

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
Hybrid Meeting held via Teams with the
in-person location at the Middletown Library Service Center
March 27, 2023

INDEX

Members joining in-person:

Mary Etter, Maureen Sullivan, Sheri Szymanski,
Sally Whipple

Members joining via Teams:

Judge Henry Cohn, Melissa Wlodarczyk-Hickey, Sandy Ruoff,
Justice Steven Ecker, Alison Clemens, Allen Hoffman

Members absent: Jessica de Perio Wittman

Others joining in person: Deborah Schander, Dawn La Valle, Gail Hurley (CSL).
Ellen Paul (CLC)

Others joining via Teams: Jane Beaudoin, Lizette Pelletier, Robert Kinney (CSL)

MINUTES

Melissa pointed out a missing apostrophe, and Sheri noted that her name was not listed as attending the meeting.

It was MOVED (M. Etter) seconded (A. Hoffman) THAT THE MINUTES OF THE January 23, 2022, BOARD MEETING BE APPROVED AS AMENDED. PASSED with two abstentions (A. Clemens, S. Ecker)

BOARD COMMENTS / ANNOUNCEMENTS

There was no Board Comment.

PUBLIC COMMENT

There was no Public Comment.

STATE LIBRARIAN'S REPORT

Deborah highlighted some recent staff updates. Lt. Governor Bysiewicz gave introductory remarks to the March Third Thursday program. She reached out to the Library after she saw the program announcement in recognition of Women's History Month. The program was with the Connecticut Women's Hall of Fame acknowledging Women Leaders for Social Justice.

The CT Library for Accessible Books (CTLAB) has been conducting many outreach sessions over the last year and recent months and forming hub libraries where members can go to learn more about the services offered by CTLAB.

MINUTES

Motion

**BOARD COMMENTS/
ANNOUNCEMENTS**

PUBLIC COMMENT

**STATE LIBRARIAN'S
REPORT**

Deborah commended, Director Matt Geeza, Paula McLean, and the rest of the staff at CTLAB.

The State Library recently repatriated the Colt Whitneyville-Walker revolver. Jennifer Matos and Deborah went to Philadelphia to receive the revolver as part of a ceremony along with 16 other institutions who also had items stolen from their collections 50-60 years ago. We are pleased to have the revolver back in our collection.

Staff of Public Records Administration and the State Archives have been meeting with Bureau of Information Technology staff to talk about email retention and management for statewide email retention of those records for the entire state. Conversations about this are continuing.

Deborah highlighted how the State Library considers inclusive perspectives. Staff of the Division of Library Development have created a new Experiencing America nonfiction book discussion collection based on social justice, equity, diversity, and inclusion. Archives and Discovery Services focus on inclusive descriptions in finding aids and the catalog, and the Museum team has been participating in a program called "Uncovering the Hidden History in Your Town" which will be researching the history of Connecticut black governors.

Melissa shared that she enjoys reading the State Librarian's report and is noticing how diverse it is as well as all the partnerships with other agencies, students, families, and institutions. It was asked that Deborah convey to the State Library staff that the Board appreciates all their hard work.

OTHER REPORTS

Maureen stated that the updates received from external organizations were included in the Board's meeting packets. The organizations who sent updates were the Association of Connecticut Library Boards, Connecticut Library Association, and the State Historical Records Advisory Board. Maureen asked if there were any questions on these reports. There were none.

OLD BUSINESS

Budget Update: Deborah went over the financial report which was included in the Board's meeting materials. She anticipates meeting the budget. This is the time of year when the agency focuses on spending all of its resources and gets an idea of how much is left to focus on optional wish-list projects that may become possible in the fourth quarter.

Deborah shared on the biennial budget process. She has been meeting with several different committees in the legislature to talk about the State Library's

OTHER REPORTS

OLD BUSINESS

Budget Update

proposed budget. The inflation increase in the Connecticut Digital Library line has been the focus, and we are hoping to receive additional funds to help with that added cost. We are also hoping to receive a bonding appropriation for the Middletown Library Service Center to use towards renovations like HVAC and accessible restrooms. Conversations with the legislature were also related to school libraries, the CTLAB, and raising the cap on construction grants. Deborah is hoping that all of these positive conversations lead to getting financial support. The legislature will now begin drafting their response to the budget and begin negotiations with OPM on behalf of the Governor for the final release of the budget in June.

Legislative Update: Deborah reported that the State Library is monitoring a few bills which may impact the State Library. There are two eBook bills with the same language in two different committees, Planning & Development and Government Administration & Elections. This bill talks about fair terms in contracts and license for electronic books for libraries. The State Library has been working with the CT Library Association, the CT Library Consortium, and academic libraries on this bill.

Legislative Update

Other proposed legislation the State Library is watching and continuing with conversations are related to sanctuary libraries, the Dolly Parton Imagination Library book program, and remote notarization.

