

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
September 29, 2025

INDEX

Members joining in person:

Jessica de Perio Wittman, Mary Etter, Allen Hoffman,
Sandy Ruoff

Members joining via Teams:

Antay Bilgutay, Judge Henry Cohn, Claudia Jalowka, Scott
Matheson, Betsy Pittman, Sheri Szymanski, Sally Whipple,
Melissa Wlodarczyk-Hickey

Members absent: None.

Others joining in person:

Deborah Schander, Suzanne Kiss, Dawn LaValle, Maria Mayer

The meeting was called to order at 1:01 p.m. by Chair Allen Hoffman.

ELECTION OF OFFICERS

Allen Hoffman gave the temporary role of Chair to Deborah Schander for the Election of Officers. Deborah welcomed two new members of the State Library organization: Maria Mayer, Executive Secretary to the State Librarian, and Antay Bilgutay, recently appointed to the Board. Deborah Schander then took roll call attendance of the board members. No attendance of the members of the public attending the meeting was taken.

Deborah asked Allen Hoffman, Chair of the Nominating Committee, for a report. Allen reported that there were two nominations received for Chair and Vice-Chair. Jessica de Perio Wittman is the nominee for Chair and Scott Matheson for Vice Chair of the Board. Allen then asked for any further nominations from the floor, if any.

There being none, it was MOVED (M. Etter) and seconded (S. Ruoff) TO CLOSE THE NOMINATIONS. With that, it was MOVED (M. Etter) and seconded (S. Szymanski) TO APPROVE THE REPORT OF THE NOMINATIONS COMMITTEE AND ELECT JESSICA DE PERIO WITTMAN AS CHAIR AND SCOTT MATHESON AS VICE-CHAIR FOR A ONE YEAR TERM ENDING SEPTEMBER 2026. The motion PASSED unanimously. The meeting was turned over to the new Chair.

MINUTES

No corrections were submitted. It was MOVED (M. Etter) seconded (A. Hoffman) THAT THE MINUTES OF THE JULY 28, 2025 STATE LIBRARY BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

EXECUTIVE SESSION

No Executive Session was needed.

ELECTION OF OFFICERS

Motion

MINUTES

Motion

EXECUTIVE SESSION

BOARD COMMENTS

Sheri Szymanski commended Deborah and her team on their work over the past few months to assist public libraries in compliance with the new State law on library policies, stating it was a herculean task. Deborah thanked the Division of Library Development staff for their fantastic work.

Allen Hoffman stated that Deborah’s report continues to share the in-depth work of her staff and shared how pleased he is to see the depth of information each time. He encouraged all to read the reports as he is amazed at everything being accomplished.

PUBLIC COMMENT

None at this time.

STATE LIBRARIAN’S REPORT

Deborah thanked Allen for his comments and shared that composing the report is always a wonderful opportunity for her to present the details of staff activities, and she also commended staff for their work in the last few months.

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

Deborah commented on the Federal funding situation, stating that we remain in a holding pattern regarding a final decision for the Institute of Library and Museum Services (ILMS) and the Federal funding that is provided to the State Library. She shared that both the House and Senate subcommittees have voted to restore funding to the ILMS in their versions of the proposed budgets; the next step will be discussion with the full appropriation committee, but the potential government shutdown is further delaying any decisions. Deborah commented that it was seen as a positive step in the process that both subcommittees voted to restore funding.

There was also a request from the administration to stay the preliminary injunction in the multistate lawsuit which Connecticut is a part of. That was denied by the Appeals Court Judge; the preliminary injunction remains in place, and the ILMS continues to operate as normally as they can under the circumstances.

The study of the Archives facility has officially commenced. Deborah and the Archives team, State Archivist Allen Ramsey and Assistant State Archivist Damon Munz, along with Jay Yasenski, Director of Operations, the team from Department of Administrative Services Real Estate & Construction Services Unit, as well as the hired consultant all met for a kickoff meeting a few weeks ago. On Wednesday, October 1, 2025, she and the team will be visiting Rocky Hill Campus to view the vacant facility and take a good look at that location. The group will determine if that facility can be renovated and expanded and turned into the Archives facility that is needed, or if it would need to be torn down and built anew on that site, and the costs involved. She stated that she anticipates having more formal information in October/November, which can be shared with

**BOARD
COMMENTS**

**PUBLIC
COMMENT**

**STATE
LIBRARIAN’S
REPORT**

the Office of Policy and Management on behalf of the Governor and to the Legislature during the upcoming session.

