

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
November 23, 2015

INDEX

Members present: John N. Barry, Bob Harris, Judge Michael Sheldon, Allen Hoffman, Jay Johnston, Justice Peter Zarella, Ellen Cohn, Matt Poland

Members absent: None

Others present: Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Mark Smith, Diane Pizzo, Carol Trinchitella, Lizette Pelletier, Robert Kinney (State Library), Jennifer Keohane (CLC)

MINUTES

It was MOVED (J. Johnston) seconded (B. Harris) THAT THE MINUTES OF THE SEPTEMBER 28, 2015, BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

BOARD COMMENTS/ANNOUNCEMENTS

The State Librarian's Report stated that at the State Library's All Staff Day, some staff were recognized for their many years of conscientious service with a certificate signed by the Governor and State Librarian. Bob Harris congratulated all the staff who received a certificate and expressed appreciation for their hard work.

PUBLIC COMMENT

None.

STATE LIBRARIAN'S REPORT

Ken invited questions on his written report. There were none. Ken informed the board that he will be asking his managers to give brief updates on how their staff is doing. Dawn La Valle, Director of Library Development, will begin this practice. Dawn named each member of her staff and stated their title and their responsibilities. Dawn praised her staff and explained that given the consistent changing climate of the budget, her staff continues to do more with less, and achieve a very high standard of work.

Bob Harris asked about the Public Libraries Annual Report, State Aid, Statistics that is mentioned in the State Librarian's Report. It speaks of a survey form which is available online or offline. Bob asked for clarification on how this survey is done offline. Ken explained that instead of it being web based as it is now, libraries will download an Excel spreadsheet to fill in and submit the data that is compiled in the *Connecticut Public Libraries: A Statistical Profile*.

John questioned the situation with the staff shortage in Public Records Administration. Ken explained that Archivist Sara Cheeseman left her position and because of the hiring freeze he is not currently able to refill it. John is concerned that should state agencies experience a disruption in records management services, the State Library may appear as if it is part of a problem. Ken said the Public Records staff are prioritizing destruction requests because of the pending move of various state offices. He added that the State Library updates retention schedules for state agencies and also keeps records of the documents destroyed by state agencies according to those general schedules. Judge Sheldon asked if there was a way to publicize that we have these documents before their destruction. Researchers may be conducting studies

MINUTES

**BOARD
COMMENTS/
ANNOUNCEMENTS**

PUBLIC COMMENT

**STATE
LIBRARIAN'S
REPORT**

without any knowledge that these records exist. State Archivist Lizette Pelletier replied that she is involved with organizations that look into these matters. Currently the procedure is to have a double review of the documents before creating the retention schedule. Judge Sheldon feels that a publication record should be required and the preparers of the information should be made aware that it could be used in the future. Discussion followed. Ken will look into this and report back to the Board.

OTHER REPORTS

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

Advisory Council for Library Planning and Development (ACLPD): Dawn La Valle reported that the Connecticut Public Library Standards will come before the board later in the meeting.

Connecticut Library Consortium (CLC): Executive Director Jennifer Keohane reported that CLC is in the process of reorganization. During this process, there has been more opportunity to reach out to their partners. CLC's new cycle of membership dues will begin on January 1, 2016. Each board member received CLC's *A Year In Review: 2014-2015* handout. The information includes the year's savings to members as well as education and collaboration accomplishments.

Association of Connecticut Library Boards (ACLB): No report at this time.

Friends of Connecticut Libraries (FOCL): No report at this time.

OLD BUSINESS

Budget Update: Ken distributed two budget documents that were included in the board's meeting packet. One was for the State Library's Budget and the other for Funding for Statewide Library Services. They are both Comparison of FY2016 Budget Adjustment Proposals. Both documents are based on published reports. The reductions will affect various programs; however, what has been proposed is manageable. This is all part of a downward trend. Judge Sheldon asked what the affect of these budget cuts will have on the two vacant positions in the Public Records Division. Ken will be meeting with the State Library's budget analyst tomorrow. The hiring freeze has halted plans to interview for a CCAR position made vacant through a retirement. Judge Sheldon inquired on the progress of reinstating Southern Connecticut State University's MLS program. Ken serves on the program's Advisory Committee. The committee has been informed that the Precandidacy application was submitted to the American Library Association's Committee on Accreditation in September and they should learn of the Committee's decision soon. The goal is to begin the new program in August 2016 and attain full accreditation for the Fall 2019 semester.

Legislative Update: Ken reviewed a Legislative Proposals 2016 Session document he prepared, which lists 4 proposals that didn't go through last year and that will be resubmitted again in this year's session.

"An Act Regarding the Historic Documents Preservation Account Recording Fees and Nominee of Mortgagee Filings". This proposal would redistribute the Historic documents fee collected on documents with nominees to the Historic Documents Preservation Account.

OTHER REPORTS

CLA

ACLPD

CLC

ACLB

FOCL

OLD BUSINESS

Budget Update

Legislative Update

"An Act Concerning the Protection of State and Municipal Essential Records; defines "official record copy" and "essential records" and calls for the protection of essential records to provide for the continuity of government by adding back a prior statutory requirement for State Library cooperation with emergency management and preparedness authorities in carrying out an essential records program.

"An Act Concerning the Historic Preservation Grant Program". This would eliminate the regulation requirement for the Historical Document Preservation grant program in CGS 11-8l and CGS 11-8n as the Grant Guidelines completed each grant year serves the same purpose. To submit one annual report to the joint standing committee of the General Assembly having cognizance of matters relating to government administration. The annual report will include items listed in CGS 11-8k(c) and 11-8m(b) and will be submitted on or before January 1 of each year.

"An Act Regarding the Destruction Methods for Public Records". This proposal would update Sec. 11-8a(c) to require agencies to utilize a destruction method for public records that protects the state and individuals, and prevents unauthorized access to or use of information.

NEW BUSINESS

Approval of eBook Joint Venture with New York Public Library (NYPL): John called the board's attention to the revised meeting agenda which adds this action item to it. Ken reminded the board that at their June 8, 2015 meeting, they approved to enter into a joint venture with the New York Public Library to build a national e-content platform as a component of the Connecticut statewide eBook platform and authorized the State Librarian to develop a joint venture agreement to partner with the NYPL for the purpose of building a national e-content exchange platform as a component of the Connecticut statewide eBook platform. Since then, the State Librarian has worked with NYPL and the Office of the Attorney General, to develop a joint venture agreement to partner on the Library EContent Access Project (LEAP) which is explained in the supporting documents which will become a permanent record in the State Library Board files. The NYPL and the Connecticut State Library (CSL) would work together under the LEAP Collaboration Agreement to build a national e-content exchange platform. The agreement has no monetary commitments. However, the CSL and the NYPL agree to contribute resources to the collaboration in the form of time, attention, and resources of their organization required to ensure the development of the LEAP platform and technological infrastructure. Discussion followed. There was a question about the timeframe for this project's completion. Ken stated he will work with the State Library Board's decision. After more discussion it was decided that the approval will have a 2-year duration. It was MOVED (B. Harris) seconded (M. Poland) THAT THE STATE LIBRARY BOARD AUTHORIZES THE STATE LIBRARIAN, ON BEHALF OF THE STATE LIBRARY BOARD, TO ENTER INTO THE LEAP COLLABORATION AGREEMENT. PASSED unanimously.

NEW BUSINESS
eBook Joint Venture
with NYPL

Motion

Approval of State Public Library Construction Grant Recommendations:
It was immediately MOVED (M. Sheldon) seconded (B. Harris) THAT THE STATE LIBRARY BOARD AWARDS THE FOLLOWING STATE PUBLIC LIBRARY CONSTRUCTION GRANTS:

State Public Library
Construction Grants

Motion

\$1,000,000 to the Town of Coventry for the Booth and Dimock Memorial Library

\$1,000,000 to the E.C. Scranton Memorial Library of Madison

\$1,000,000 to the City of Hartford for the Park Branch Library

\$1,000,000 to the City of New Haven for the Stetson Branch Library

\$250,000 to the Town of Cheshire for the Cheshire Public Library

\$203,898 to the Village Improvement Association for the Ora Mason Branch Library of the West Haven Public Library,

\$125,500 to the Town of Berlin for the Berlin Peck Memorial Library

\$100,000 to the City of Derby for the Derby Public Library

\$67,500 to the Beardsley & Memorial Library of Winchester

\$27,500 to the Town of Newtown for the Cyrenius H. Booth Library

PASSED unanimously.

Approval of Connecticut Public Library Standards:

Ken stated that if the State Library Board approves these standards it will go through the rule making process. Matt Poland asked if there is a plan for libraries that are not able to meet the essential standards and also, how will libraries be held accountable to meet the minimum essential standards? Dawn La Valle replied that the Division of Library Development is prepared to provide resources, support and guidance to libraries, should any not be able to reach these standards. Public libraries are currently using guidelines instead of standards. Matt Poland stated that meeting essential standards is critical and that the Governance section of these standards should include that this is not just a given. Ken stated that these standards will at least show libraries where they should be. John feels that since the State Library Board ultimately makes the decisions on whether to approve the standards, they should be informed when the meetings are being held, Dawn replied that the meetings are open to the public and that the board members are welcome to come and have dialogue. It was Moved:(J. Johnston) seconded (M. Poland) THAT THE STATE LIBRARY BOARD: 1) RECOMMENDS THAT THE ADVISORY COUNCIL FOR LIBRARY PLANNING AND DEVELOPMENT, IN CONCERT WITH THE DIVISION OF LIBRARY DEVELOPMENT, CONDUCT A SERIES OF STATEWIDE STAKEHOLDER MEETINGS TO DISCUSS THE PROPOSED STANDARDS AND THAT STATE LIBRARY BOARD MEMBERS BE INCLUDED IN THE STATEHOLDER MEETINGS; 2) AUTHORIZES THE DIVISION OF LIBRARY DEVELOPMENT TO PILOT THE STANDARDS WITH A REPRESENTATIVE GROUP OF LIBRARIES; AND 3) CALLS ON THE STATE LIBRARIAN TO BRING A FINAL RECOMMENDATION TO THE STATE LIBRARY BOARD AT THE MARCH 2016 STATE LIBRARY BOARD MEETING.

Connecticut Public Library Standards

Motion

Approval of 2016 Meeting Calendar: It was MOVED (M. Sheldon) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE FOLLOWING DATES FOR ITS REGULARLY SCHEDULED MEETINGS IN THE YEAR 2016: JANUARY 25, MARCH 28, MAY 23, SEPTEMBER 26, NOVEMBER 28. PASSED unanimously.

2016 Meeting Calendar

Motion

ADJOURNMENT:

At 2:25 p.m., it was MOVED (B. Harris) TO ADJOURN. The next meeting is scheduled for Monday, January 25, 2016, in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder