

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
November 27, 2023

INDEX

Members joining in person:

Alison Clemens, Sandy Ruoff, Allen Hoffman, Sheri Szymanski, Claudia Jalowka, Scott Matheson

Members joining via Teams:

Mary Etter, Melissa Wlodarczyk-Hickey, Judge Henry Cohn, Jessica de Perio Wittman, Sally Whipple

Members absent: none

Others joining in person:

Deborah Schander, Dawn La Valle, Suzanne Kiss, Jane Beaudoin (CSL)

The meeting was called to order at 1:05 p.m. by Chair Allen Hoffman. Jane Beaudoin took roll call attendance of board members. No attendance of the members of the public attending the meeting was taken.

MINUTES

It was MOVED (S. Szymanski) seconded (S. Ruoff) THAT THE MINUTES OF THE SEPTEMBER 18, 2023 STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED with 3 abstentions (S. Matheson, A. Clemens, S. Whipple).

MINUTES

Motion

BOARD COMMENTS / ANNOUNCEMENTS

Alison requested a debrief of the Visioning Session at the regular January meeting to discuss what was learned and how the Board could best support the work of the library.

**BOARD
COMMENTS/
ANNOUNCEMENTS**

Scott Matheson informed the Board of a standing conflict related to items in the State Library's federal depository collections so he will abstain from voting when that subject comes up. This is because he is the director of that program in his fulltime job.

PUBLIC COMMENT

None at this time.

**PUBLIC
COMMENT**

STATE LIBRARIAN'S REPORT

Deborah stated that her written State Librarian's Report was included in the Board's packets and welcomed questions. The State Library is moving forward on the preservation of the Connecticut Charter. Details on insurance during transportation of the Charter and also for coverage while it is at the Northeast Documents Conservation Center (NEDCC) are being finalized. Deborah thanked State Archivist Lizette Pelletier and her team for their work on this. Deborah highlighted Creative Aging in CT Libraries which is a program the Division of Library Development is working on in partnership with Lifetime Arts and the Connecticut Office of the Arts along with ten public libraries that were selected to

**STATE
LIBRARIAN'S
REPORT**

participate. The ten libraries are participating in an eight-week creative and educational program which will keep seniors active.

The Public Records Administration team has been conducting webinars this fall for Records Management Liaison Officers (RMLOs) and others to help them better understand records management in the state and in municipalities.

Discovery Services staff have been working with the Name Authority Cooperative (NACO), which is a program out of the Library of Congress, in a three-week online training. The State Library contributes records or names of people, government agencies, and places to the Library of Congress/NACO Authority File. State Library participation in NACO was on hold because of a staff retirement so this training will allow the library to begin independent participation again.

Deborah ended by highlighting the work of the Collections Services unit. This unit purchases all of our materials and makes many of them accessible. Much of their work is related to how tight our budget is and this team is doing an excellent job of doing more with less each year.

Judge Cohn stated that he is glad to hear the update on the Charter and feels it would be good to have information about the Charter available in the Museum. Deborah replied that there are discussions happening about other educational and related information being displayed during the Charter's absence as well as about the conservation process once it is back.

OTHER REPORTS

The updates that were received from the Connecticut Library Consortium, Connecticut State Historical Records Advisory Board, and the Association of Connecticut Library Boards were included in the Board's meeting packets and briefly reviewed. There were no questions on what was submitted.

Allen stated that when he was reading the State Librarian's Report it occurred to him that he frequently sees the names of many employees who were identified for the work they were doing. These are long-time employees who are key in making collaborations and work with other organizations successful. He read into the record the names of those employees: Dawn La Valle, LeAnn Power, Nicole Besseghir, Lizette Pelletier, Allen Ramsey, Suzanne Kiss, Patrick Smith, Christine Pittsley, Doug Yaeger, Mike Soltesz, Mel Smith, Susan Bigelow, Kevin Johnson, Steve Mirsky, Jeannie Sherman, Kym Powe, and Jane Beaudoin. Allen ended by saying that he is working from the current State Librarian's Report and knows that there are other names he could mention. He asked that Deborah relay to the State Library staff that he is impressed and appreciates them all.

OLD BUSINESS

Budget Update: The State Library's financial report was included in the Board's meeting packet.

Deborah stated that the State Library continues to make careful use of its funds. She pointed out the balance seen in the Other Expenses line which appears that

OTHER REPORTS

OLD BUSINESS
Budget Update

the State Library has spent very little of those funds. She reminded the Board that two new additional sources of funding went into that line. They are \$500,000 in pass-through literacy grants and \$225,000 for the restoration of public library grants-in-aid, which is making our Other Expenses budget line look flushed when it is not. Deborah is working with the Office of Policy and Management to move those funds into their own lines.

Deborah gave an update on the State Library's most recent audit. She is pleased to share that we are now fully staffed in the Museum which will allow the team to more fully respond to the audit findings. Our Archives team, Collection Services team, Museum team, and others are also working on updating our fine arts balance to more accurately account for that information moving forward.

Legislative Update: There was no Legislative Update at this time.

Strategy Plan: Allen Hoffman is glad they are looking to see if the Board can do anything better to help improve the health of the State Library.

Deborah stated that the State Library is an amazing institution, but we need to tell more people what we do, build more relationships, and take advantage of every opportunity to share about the State Library. Deborah will be happy to speak to anyone or any organization who would like to know about the State Library so please let her know if you know of anyone. We need to continue to educate others about what the State Library does.

Allen hopes to keep this conversation active throughout the year as it's a situation that continues to evolve. He would like to leave the Strategy Plan on the Board's agenda on a regular basis so that the Board can discuss it as much as they like at each meeting.

Deborah reminded the Board that these meetings are scheduled for 90 minutes and although meetings have often been shorter in recent years, there is opportunity to use the full time available for more in-depth discussion. Currently, most of the agenda is talking about what has already happened. Deborah proposed the Board talk more about pending and future issues and concerns as well. This will give the Board a better context of what Deborah is dealing with currently.

Mary Etter suggested that the Board return to past practice of inviting the State Library Board to openings or ribbon cuttings and things associated with construction programs. It gives the Board members an opportunity to learn what the grant looked like and be able to discuss the types of projects the construction funding made possible. It would also be an opportunity for the Board to be associated with the project and become more familiar with legislators. She felt this would help with communications with the legislature.

Review/Discussion of Bylaws: At September's meeting, Board members were invited to submit any suggested revisions of the Bylaws to Deborah; none were received. Sandy renewed a suggestion that she'd like to discuss inviting other organizations to return to the meetings and give their reports. Sheri suggested a rotating schedule for organizations to come on an annual basis or to come when

Legislative Update

Strategy Plan

Review/Discussion
of Bylaws

they have some big news to report as an option. Deborah reminded the Board that there are about 25 organizations that are invited to submit these reports and agreed that rotating the invitations or coming when there is something specific to say is a good idea. Different techniques can be tried. For Bylaws purposes, the Board only need approve adding Other Reports back into the Bylaws document. Allen asked if we are ready to vote on the Bylaws. Deborah stated that everything we discussed is reflected in the Bylaws and this last item will be added so we are ready to vote.

It was MOVED (S. Szymanski) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD ADOPTS THE BYLAWS AS PROPOSED WITH THE INCLUSION OF THE CHANGE SUGGESTED AT THIS MEETING. PASSED unanimously.

Deborah will edit the Bylaws to include today's discussion and send the final version to the Board.

NEW BUSINESS

State Public Library Construction Grant Recommendations: Deborah stated that additional information was added to this fact sheet so the Board could see the applications which were not awarded funding as well as an explanation for that decision. It was MOVED (M. Etter) seconded (A. Clemens) that the State Library Board awards a total of \$9,201,312 to the following State Public Library Construction Grants:

- \$2,000,000 to Acton Public Library, Old Saybrook
- \$2,000,000 to Hartford Public Library (Barbour branch), Hartford
- \$2,000,000 to Kent Memorial Library, Kent
- \$1,638,250 to Wolcott Public Library, Wolcott
- \$1,011,297 to Pomfret Public Library, Pomfret
- \$249,999 to North Haven Memorial Library, North Haven
- \$153,266 to James Blackstone Memorial Library, Branford
- \$105,500 to Licia & Mason Beekley Community Library, New Hartford
- \$43,000 to East Haven Public Library, Inc., East Haven

Passed unanimously.

Approval of 2024 Meeting Calendar: It was MOVED (S. Matheson) seconded (S. Szymanski) THAT THE STATE LIBRARY BOARD APPROVES THE FOLLOWING DATES FOR ITS REGULARLY SCHEDULED MEETINGS IN THE YEAR 2024: JANUARY 22, MARCH 25, MAY 20, JULY 22, SEPTEMBER 23, NOVEMBER 25. PASSED unanimously

The meeting was adjourned at 2:10 p.m.

The next meeting is scheduled for 1:00 p.m. on Monday, January 22, 2024.

Motion

NEW BUSINESS

State Public
Library
Construction
Grants

Motion

2024 Meeting
Calendar

Motion

Respectfully submitted,

Deborah Schander, Secretary

Jane Beaudoin, Recorder