

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS  
STATE LIBRARY BOARD  
July 25, 2011

INDEX

Members present: Mollie Keller, Bob Harris, Daphne Deeds, Linda Anderson,  
John Barry, Allen Hoffman, Eileen DeMayo

Members absent: Judge Francis Hennessy, Joy Hostage, Jack Hasegawa,  
Scott Hughes, Judge William Lavery

Others present: Kendall Wiggin, Sharon Brettschneider, LeAnn Power, Mark  
Smith, Ursula Hunt (State Library), Jocelyn Miller (Howard  
Whittemore Memorial Library, Naugatuck)

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The meeting was called to order by Chair Mollie Keller at 1:15 p.m.

**MINUTES**

It was MOVED (J. Barry) seconded (A. Hoffman) THAT THE MINUTES OF THE  
May 23, 2011, BOARD MEETING BE APPROVED AS PRESENTED. PASSED  
unanimously.

**MINUTES**

**PUBLIC COMMENT**

None at this time.

**PUBLIC COMMENT**

**STATE LIBRARIAN'S REPORT**

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LIBRARIAN'S  
REPORT**

The State Librarian's written report was included in the Board's meeting packet. Ken distributed an addendum to his report concerning Collection Management's strategies to reduce library material expenditures and updates on digitization projects. Allen Hoffman asked if the Judicial Department contributes to the Library's budget for law materials since they are dependent on the research material. Ken explained that by statute, the State Library is the principal law library for the state. The Supreme Court has small desk collections for ease of access. Clerks spend a lot of time at the State Library and we do not receive any funding from Judicial, however, they offered support when there was talk of eliminating the Library. The Judicial Branch proposed eliminating many of the court libraries as part of their budget cut if the concession agreement is not passed. This would put additional pressure on the State Library's resources. There has been no success in the past soliciting funds from the law community. John Barry requested further information on Library cuts versus Judicial cuts. Ken said he could get more information about this. Bob Harris inquired about the stability of the newly filled Librarian 1 position. Ken said the situation is complicated.

Ken reported that the digitization project with Library Connection has been successful in digitizing newspapers from microfilm. There was an initial focus on Civil War era papers because of the Civil War Sesquicentennial.

The Library is now capable of receiving reference questions from patrons via text messages.

Ken reported that a map expert is working on the appraisal of an atlas collection in the State Library's holdings. This collection has already been determined to be very valuable. This collection was left to the State Library in a will and many of the atlases and maps are not Connecticut related and fall outside the scope of the Library's collections. Ken is considering having the atlas collection deaccessioned. When this matter has been looked into sufficiently and the

appraisal is completed, Ken will consult with the State Library Board about how to proceed. Ken will also be working with the courts on deaccessioning the historical law collection. John Barry expressed concern about deaccessioning the atlas collection. He felt the same way when the Barnes Museum, in Southington, sold some of their collections.

Daphne Deeds asked that the Library and the Board look at items individually to make sure they are within the scope of both the Board and Library mission.

**OTHER REPORTS**

Connecticut Library Association (CLA): There was no representative for CLA present.

Advisory Council for Library Planning and Development (ACLPD): Sharon Brettschneider reported that the Council met in June. A major action item was a presentation by Martha Church from West Hartford Public Library on their LSTA funded program for services to individuals with disabilities. This presentation was part of our effort to share best practices gleaned from projects funded through LSTA. In addition, Doug Lord wrote an article on the project for CT WebJunction. The next meeting will be in August.

Connecticut Library Consortium (CLC): Sharon Brettschneider reported for Jill Hughes who was unable to attend. CLC held their Annual Meeting on June 21 which focused on strategic planning. They are working on contingency planning of core services in the event of budget cuts and developing plans to do more with academic and school libraries. They have released discount bids for books and other media.

Association of Connecticut Library Boards (ACLB): Sharon Brettschneider reported that ACLB is planning a leadership conference on November 10. They took the advice from a discussion with the State Library Board and the conference will focus on advocacy and public perception of libraries. The conference will be held at Rensselaer Polytechnic Institute.

Friends: (FOCL) Sharon Brettschneider reported that the Friends Annual meeting was held at the South Windsor Public Library in June. Ninety members attended and awards were given out. There was a presentation on the Civil War given by the State Archeologist, Nicholas Bellantoni. The Annual fall conference will be at the Connecticut State University on November 5. On November 10, FOCL will be presenting a panel discussion on Friends and Trustees at the ACLB conference.

**OLD BUSINESS**

Budget Update:

Ken reported that a total of fourteen State Library staff members received layoff notices. Ten were planned and 4 are due to possible bumping. If the unions revote yes, the notices will be rescinded for union employees. It is uncertain if non-union layoffs would be rescinded. The retirements of Terri Consoli and Mary Louise Jensen were counted towards the required reduction in staff. Ken made strategic decisions in determining cuts. He felt that it will be easier to get back programs than positions. He hopes the layoffs will be rescinded. The plan he submitted was revised by the Office of Policy and Management (OPM). They made the decision to move the Business and Human Resource Units to the Department of Administrative Services (DAS) Small Agency Resource Team

