

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
SPECIAL MEETING
VAN BLOCK STORAGE FACILITY
July 16, 2019

INDEX

State Library Board Members present via Conference Call:
Alison Clemens, Allen Hoffman, John N. Barry, Bob Harris,
Mary Etter, Diane Brown, Judge Henry Cohn

Members absent: Sandy Ruoff, Justice Andrew McDonald

State Librarian Search Committee Members present via Conference Call:
Astoria Ridley, Joseph Ferara

Others present: Kendall Wiggin, Jane Beaudoin (State Library), Allen Ramsey
(State Librarian Search Comm.), Sarah McCusker (Canton
Public Library)

The meeting was called to order at 1:00 pm by Chairperson Mary Etter. Because of the use of the Conference Call-in option, Jane Beaudoin took roll call attendance for both the State Library Board members and State Librarian Search Committee.

Mary welcomed new State Library Board member Judge Henry Cohn.

NEW BUSINESS

Approval of State Librarian Job Announcement

Chair Mary Etter asked Alison to report for the State Librarian Search Committee. Alison reported that the Search Committee crafted the job announcement using the New York State Librarian job announcement as an example as well as information provided by Ken Wiggin. The bulk of the announcement is in the Summary and outlined in the Requirements portion of the announcement.

Mary asked for a MOTION to accept the job announcement so that discussion can follow. It was MOVED (A. Hoffman) seconded (B. Harris).

Alison stated the Job Announcement document has highlighted areas where there is a special need for the State Library Board's input. The deadline for the position to be filled is listed as December 1, 2019. After some discussion, the consensus was that the December 1, 2019, date works well. It allows for a month's time before Ken's departure.

The application deadline also needs a final date. The Search Committee feels that in order to stay on track with the time line, the cut-off date should be in August. There was discussion on how Ken's retirement is general knowledge locally and nationally and so in a large sense, it is already out to the public. It was decided that August 30, 2019, would be the deadline to receive letters and resumes. This will give the Search Committee time to assemble a list of the best

NEW BUSINESS
State Librarian Job
Announcement

candidates.

Alison stated that the Search Committee is meeting tomorrow and will discuss how to review the applications.

Alison stated that the most efficient way to get the applications is if they are emailed to her. Information about how to reach Human Resources is included on the announcement for cases where the applicant needs it.

It was agreed that the application process and deadline suggested by the Search Committee is effective. Alison stated that the Search Committee included the salary range so that interested candidates were clear about it right away. She asked if it would help to narrow the large range or explain it. Ken replied that the salary range is prescribed to us but that he will check to see if the Governor's office has set a cap for the starting salary. It was agreed that the words "Starting salary range" would be added before the amounts listed. This implies that it is within the amount and there is room for negotiation. The MOTION is that THE STATE LIBRARY BOARD APPROVES THE STATE LIBRARIAN JOB ANNOUNCEMENT AS PREPARED BY THE SEARCH COMMITTEE WITH THE SUBSTITUTION OF "STARTING SALARY RANGE" FOR "ANNUAL SALARY" AND THAT THE RANGE REFLECT THE STARTING BASE OF \$98,327 AND THE MAXIMUM AS VERIFIED BY MR. WIGGIN, added to the job announcement. PASSED unanimously.

Motion

Recruitment Strategy

Alison stated that a couple of the advertising venues have a fee associated with them. She asked whether the State Library has a budget for this. Ken replied that the State Library pays to advertise jobs on the ALA list. He is recommending that the State Library cover the expenses of the venues charging to advertise. It was agreed that the Search Committee has made a good effort to include many versatile recruitment venues. Alison stated that the Search Committee's goal was to cast a wide net.

Recruitment Strategy

Judge Cohn asked if there was any interest in advertising in a legal journal. He suggested the American Bar Association or the Connecticut Journal. Some discussion on this followed. The Connecticut Law Tribune, Association of Law Librarians and some other law venues were suggested.

John Barry MOVED, seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVE THE RECRUITMENT STRATEGY LISTED ON THE AGENDA, WITHIN THE BUDGET, LEAVING ROOM FOR THE SEARCH COMMITTEE'S INPUT AT TOMORROW'S MEETING. PASSED unanimously.

Motion

Alison clarified with the Board that they would like at least 3-4 candidates to interview. She stated that she is hoping to build a rubric to evaluate candidates evenly across the board.

Mary asked the Board to begin to think of questions to ask the candidates. Alison stated that the Search Committee may want to do some preliminary screening of candidates but will be consistent in what is decided with each candidate.

At 10:35 a.m. it was MOVED (B. Harris) TO ADJOURN. The next regularly scheduled meeting will be held at 1:00 p.m. on Monday, July 22, 2019, in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder