

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
March 22, 2021

INDEX

Members joining via Teams:

Mary Etter, Bob Harris, Melissa Wlodarczyk-Hickey, John N. Barry, Judge Henry Cohn, Allen Hoffman, Justice Steven Ecker, Maureen Sullivan, Sandy Ruoff

Members absent: Alison Clemens

Others joining via Teams:

Deborah Schander, Dawn La Valle, Jane Beaudoin, Lizette Pelletier, LeAnn Burbank (State Library), Tom Piezzo (CLA), Jennifer Keohane (CLC), Pamela Monahan (FOCL)

The meeting was called to order at 1:05 p.m. by Chair Mary Etter. Jane Beaudoin took roll call attendance of board members. Jane informed the members of the Board that Alison Clemens had emailed to let her know she had a scheduling conflict and would not be able to attend the meeting. No attendance of the members of the public attending the meeting was taken.

MINUTES

It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE MINUTES OF THE January 25, 2021 STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

It was MOVED (B. Harris) seconded (M. Sullivan) THAT THE MINUTES OF THE MARCH 5, 2021 SPECIAL MEETING BE APPROVED AS PRESENTED. PASSED with two abstentions (S. Ecker, H. Cohn).

BOARD COMMENTS / ANNOUNCEMENTS

There were no comments or announcements.

PUBLIC COMMENT

There was no public comment.

STATE LIBRARIAN'S REPORT

Deborah stated that the full copy of her written report was included in the Board's packets and took this opportunity to highlight some activities and groups that she has met with since the last meeting. These meetings included Historical Society and museum related organizations, both of which expressed an eagerness to work together.

The State Library is working on plans to reopen to the public by appointment only. How to continue to social distance and also cleaning measures are being given a lot of consideration. Conversations related to reopening are being scheduled for next week with our Judicial administrative counterparts and also the Marshals.

Deborah invited Board members to give their input on the format of the State Librarian's Report and also what they would like included in it.

MINUTES

Motion

Motion

**BOARD
COMMENTS/
ANNOUNCEMENTS**

**PUBLIC
COMMENT**

**STATE
LIBRARIAN'S
REPORT**

John Barry asked about the legislative process at the State Library and whether the bills filing process was still in paper format. He feels that if it's possible to save paper, that we should look into whether the process can be done electronically. Deborah will look into statutory requirements on this and also how it relates to public records and archives.

Justice Ecker asked how the law libraries are organized. He suggested a meeting with Deborah to tour the law library and also discuss mutual needs Judicial and the State Library may have. He invited Judge Cohn to participate in this meeting.

OTHER REPORTS

Connecticut Library Association (CLA): CLA President Tom Piezzo reported that CLA is pleased with the support at the Appropriations Committee with 12 people giving in-person testimonies and 41 written testimonies submitted.

The CLA Virtual Town Hall meetings are now occurring with one being held in all 6 regions. This is giving library staff from all over the state the opportunity to meet Deborah and speak to her and CLA about their needs and priorities.

The CLA Annual Conference will again be held virtually on May 10-14. There will be approximately 55 programs. The cost for a full week registration for CLA members is \$20 and \$30 for non members. This year's conference theme is *Libraries Meeting Challenges in a Changing World*.

Advisory Council for Library Planning and Development (ACLPD): Division of Library Development Director Dawn La Valle reported that the ACLPD Digital Inclusion Task Force had a second productive meeting to begin to develop a Digital Navigator Pilot that will take place in the 6 CLA regions. The Digital Navigator Pilot is in line with the Institute of Museum and Library Services (IMLS) American Rescue Plan Act (ARPA) high impact priorities and will be funded as such. On March 27, NBC Telemundo will feature Sherelle Harris, Interim Director, Norwalk Public Library and Task Force member who will talk about the Norwalk Community Digital Navigator initiative and will give an overview of the ACLPD Task Force activities including information on the Enhanced Broadband Benefit available to eligible Connecticut families.

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, stated that the CLC Board is undertaking a strategic planning process. The supplies bid is now happening and the public bid contract is launched. The nonprint media bid is now closed and was awarded to 8 vendors.

Jennifer thanked Dawn La Valle and the State Library for the CLC operating grant funds second payment which was received on time. CLC is projecting revenue shortfalls. Vendor sales have dropped 30-70% as an impact from the Covid-19 pandemic.

**OTHER
REPORTS**
CLA

ACLPD

CLC

CLC hosts a job posting site for Connecticut and it has been down 50% in the number of job openings since the pandemic started. This is the first month that there is an uptick in the number of postings.

Association of Connecticut Library Boards (ACLB): Dawn La Valle reported that ACLB conducted a pilot of the Library Board Assessment Tool with the Board of the Douglas Library in Hebron and will use the findings to begin providing workshops for Connecticut library boards on using the tool. Dawn and ACLB President Gail Richmond have several *Being a Library Board: Board Basics* trainings scheduled including one for the Eastford Library Board on March 25. ACLB is also gathering library director evaluation resources to include on the ACLB website.

ACLB

Friends of Connecticut Libraries (FOCL): Vice President Pam Monahan stated that FOCL decided to cancel the presentation of awards that are done annually. They are looking into a fair process to do this in the future.

FOCL

The Friends are planning their annual meeting which will be held via Zoom in May. An announcement will be sent out soon.

OLD BUSINESS

Budget Update: Deborah went over the financial report that was included in the Board's meeting packets. The State Library is starting their fourth budget quarter on April 1 and will continue to be very careful with spending.

OLD BUSINESS
Budget Update

Legislative Update: Deborah reported that the State Library had their state budget presentation before the Appropriations Committee on March 9. They had questions on borrowIT and the Library for the Blind and Physically Handicapped. There was a follow up meeting with the Appropriations Education Sub-Committee on March 19. The Sub-Committee had questions at that time on the Everybody Learns Grant. We are now waiting for a response on what the State Library's budget will be.

Legislative Update

Deborah added that the Sub-Committee noted in their meeting that they were impressed with how many people testified both in person and in writing on behalf of the State Library.

Allen Hoffman took this opportunity to say that he was able to view Deborah's presentation to the Appropriation Committee and thought her tone was right on target. He felt she was clear, direct and exhibited strength. He was impressed with Deborah's clear knowledge of the Connecticut State Library and complimented her by calling her a "quick study".

NEW BUSINESS

State Grant Program for Public Library Construction Timetable and Guidelines: Dawn La Valle explained that every year she, along with Division of Library Development staff and the State Librarian, review the Timetable and Guidelines

NEW BUSINESS
State Grant Program
for Public Library
Construction

to go over issues that come up when administering grants. This year's changes are clarifications on the role of a library director in an association library, timeframes for local matching funds, and to clearly state that the design-build process cannot be used in projects funded by these grants. Dawn answered a few questions from the Board, one of which was whether a town must use these Construction Timetable and Guidelines if they do not receive a state grant. Dawn explained that if a library does not receive a state grant it is not required to follow the Timetable and Guidelines. She added that sometimes libraries, like the New Canaan Public Library, who are not going through the grant process still used the Guidelines. John feels that all the libraries should use these Guidelines in order to maintain a standard. He asked if the Board should consider a future conversation on this matter. Dawn replied that in order for an agency to implement standards it has to be codified into a statute.

Timetable and Guidelines

It was MOVED (A. Hoffman) seconded (J. Barry) THAT THE STATE LIBRARY BOARD APPROVE CHANGING THE STATE GRANT PROGRAM FOR PUBLIC LIBRARY CONSTRUCTION TIMETABLE AND GUIDELINES FOR 2021-2022 SO THAT:

Motion

- For library associations that own the library building, the person authorized to submit the application and enter into a contract for the library construction grant is usually the Library Director.
- All pledge funds must be in hand by the time the library submits a signed grant contract and Notice of Applicant Funding form.
- Grantee cannot use the design-build process, in which one entity – the design-build team – works under a single contract with the project owner to provide both design and construction services.

PASSED unanimously.

At 1:50 pm, it was MOVED (A. Hoffman), seconded (S. Ruoff) TO ADJOURN. The next meeting is scheduled for 1:00 p.m. on Monday, May 24, 2021 and will be held via Teams.

Motion

Respectfully submitted,

Deborah Schander, Secretary

Jane Beaudoin, Recorder