

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
September 23, 2024

INDEX

Members joining in person:

Allen Hoffman, Mary Etter, Melissa Hickey, Scott Matheson,
Sheri Szymanski

Members joining via Teams:

Judge Henry Cohn, Jessica de Perio Wittman, Sandy Ruoff,
Claudia Jalowka

Members absent: Alison Clemens, Sally Whipple

Others joining in person:

Deborah Schander, Jane Beaudoin, Lizette Pelletier, Allen
Ramsey, Damon Munz, Todd Gabriel, Lisa Lew (CSL)

The meeting was called to order at 1:03 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.

ELECTION OF OFFICERS

Allen Hoffman gave the temporary role of Chair to Deborah Schander for the Election of Officers. Deborah asked Scott Matheson, Chair of the Nominating Committee, for a report. Scott reported that letters were sent to the Board members at the end of August inviting nominations for the position of Chair and Vice Chair of the Board. No nominations were received. The current Chair and Vice Chair have expressed a willingness to serve another one-year term. Deborah asked if there were any nominations from the floor. There being none it was MOVED (M. Etter) and seconded (S. Ruoff) TO APPROVE THE REPORT OF THE NOMINATIONS COMMITTEE AND RE-ELECT ALLEN HOFFMAN AS CHAIR AND JESSICA DE PERIO WITTMAN AS VICE-CHAIR FOR ANOTHER ONE YEAR TERM ENDING SEPTEMBER 2025. The motion PASSED unanimously. The meeting was turned back over to the Chair.

MINUTES

It was MOVED (M. Etter) seconded (S. Ruoff) THAT THE MINUTES OF THE JULY 24, 2024 STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

EXECUTIVE SESSION

No Executive Session was needed.

BOARD COMMENTS

Mary Etter stated that State Archivist Lizette Pelletier gave a tour to a recent college graduate and explained what archivists do. She reported that the graduate was impressed at the very interesting and thorough explanation. Mary gave her compliments for such great work.

ELECTION OF OFFICERS

Motion

MINUTES

Motion

EXECUTIVE SESSION

BOARD COMMENTS

Judge Cohn shared that he saw the “Hidden in Plain Sight” broadcast on a local channel which included an interview of a State Library employee who was excellent.

PUBLIC COMMENT

None at this time.

STATE LIBRARIAN’S REPORT

Deborah stated that her written State Librarian’s Report was included in the Board’s packets and welcomed questions. She highlighted a few things from her report.

Deborah commended the State Library staff for their submissions to the State Librarian’s report. She complimented Jenn Matos for her great work with the “Hidden in Plain Sight” interview. Deborah offered to send the link to the interview to anyone who would like it. The renovations of the Museum are now complete. The side galleries have new exhibits and new exhibit names. She commended Jenn Matos and the entire Museum team for their creative and expeditious work.

The Museum recently hosted Chief Justice Robinson’s retirement reception on September 5th and Deborah heard numerous compliments regarding the renovations of the Museum.

There have been some recent operational changes in the agency. There is now a new unit called the Digitization and Digital Collections Services unit which is a combination of what was the Preservation Office and the Photo Duplication Office. This unit is changing the emphasis on how the State Library is making its collections accessible and preserve those items as well. This new unit is under the leadership of Anna Newman.

The State Library Board meeting is taking place at the Van Block facility because the Archives unit is being highlighted today. Deborah offered a tour of the facility after the meeting. The State Library is continuing the work that former State Librarian Ken Wiggin started with conversations with the Office of Policy and Management and others about a permanent State Archives facility.

Conversations have recently become more urgent as the Archives are quickly running out of room. Deborah hosted a tour of the State Archives facility for the Secretary of the Office of Policy and Management and others. They understand the situation we are in and the State Library was given the go ahead to propose a new facility. The State Library will first put in for a bond request to conduct a study of our Rocky Hill facility to see if it can be renovated and expanded or if we will start from scratch. We’re hoping the study will be on the agenda for the next Bond Commission meeting. Deborah will keep the Board updated as things progress.

OTHER REPORTS

External Organizations

There were no external organization reports at this time.

**PUBLIC
COMMENT**

**STATE
LIBRARIAN'S
REPORT**

**OTHER
REPORTS**
External
Organization

Divisions and units – State Archives

State Archivist Lizette Pelletier and the rest of the State Archives staff introduced themselves and gave their work histories and current responsibilities. A power point presentation showing a detailed look at what the State Archives is and what it does was shared. Lizette stated that the Archives team is working on its Collection Policy and they hope to bring it before the State Library Board by the end of the year. There were questions and comments following the presentation and the Board thanked the Archives team for the work that they do.

CONSENT AGENDA

There were no items on the Consent Agenda at this time.

OLD BUSINESS

Budget Update: Deborah reported that we have submitted our budget proposals to the Dept. of Administrative Services and then the proposals will go to the Office of Policy and Management for consideration in the Governor’s budget. Each year agencies are given specific instructions on what they can and cannot ask for and this year there was a request for all agencies to submit a 3% budget reduction option. We try to comply with the requests but reiterate the paucity of our budget lines and are hopeful nothing will be removed from our budget. We did put in for new funding specific to the Archives and a request to renovate the main vault and probate vault at 231 Capitol Avenue. Requests were also submitted to conduct an inventory of Museum materials, funding for our law and legislative materials budget, as well as some staffing increases. There were also some other requests to support the Division of Library Development. Deborah will keep the Board posted as things progress.

Legislative Update: There was no Legislative Update at this time. We expect that the e-book bill will be reintroduced.

Deborah reported that Dawn La Valle and her team have met with the Museum staff on the Strategic Framework. They are now finalizing their internal framework document. We are continuing to work with the individual units on this to prepare those reports.

Allen thanked the Archives staff for a thorough presentation and again expressed his appreciation for what they do.

NEW BUSINESS

There was no new business.

At 2:45 p.m. it was MOVED (S. Szymanski) TO ADJOURN. PASSED unanimously.

The next meeting is scheduled for 1:00 p.m. on Monday, November 25.

State Archives

**CONSENT
AGENDA**

OLD BUSINESS
Budget Update

Legislative Update

NEW BUSINESS
None

Motion

Respectfully submitted,

Deborah Schander, Secretary

Jane Beaudoin, Recorder