**OTHER REPORTS**

CLA

ACLPD

CLC

ACLB

FRIENDS

**OLD BUSINESS**

Budget Update

(SMART). For many years, Ken has been successful in holding off this move. It is uncertain whether this move will be changed if the layoffs are rescinded. Ken will be speaking to the DAS Commissioner tomorrow about how he should be proceeding. Union staff can bump into positions where employees have less seniority but non-union staff would lose their jobs. Ken was successful in convincing OPM to allow the State Library to retain the Fiscal Administrative Manager, Mark Smith. Sharon Brettschneider is one of the layoffs and will be taking retirement. She was planning to retire in February 2012 and it was hoped that her retirement could be counted as part of the personal services savings. However, the Office of Labor Relations said that she had to leave in September for the savings to be counted. Doing so would save two additional positions from layoffs. To prevent those layoffs, Sharon has graciously accepted the layoff. What is unresolved is the impact the layoffs will have on our federal funding. We have to meet maintenance of effort (MOE) requirements and we have been getting close over the years. The Office of Fiscal Analysis is asking for that information. Reductions in the federal funds are incremental. If for example we were 10% short of meeting our MOE our federal funds would be reduced by 10%. Such a reduction would take effect on October 1, 2012. We could ask for a waiver next August, but these are difficult to get. Ken gave credit to Library staff for their professionalism during this difficult and stressful time. Ken is hoping that the cuts to the Connecticut Library Consortium (CLC), the elimination of reQuest, and the cuts to public libraries will also be rescinded. Contingency plans are being developed to ensure continued access to statewide databases. There will be holdbacks in Operating Expenses no matter which budget is enacted. This will cause more belt tightening. John Barry expressed regret about Sharon being laid off and said it will be a great loss to the Library and to the State. He said that Mary Louise Jensen was also a great resource to the state and asked if anyone would be taking over her position. Ken agreed that this is a concern and said that Sharon is working with Tom Newman to pick up pieces from Mary Louise's duties. Sharon stated that at this time there are only bonding funds available for grants to distressed communities which will reduce the number of grants in the short run. She hopes that funds for non-distressed communities will be restored in the future. Sharon and Tom are handling the day to day administration of the construction grant program but agreed that the State Library has lost the knowledge of building issues with Mary Louise's retirement. Terri Consoli's retirement has put an additional strain on this program. If bonding funds become available in the future, Sharon has discussed with Ken the possibility of some of that funding being set aside for staffing. John Barry said that perhaps the Board could advise as a directive the importance of the functions of this position.

Legislative Update:

Ken distributed the Legislative Update dated July 25, 2011, which he prepared for the Board. The update gave the final status of a number of bills that his office had been tracking for their potential impact on State Library programs. The State Library has been tasked with developing standards and guidelines for the preservation and authentication of electronic documents, per Public Act 11-150 (House Bill No. 6600). These standards are to be developed by January 1, 2012. Ken has had an initial meeting with the new Chief Information Officer of the Department of Information Technology to discuss this and other records and technology issues.

John Barry also suggested that Ken speak to the Governor's office about assisting the State Library with marketing itself as a tourism destination. John

Legislative Update

feels people would come to see the oldest book and the whole building. He encouraged the Board members to be proactive in this matter. John asked if the State Library has had any discussions with the new Director of Tourism and suggested that the State Library Board initiate such a meeting. Another suggestion he made was to make the hanging of the Governor's portraits a larger event. Ken responded that, since the State Library has no funds for advertising, he would welcome suggestions for individuals or firms to approach about providing assistance pro bono. The State Library would need Judicial's cooperation with doing any external advertising such as allowing banners on the building's exterior. The History and Genealogy Unit continues to attract many tourists and will have two new exhibits and extended hours for the Museum as part of the commemoration dedication of the 150<sup>th</sup> anniversary of the Soldier and Sailor's Arch. Also, the Library is opening an exhibit, in Memorial Hall and online in memoriam of the 10<sup>th</sup> Anniversary of 9/11.

Ken informed the Board that the Supreme Court is insisting that the State Library move the model of the USS Connecticut which is on display in the foyer of the building.

**NEW BUSINESS**

Approval of Extension for Naugatuck's Howard Whittemore Memorial Library's State Public Library Construction Grant. It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES HOWARD WHITTEMORE MEMORIAL LIBRARY'S STATE PUBLIC LIBRARY CONSTRUCTION GRANT EXTENSION FOR A MAINTENANCE PROJECT. Sharon introduced Jocelyn Miller, the new Director of the Howard Whittemore Memorial Library. Ms. Miller distributed photographs of the Library's ceiling and skylight that have been water damaged and has become a safety issue. Ms. Miller gave some background information on the estimated cost of this project, money awarded, and their efforts to raise funds within their community. It was decided that the copper will be restored and not replaced which will reduce the cost significantly. There is a meeting scheduled with the architect tomorrow. The Motion was PASSED unanimously.

Approval of User Conduct Policy Revision. It was MOVED (B. Harris) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES THE CONNECTICUT STATE LIBRARY USER CONDUCT POLICY AS REVISED. Ken explained the policy was changed slightly to allow the use of cell phones in the Library Reading Room. PASSED unanimously

Approval of Retirement Resolution for Terri Consoli. It was immediately MOVED (B. Harris) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES THE RETIREMENT RESOLUTION FOR TERRI CONSOLI. PASSED unanimously.

Election of Officers: Mollie Keller gave Kendall Wiggin the temporary role of Chairman of the State Library Board for the Election of Officers. A letter was sent to the Board members seeking nominations for the positions of Chair and Vice Chair of the State Library Board. No nominations were brought forward and the current Chair and Vice Chair have expressed an interest in continuing for another term. John Barry requested that the election be tabled until the September meeting. It was agreed.

**NEW BUSINESS**

Grant Extension

User Conduct Policy

Resolution for  
Terri Consoli

Election of Officers

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**OTHER BUSINESS**

Ken asked Board members to let him know if they have received any new letters of appointment.

It was MOVED (B. Harris) seconded (L. Anderson) that the meeting be adjourned at 2:25 p.m. The next meeting is scheduled for Monday, September 26, 2012, at 1:15 p.m. at the Van Block Facility.

Respectfully submitted,

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Kendall F. Wiggin, Secretary

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Ursula Hunt, Recorder

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**OTHER BUSINESS**