Deborah, Suzanne Kiss, and Susan Muro of CT Humanities attended the National Book Festival on behalf of the State of Connecticut. This is an annual book festival in Washington D.C. to celebrate literacy and reading, and to share Connecticut authors with colleagues from across the nation. Keith Sonderling, Acting Director of the IMLS, stopped by their booth, along with several other states. Suzanne used it as an opportunity to speak to the importance of Federal funding for libraries in Connecticut. It was a very positive visit to D.C.

Deborah commended Lindsay Cawley, Head of Reference Services, on her excellent presentation for the Law Library of Congress.

The Office of the Public Records Administrator is working on the implementation of a new records retention schedule software that will allow them to better manage the retentions schedules set by CSL for the Executive Branch and municipalities; and will allow them to work with those entities on any changes; and improve access to that information for our many constituents.

Deborah then welcomed questions from the Board. Sandy Ruoff asked if the report, which she stated is extensive and shows so many different aspects of the CSL, is distributed to all staff and others. Deborah stated it is posted on our website and is available to anyone. Vice Chair Scott Matheson asked, once the information/report comes back from the Archives site visit at Rocky Hill, if it will include potential operating costs over time as well. Deborah stated that the report will have a focus on construction costs, but that ongoing operating costs will have to be considered as well, as the plan is to move the Archives functions and staff to the new location.

REPORTS OF BOARD COMMITTEES

Bylaws Committee

There was a meeting of the Bylaws Committee earlier this month. Chairwoman de Perio Wittman stated that the written report from the Bylaws Committee had been distributed along with the recommended proposal for revised amendments in the Bylaws. It was MOVED (A. Hoffman) seconded (S. Matheson) TO ADOPT THE RECOMMENDATIONS. PASSED unanimously.

OTHER REPORTS

External Organizations

CT SHRAB

A report from the Connecticut State Historical Records Advisory Board [CT SHRAB) was included in the Board packet.

Divisions and Units – Division of Library Development

Division Director Dawn LaValle introduced the Division of Library Development (DLD) and her staff and gave an overview of the work accomplished by DLD. A video presentation giving a detailed look at what DLD is and does was shared with the Board. Presenters in the video included Matthew Geeza, Gail Hurley, Suzanne Kiss, Kymberlee Powe, Abbey Lynch, Catherine Potter, Christine Gauvreau, Bradley Bullis, Ashley Sklar, and Barbara Ghilardi. There were

REPORTS OF BOARD COMMITTEES

Motion

OTHER REPORTS

External Orgs.
CT SHRAB

Division of Library Development

questions and comments following the presentation, and the Board thanked Dawn and the DLD team for the work that they do.

CONSENT AGENDA

Approval of Items on the Consent Agenda: There being no objections, the consent agenda was MOVED (M. Etter), seconded (A. Hoffman) and PASSED unanimously.

The items that were on the consent agenda are:

Recommended Appointment to the Connecticut Digital Library (CDLAB) Advisory Board for a term beginning October 1, 2025 ending July 31, 2027 (SLB DOC 25-5)

Contract Extension for East Haven Public Library Category 2 Grant (#044P-SC-23) (SLB DOC 25-6)

OLD BUSINESS

Budget Update: Deborah reported that we continue to keep an eye out for a special session this Fall, which may have an impact on the State Library; we are also in preparation for the regular session, which starts in February 2026, and are currently submitting the State Library’s requests for funding. Deborah shared that the biennial audit was recently concluded and anticipates that the final audit will be issued on or about October 9, 2025. Deborah reminded the Board that the findings of that audit are related to known issues: the fine arts balance and how it is reported, collection management processes in the museum, grant monitoring, and a new finding about accounts receivable and CSL’s work with the Department of Administrative Services Fiscal Unit. Deborah shared that we have already resolved some issues or are already working to resolve them. She also stated that agency audit findings are frequent topics in the news, and she will keep the Board informed of any news reports on our findings she becomes aware of. Deborah then welcomed any comments or questions on the budget update.

Sandy asked a question related to how a past audit finding was reported on, and if such a report may occur again. Deborah stated that, from the agency’s perspective, all of our findings are known issues which we are actively working to resolve; some of those issues have been in place for some time and may take significant time to resolve, but they are all being addressed.

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

CONSENT AGENDA
Motion

OLD BUSINESS
Budget Update

Legislative Update

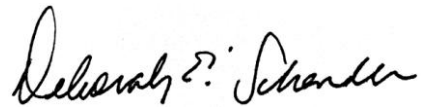
NEW BUSINESS

There was no new business.

At 2:30 p.m. it was MOVED (S. Ruoff) and seconded (M. Hickey) TO ADJOURN.
PASSED unanimously.

The next meeting is scheduled for 1:00 p.m. on Monday, November 24, 2025.

Respectfully submitted,



Deborah Schander, Secretary



Maria T. Mayer, Recorder

NEW BUSINESS

None

Motion