Beaudoin, Recorder