

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
May 18, 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: None

Others joining via conference call:

Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Lizette Pelletier, Allen Ramsey, (State Library), Maureen Sullivan (Interim State Librarian), Jennifer Keohane (CLC), Lisa Karim (CLA), 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, who announced themselves, are reflected in the attendance.

MINUTES

It was MOVED (B. Harris) seconded (S. Ruoff) THAT THE MINUTES OF THE MARCH 23, 2020, STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

MINUTES

Motion

BOARD COMMENTS / ANNOUNCEMENTS

Chair Mary Etter stated that she is happy to report that she and Vice Chair Sandy Ruoff have completed the task of finding an Interim State Librarian. Along with Ken Wiggin's invaluable assistance, they were able to secure Maureen Sullivan for the position. Mary had previously emailed Maureen's letter and resume to the board members and they are very pleased with the selection.

**BOARD
COMMENTS/
ANNOUNCEMENTS**

Maureen introduced herself and stated that she is glad to have this opportunity to serve the state and work with all the State Library staff. She is looking forward to working with everyone to help keep things moving forward. Maureen has a great deal of experience working with boards and also serving on them. She has already spoken with Ken Wiggin last week and with Jane Beaudoin this morning and feels things are off to a very good start.

John Barry thanked Maureen for her interest in being the Interim and hopes she will help with the search for the permanent State Librarian. Mary explained that the Interim State Librarian assisting with the search for the new State Librarian is a formal part of the State Library Board's expectations and agreement.

Sandy Ruoff reiterated Mary's earlier comments about Ken's invaluable assistance. The entire Board expressed their appreciation for Ken's having stayed on after his retirement and for his guidance, care for the institution, and continued leadership.

The Board members also publicly expressed their appreciation for their assistance to the Governor's office, the Office of the Attorney General and the Office of Policy and Management.

Sandy Ruoff verified with the board members that they have all received Diane Brown's letter resigning from the State Library Board. There are now 3 vacancies.

PUBLIC COMMENT

State Archivist Lizette Pelletier reported that the National Historical Publications and Records Commission (NHPRC) met on May 5, and has awarded the Connecticut State Archives Uncovering Hidden Resources in New Haven Court Records project the requested funding level of \$100,000. Lizette explained the project and stated that a press release will be coming soon.

Lizette was also very glad to announce that at its April 29, 2020 meeting, the Board of Directors of the Council of State Archivists (CoSA) voted to award Connecticut State Librarian Emeritus Kendall F. Wiggin its 2020 Advocacy for Archives Award.

The Advocacy for Archives Award acknowledges an individual or organization that has made significant contributions to efforts by state and local government archives to ensure the preservation and availability of the American historical record. Lizette read CoSA's full announcement which will be kept with the meeting minutes for permanent record.

STATE LIBRARIAN'S REPORT

Ken congratulated the Archives staff in securing the NHPRC grant for their Uncovering Hidden Resources project. It was a very competitive grant and the staff did a wonderful job.

Ken thanked the entire staff at the State Library for the great work they are doing during these uncertain times. Many of the staff are not traditionally teleworkers but they continue to adjust to the situation and are being very creative in continuing to serve the public and be very productive.

Board member Melissa Hickey reminded Ken to please feel free to use her and the Department of Education as a resource. She works closely with platforms for school librarians and is glad to help whenever possible.

OTHER REPORTS

Connecticut Library Association (CLA): CLA President Lisa Karim reported that due to the COVID-19 pandemic, CLA cancelled the Annual CLA Conference. It is now going to be done virtually using Zoom. CLA also held their Annual Meeting virtually on May 7, which produced a new slate of officers. Beginning July 1 the CLA officers will be:

President Tom Piezzo (Brainerd Library, Haddam)
VP/President Elect Colleen Baille (West Haven Public Library)
Treasurer Kristina Edwards (UCONN)
Secretary Danielle Valenzano (Milford Public Library)

**PUBLIC
COMMENT**

**STATE
LIBRARIAN'S
REPORT**

**OTHER
REPORTS
CLA**

Advisory Council for Library Planning and Development (ACLPD): Dawn La Valle extended her congratulations and welcomed Maureen Sullivan. She reported that ACLPD is reviewing and discussing the Division of Library Development's Response to the COVID-19 pandemic. DLD's extensive efforts to ensure that libraries have up-to-date information and resources to serve their patrons are outlined, in detail, as part of the State Librarian's report.

ACLPD

Connecticut has received the CARES Act grant from the Institute of Museum and Library Services (IMLS) as a supplement to the Library Services and Technology Act Grants to states. With this funding libraries will be positioned with tools for when patrons return from the pandemic-related closings.

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, stated that she is delighted that Maureen will be the Interim State Librarian. CLC staff have moved to working remotely and are focused on maintaining a sense of community with sharing ideas. They have leveraged existing Round Tables by making them virtual. CLC is focusing on conversations related to reopening and different challenges, helping libraries hold their own virtual programs, and are actively seeking to expand their public bids.

CLC

Association of Connecticut Library Boards (ACLB): Dawn La Valle stated that ACLB is working on issues related to libraries being closed due to the pandemic and the importance of library boards being involved. ACLB is working on scenarios for the 2020 annual Leadership Conference and holding it virtually. There has already been success with virtual style conferencing as experienced with the Urban Libraries Conference that was conducted that way.

ACLB

Friends of Connecticut Libraries (FOCL): Dawn La Valle reported that the Friends fundraising efforts are largely contingent on their book sales which has become a problem due to the pandemic. The Friends are exploring ways to raise money and support their libraries using virtual environments.

FOCL

OLD BUSINESS

Budget Update: Ken reported that the legislature adjourned with no action. The State Library's budget is running well except for some tightness in the operating expenses. We are working with the Office of Policy and Management to make sure Covid-19 related expenses are taken care of.

OLD BUSINESS
Budget Update

The federal CARES funds have been received and the Division of Library Development, coordinating with the Connecticut Education Network, are looking into the best ways to use the funds.

Legislative Update: No report at this time.

State Librarian Search: Chair Mary Etter reminded the Board that she and Vice Chair Sandy Ruoff were authorized to look into engaging a professional search firm to move forward with finding a new State Librarian. Board member Alison

Clemens has confirmed that the Search Committee is willing to continue to work collaboratively with the firm that is hired to assist with the new search. The next step is to bring Maureen into the discussion of selecting which search firm to hire. After that the position will be advertised and the recruitment will begin.

Legislative Update

Ken stated that the search firm proposal asks that they provide ten candidates for consideration by the State Library Board. The Office of Policy and Management is aware of the costs involved in hiring a search firm and has approved moving forward.

State Librarian Search

NEW BUSINESS

Library Service and Technology Act (LSTA) Grants: There is close to \$75,000 available for LSTA competitive grants for FY 2020-2021. Applications were sought in two categories: Literacy Grants and Planning Grants. One Literacy Grant application was received, reviewed and recommended for funding. There was clarification that the dates of the grant period will run from July 1, 2020 to June 30, 2021. It was MOVED (J. Barry) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES THE ALLOCATION OF \$3,700 IN LSTA FUNDS FOR THE GRANTS AS SPECIFIED IN THE DETAILED BREAKDOWN -

LITERACY GRANTS- East Hartford Public Library, East Hartford (\$3,700).

NEW BUSINESS
LSTA Grants

PASSED unanimously

Fiber to the Library Supplemental Grants-in-Aid: This supplemental grant funding helps libraries with unanticipated expenses necessary to complete the circuits within their buildings and put the fiber into operation. It was immediately MOVED (B. Harris) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVE A FIFTEENTH ROUND OF GRANTS AS RECOMMENDED BY THE DIVISION OF LIBRARY DEVELOPMENT.

Motion

\$100.00 to the Stonington Free Library

PASSED unanimously.

Library Service and Technology Act Grants (LSTA) for Urban Libraries: The State Library established an Urban Libraries grant program using LSTA grant funds from the Institute of Museum and Library Services. This grant program meets the goals set in the current LSTA Five Year Plan and was approved by the Advisory Council for Library Planning and Development for urban libraries to apply. There is approximately \$40,000 available for grants occurring in fiscal year 2020-2021. Applications were for grants to enhance an urban library's ability to provide programming, services, resources and space to diverse and underserved communities. Division of Library Development staff reviewed one additional Urban Libraries grant application requesting a total of \$5,000 as specified in the detailed breakdown below.

Fiber to the Library Supplemental Grants-in-Aid

Motion

It was MOVED (J. Barry) seconded (B. Harris) THAT THE STATE LIBRARY

LSTA Grants for

BOARD APPROVES THE ALLOCATION OF \$5,000 IN LSTA FUNDS FOR THE GRANTS AS SPECIFIED IN THE DETAILED BREAKDOWN -

Urban Libraries

URBAN LIBRARY GRANTS- West Haven Public Library (\$5,000).

PASSED unanimously.

Public Library Construction Grant Extension for Hotchkiss Library of Sharon: A letter from the President of the Hotchkiss Library Board of Trustees, Thomas Trowbridge III, explains all the work completed in the last year towards this project. The current pandemic and statewide shelter-in-place order has slowed progress in signing with a contractor. It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES EXTENDING THE DEADLINE TO AUGUST 16, 2021, FOR INITIATION OF THE HOTCHKISS LIBRARY OF SHARON CONSTRUCTION GRANT PROJECT. PASSED unanimously.

Motion

Plans for Reopening State Library Facilities: Mary stated that she put this item on the agenda just in case a matter came up needing the Board's action. At this time it is for purposes of being updated. Ken informed the Board that the Governor sent an email to state employees on May 15, stating that planning for reopening is underway but that for now state employees should continue teleworking. State employees will receive 2 weeks notice to prepare for their return to their work sites. Judicial controls the State Library building which is now closed on Tuesdays and Thursdays. Of the buildings under State Library control, the Van Block Storage Facility and the State Records Center are normally closed to the general public so protocols will be different for them than for the Library for the Blind and Physically Handicapped and the Middletown Library Service Center, which are both public facilities. Dawn La Valle has an extensive plan ready for when the Middletown Library Service Center reopens.

Grant Extension for Hotchkiss Library

Motion

Plans for Reopening State Library Facilities

We don't know how we will treat library materials yet. We are waiting on more guidance. Research is currently underway on how long the virus lives on the surfaces of various library materials.

The entire Board thanked Ken for working so hard, long and effectively through these uncertain times and appreciates that he continued leading the State Library even after his retirement. Ken, Maureen and State Library staff will now begin to work on a transition.

Mary stated she will be sending an announcement to the library community about Maureen Sullivan being the Interim State Librarian.

At 2:15pm, it was MOVED (B. Harris) seconded (S. Ecker) TO ADJOURN. The

next meeting is scheduled for 1:00 p.m. on Monday, July 27, 2020, in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder