

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
July 23, 2012

INDEX

Members present: Bob Harris, Mollie Keller, Daphne Deeds, Eileen DeMayo,
Allen Hoffman, John N. Barry, Linda Anderson, Judge Robert
Beach, Judge Michael Sheldon

Members absent: Scott Hughes, Joy Hostage, Stefan Pryor

Others present: Kendall Wiggin, Jane Beaudoin, Mark Smith, Diane Pizzo,
Carol Trinchitella, Nancy Peluso, Tom Newman, LeAnn Power
(State Library), Paul McIlvaine, (FOCL), Betsy McIlvaine
(ACLB)

MINUTES

It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE MINUTES OF THE
May 21, 2012 BOARD MEETING BE APPROVED AS PRESENTED. PASSED
unanimously.

BOARD COMMENTS / ANNOUNCEMENTS

John Barry informed the Board that the interview process for the Director of the
Division Library Development (DLD) is moving forward. The interview panel has
recommended 2 candidates for a second interview. John stated that he did not
sit in on the interviews but was present at the beginning of each one to introduce
himself and thank each candidate on behalf of the board for their interest in the
Director position.

PUBLIC COMMENT

There was none.

STATE LIBRARIAN'S REPORT

Ken Wiggin added to his written report that the exterior stairway of the building
that leads into the museum will be re-constructed. The poor condition of the
stairway has caused that entrance to be closed for many years. The work is
scheduled to begin around August 6 and is expected to take at least two months.
Based on a suggestion by Nancy Peluso, a temporary entrance on the east side
of the building will be opened during this construction period. This will minimize
the inconvenience to staff and patrons. This entrance has been closed for many
years and currently serves as a fire exit. Arrangements have been made with the
building's Facilities Management Division and Security to put this plan in place.

John asked Ken what it would take to have pictures and biographies of the State
Library Board on the State Library website. John shared his feelings on the
importance of letting the public know who the members of the State Library
Board are as well as their backgrounds. John stated that if it didn't incur much
work the Board could consider this option. So that the Board has time to
consider this idea, the matter will be discussed at the September meeting. John
requested that Ken get information on this matter.

MINUTES

**BOARD
COMMENTS/
ANNOUNCEMENTS**

**PUBLIC
COMMENT**

**STATE
LIBRARIAN'S
REPORT**

John asked Ken for an update on former Governor Rell's portrait. He would like the State Library Board to be part of the unveiling ceremony. Ken responded that he hasn't been given any information regarding plans for a ceremony. The artist has been selected and the contract is being handled through the Office of Policy and Management. The artist and an assistant visited Memorial Hall to see what the existing portraits are like and how they are framed. Although we have no official guidelines for the portraits, Ken did have the opportunity to let them know what we would prefer as far as the portrait's size. Ken was informed that the portrait will not be completed until sometime next year. John requested that Ken reach out to those involved in the planning of Governor Rell's portrait unveiling ceremony letting them know that the State Library Board would like to attend to honor Governor Rell's role as a leader in Connecticut.

OTHER REPORTS

Connecticut Library Association (CLA): No report at this time.

Advisory Council for Library Planning and Development (ACLPD): Ken reported for ACLPD. Ernest DiMattia (President/Executive Director, Ferguson Library, Stamford), chair of the eBook Task Force reported their findings to the Council. Upon Mr. DiMattia's recommendation, the Council voted to continue for another year. The Task Force would like to continue keeping the State Library and the library community advised on eBook related matters.

Connecticut Library Consortium (CLC): Ken announced that Jennifer Keohane, Business Outreach Librarian at the Simsbury Public Library has accepted the position of Executive Director and will start on August 6th. Ken also reported on behalf of Connie Sear, who was unable to make the meeting, that CLC closed out their fiscal year and estimate they have saved their members more than \$5.5 million on their purchases. This is not a final figure as they have a few more vendors who owe them information.

Association of Connecticut Library Boards (ACLB): Betsy McIlvaine, President of ACLB, reported that they are finalizing the plans for the fall leadership conference. The topic focus will be advocacy and how to talk to legislators about libraries. Betsy stated that she was part of the interview panel for the Director of Library Development position. John thanked Betsy for her participation on the interview panel.

Friends (FOCL): Paul McIlvaine stated that he is officially the new President of FOCL. Paul informed the Board of their program in which they give Friends groups just getting started \$200 grants to help them with the paperwork to establish their nonprofit status. With the IRS that means applying for 501(c)(3) status which enables them to accept donations that people can then deduct from their income taxes. The grant might also be used to file for incorporation in Connecticut as a non-stock (or nonprofit) corporation.

Paul also reported that the FOCL will hold their Fall Conference on November 10th at Central Connecticut State University. The topic of the conference is "How to Retain Friends". Everyone was invited to attend.

**OTHER
REPORTS**
CLA

ACLPD

CLC

ACLB

Friends

OLD BUSINESS

Budget Update: Ken expects to receive information on preparing the next biennial budget soon.

Legislative Update: Ken reported that Public Act 11-242 contained an amendment to the Freedom of Information statute creating several new categories of protected communication that could impede access to a variety of records in the State Archives. The provision was contained in a larger bill and was enacted on the last day of the 2011 regular Session. Ken is working with the Attorney General's office and the history community to see how this will affect historical records and see what can be done to change it.

Ken stated that he has set up a committee to draft regulations relating to the Museum Property Act (Public Act 12-171) that was passed in the last session.

Atlas Sale Update

Ken reported that the catalog will be out in October of this year. Some of the maps will be offered for sale at the Rocky Mountain Book and Paper Fair, August 3-4 in Denver. To date the Library has netted \$216,966. A dedicated account has been set up. Ken met with Paul Cohen and Henry Taliaffero last week to discuss the possibility of more maps being deaccessioned. This matter is on the Board's agenda for later in the meeting.

NEW BUSINESS

Approval of Resolution for Judge Francis X. Hennessy: It was immediately MOVED (B. Harris) seconded (A. Hoffman) THAT ON THIS 23RD DAY OF JULY, 2012, THE MEMBERS OF THE STATE LIBRARY BOARD UNANIMOUSLY AND ENTHUSIASTICALLY EXTEND THEIR HEARTFELT THANKS AND DEEPEST APPRECIATION TO JUDGE HENNESSY FOR HIS DEDICATION AND COMMITMENT IN SUPPORT OF THE MISSION OF THE CONNECTICUT STATE LIBRARY AND THEIR APPRECIATION FOR HIS EFFORTS TO PRESERVE AND ENHANCE LIBRARY COLLECTIONS AND SERVICES FOR THE CITIZENS OF CONNECTICUT. PASSED unanimously. Mollie Keller stated that nothing makes her sadder than the resignation of Judge Hennessy and wondered if there was a way to let him know this. After some discussion it was decided that Jane will email the Board members Judge Hennessy's address so they can reach out to him personally.

Approval of Americans with Disabilities Act Policy (ADA): The Department of Administrative Services called to notify us that they do not have an ADA Policy on file for the State Library. Ken informed the Board that we can't find that a formal policy has ever been adopted. Ken has prepared a policy for the Board's approval. The policy addresses both employment practices and Agency programs and services. It was MOVED (M. Keller) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE CONNECTICUT STATE LIBRARY AMERICANS WITH DISABILITIES ACT POLICY. PASSED unanimously.

Approval of ReadersFirst Initiative: Ken Wiggin reported that over 70 library systems from the United States and Canada issued a joint statement outlining

OLD BUSINESS

Budget Update

Legislative Update

Atlas Sale Update

NEW BUSINESS

Resolution for Judge Hennessy

Motion

ADA Policy

Motion

ReadersFirst Initiative

four principles that they want e-content providers to follow in order to lift content restrictions and make borrowing an easier experience. Ken has received requests from the library community for the State Library to sign onto the Initiative. Ken believes that State Library support for the Initiative would be strengthened by an endorsement from the State Library Board. It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD ENDORSES THE READERSFIRST INITIATIVE AND SHOWS ITS SUPPORT BY HAVING THE STATE LIBRARIAN ADD THE CONNECTICUT STATE LIBRARY TO THE LIST OF READERSFIRST COALITION PARTNERS. PASSED unanimously.

Motion

Approval the Revision of the Policy on Charging of Fees and of the Connecticut State Library Reproduction & Certification Fee Schedule:

After some questions, answers and discussion on this matter, It was MOVED (B. Harris) seconded (L. Anderson) THAT THE STATE LIBRARY BOARD APPROVES SUBSTITUTING "DIGITAL IMAGING" FOR "PHOTOSTATING" IN THE 1980 POLICY STATEMENT ON CHARGING OF FEES, REMOVING FEES FOR PHOTOSTATS FROM THE CONNECTICUT STATE LIBRARY REPRODUCTION & CERTIFICATION FEE SCHEDULE AND ADDING TO THE CONNECTICUT STATE LIBRARY REPRODUCTION & CERTIFICATION FEE SCHEDULE AS FOLLOWS:

Policy on Charging of Fees & the Reproduction & Certification Fee Schedule

Motion

FOR PATRON-REQUESTED IMAGE(S) ON CD, THE FOLLOWING FEES WILL APPLY: \$3.00 HANDLING FEE; \$1.00 CHARGE FOR CD IF REQUESTED; \$2.00 POSTAGE CHARGE FOR CD IF REQUESTED.

FOR GENERAL PUBLIC REQUESTS FOR DIGITAL REPRODUCTIONS NOT ALREADY AVAILABLE IN ONE OF OUR DIGITAL COLLECTIONS OR NOT AVAILABLE IN THE PATRON REQUESTED DIGITAL FILE FORMAT: 25 CENTS PER SCANNED PAGE OR IMAGE.

FOR GOVERNMENTAL AGENCIES, PUBLIC INSTITUTIONS, INMATES OF CONNECTICUT CORRECTIONAL INSTITUTIONS AND CONNECTICUT CULTURAL INSTITUTIONS, REQUESTING DIGITAL REPRODUCTIONS NOT ALREADY AVAILABLE IN ONE OF OUR DIGITAL COLLECTIONS OR NOT AVAILABLE IN THE PATRON REQUESTED DIGITAL FILE FORMAT: 15 CENTS PER SCANNED PAGE OR IMAGE.

HANDLING FEE FOR REPRODUCTION ORDERS: \$3.00; POSTAL RATE FOR CD DELIVERY: \$2.00; ELECTRONIC DELIVERY, DROPBOX: FREE; CD (IF REQUESTED): \$1.00. PASSED unanimously.

Approval of Revision to the Collections Management Policy for the Museum of Connecticut History: Daphne stated that she is the State Library Board's liaison to the Museum Advisory Committee (MAC). She asked for an explanation on why the MAC never meets but yet they are referenced in the fact sheet for the Board's action. Ken replied that they have had problems getting a quorum. Some former appointees have shown little interest in the Committee. Ken expects that the Governor will be making new appointments. Daphne asked if it's allowed for State Library Board members to serve on the MAC. Ken answered that Board members cannot serve on the Committee. John asked Daphne to please review the policy and how it relates to MAC. It was MOVED (M. Keller) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD

Museum of CT History Collections Management Policy

Motion

APPROVES THE AMENDING OF SECTION IV. B., IV. C AND IV. E OF THE 'COLLECTIONS MANAGEMENT POLICY' FOR THE MUSEUM OF CONNECTICUT HISTORY TO READ:

SECTION IV. B. OF THE 'COLLECTION MANAGEMENT POLICY' WOULD READ:

MUSEUM ADMINISTRATOR APPROVES ALL ACQUISITIONS VALUED AT LESS THAN \$10,000. WHEN THE POTENTIAL ACQUISITION DEVIATES FROM THE "COLLECTING CRITERIA (11-B)" THE MUSEUM ADMINISTRATOR CONSULTS WITH THE STATE LIBRARIAN FOR GUIDANCE.

SECTION IV. C. OF THE 'COLLECTIONS MANAGEMENT POLICY' WOULD READ:

MUSEUM ADVISORY COMMITTEE , BY MAJORITY VOTE, APPROVES ALL ACQUISITIONS VALUED AT MORE THAN \$10,000 AND THOSE THAT DEVIATE FROM THE "COLLECTING CRITERIA (11-B)"; REVIEWS DONATIONS FOR APPROVAL, AT THE REQUEST OF THE MUSEUM ADMINISTRATOR; RECEIVES A LIST OF NEW ACQUISITIONS AT EACH MEETING.

SECTION IV.E OF THE 'COLLECTIONS MANAGEMENT POLICY WOULD READ:

CONFLICT OF INTEREST: WHEN AN OBJECT IS OFFERED FOR SALE TO THE MUSEUM BY A PARTY THAT GIVES AN APPEARANCE OF A REAL OR POTENTIAL CONFLICT OF INTEREST, A DOCUMENTED DECISION ON THAT TRANSACTION WILL BE MADE BY THE STATE LIBRARIAN IF THE OBJECT IS VALUED AT LESS THAN \$10,000 AND BY THE STATE LIBRARY BOARD IF THE VALUE EXCEEDS \$10,000. AN INDEPENDENT AUTHORITATIVE OPINION ON AUTHENTICITY AND VALUE WILL BE OBTAINED BY THE STATE LIBRARY.

The MOTION was PASSED unanimously.

Approval to Deaccession Antique Maps: Ken reported that at the January 25, 2012 meeting the Board approved the deaccessioning and sale of antique maps that are out of the scope of the State Library's collection and have significant value. Since then, additional maps have also been determined to be out of the scope of the State Library's collection. Approval is being sought for the already approved sales agents Cohen and Taliaferro to add the proposed withdrawal of additional maps to the ones that they have already been contracted to sell. It was MOVED (M. Keller) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE DEACCESSION AND SALE THROUGH COHEN AND TALIAFERRO OF THE ITEMS ON ATTACHMENT A (INCLUDED IN THE BOARD PACKET) PASSED unanimously.

Approval to
Deaccession
Antique Maps

Motion

Appointment of a Nominating Committee for Election of Officers: John reported that he spoke with Joy Hostage and she stated that she would be glad to serve as chair of the Nominating Committee. John further stated that Joy recommended Daphne Deeds to join her as a member of the Nominating Committee. Daphne agreed. The Board was in agreement of the Nominating Committee members. The election of State Library Board officers will take place

Appointment of
Nominating
Committee

at the September 24, 2012 meeting. There was no objection.

OTHER BUSINESS

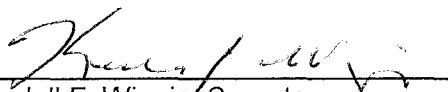
John stated that he will be working with Ken to update the By-Laws. Ken recognized Judge Hennessy for his work updating the By-Laws the last time they were done.


John asked the Board if there were any objections in presenting a gift to Judge Hennessy for his service on the Board. Although Ken feels that Judge Hennessy was an outstanding and contributing board member he has reservations about establishing a precedent for board members who leave. There are board members who have served for many years and merit recognition in the form of a gift but Ken asked what do you do for board members who are only on the board briefly or sporadically attend meetings? Ken also stated that he would have to check to see if state funds can be used for this purpose.

John asked Ken to look into language for a policy that acknowledges board members and the use of state funds.

At 1:55 p.m., it was MOVED (B. Harris) that the meeting be adjourned. The next meeting is scheduled for Monday, September 24, at 1:15 p.m. in the Attorney's Conference Room at 231 Capitol Avenue.

Respectfully submitted,


Kendall F. Wiggin, Secretary


Jane Beaudoin, Recorder

**OTHER
BUSINESS**