Special Committee on State Library Board Role and Responsibilities: Maureen shared that this work builds on the work that was done last Fall by board members Sheri Szymanski, Jessica de Perio Wittman, and Sally Whipple. Maureen had asked these three board members to work with her to address what the role of the Board Chair is. Sheri stated that they relied heavily on the chart included in the Board orientation packets which spells out the responsibilities of the State Librarian and the State Library Board. Three items were identified as needing more clarification and were listed in the memorandum that was included in the Board's packets. Maureen stated that today she hopes to review the work of this Committee which was done at their March 14 meeting, and she asked for questions or comments to the Draft List of Activities Expected for the Board Chair document that the Board also received prior to this meeting.

Committee on State Library Board Role and Responsibilities

Sally stated that this list looks like a collection of ideas rather than a list and suggested that the Board review their Bylaws as they are very clear. After some discussion it was agreed that the Board should look at the current Bylaws and also consider forming an Executive Committee and a Bylaws Committee. Deborah stated that a plain reading of the Board's governing documents outline the role of the Board Chair, and if the Board wants to expand that role further, it would need to state what they would like the Board Chair to do differently, such

as determining if they want a “Chief Governing Officer” for the Board, much as the State Librarian is the Chief Administrative Officer. She feels that forming an Executive Committee is a good idea. The Board should remain mindful of any unintended consequences of these changes and consider the impact that could have in the future. Deborah feels that the Bylaws appear to be very thoughtfully crafted but could use some updating. For example, they don’t reflect procedures for electronic meetings.

It was suggested that it would be practical to include the State Librarian on these committees. Maureen stated that she would talk to the State Library Board about who would be on these committees.

NEW BUSINESS

Revision of the Connecticut Library for Accessible Books Advisory Committee

Bylaws: There was some discussion on the language used throughout the Bylaws with regards to the words “shall”, “must” or “may” and the need to be consistent. It was determined that “shall” will be used. It was MOVED (S. Szymanski) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES THE REVISED CONNECTICUT LIBRARY FOR ACCESSIBLE BOOKS (CTLAB) ADVISORY COMMITTEE BYLAWS AS RECOMMENDED BY THE CTLAB ADVISORY COMMITTEE. PASSED unanimously.

Revision of the Advisory Council for Library Planning and Development

(ACLPD) Bylaws: There was some discussion about the legislation referenced in the committee’s description. Dawn La Valle stated that ACLPD was formed under the Library Services and Technology Act, a federal act we are required to reference. It was also suggested that under Membership the word “shall” be inserted in first sentence for clarity.

Mary Etter questioned the language requiring the “ACLPD will seek nominees that have skill sets and expertise that support the Division of Library Development (DLD) strategic plan”, specifically “support the DLD strategic plan”. Dawn La Valle stated that the DLD strategic plan is the LSTA 5-Year Plan approved by the Institute of Museum and Library Service (IMLS) and it is the role of the ACLPD to support DLD in the implementation of this operating plan. Dawn will update the language to clarify the strategic plan as the LSTA 5-Year Plan as approved by IMLS. IT WAS MOVED (M. Etter) seconded (M. Hickey) THAT THE STATE LIBRARY BOARD APPROVES THE REVISIONS TO THE Advisory Council for Library Planning and Development (ACLPD) BYLAWS AS RECOMMENDED BY THE ACLPD. PASSED unanimously

NEW BUSINESS

Revision of CTLAB Committee Bylaws:

Motion

Revision of ACLPD Bylaws

Motion

IT WAS MOVED (M. Etter) seconded (M. Hickey) THAT THE STATE LIBRARY BOARD APPROVES THE REVISIONS TO THE Advisory Council for Library Planning and Development (ACLPD) BYLAWS AS RECOMMENDED BY THE ACLPD. PASSED unanimously.

Proposed changes for the 2023-2024 version of the State Grant Program for Public Library Construction Timetable and Guidelines: After a brief discussion, it was MOVED (S. Ecker) seconded (S. Ruoff) THAT THE STATE LIBRARY BOARD APPROVES CHANGING THE STATE GRANT PROGRAM FOR PUBLIC LIBRARY CONSTRUCTION TIMETABLE AND GUIDELINES FOR 2023-2024 TO:

- Update the Eligibility Requirements so that the Library Director, Building Committee Chair and, for municipal libraries, the Town Manager or chief executive officer must attend a construction grant information session.
- Update the Eligibility Requirements so that the Library Director and representative members from the Library Board must be allowed full voting rights as members of the Building Committee.
- Add two items to the list of Supporting Documents required with the grant application: 1) copies of minutes from Library Board and Building Committee meetings for the past six months and 2) a list of Building Committee members and their roles.

PASSED unanimously.

With no other matters to come before the Board, at 2:08 P.M. It was MOVED (S. Szymanski) seconded (M. Etter) TO ADJOURN. PASSED unanimously.

The next meeting is scheduled for Monday, May 22, 2023, at 1:00 p.m.

Respectfully submitted,

Deborah Schander, Secretary

Jane Beaudoin, Recorder

State Grant Program
for Public Library
Construction
Timetable and
Guidelines

Motion