

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
November 28, 2016

INDEX

Members present: John N. Barry, Justice Peter Zarella, Alison Clemens, Allen Hoffman, Matt Poland, Dianna Wentzell, Jay Johnston, Bob Harris

Members absent: Judge Michael Sheldon

Others present: Kendall Wiggin, Jane Beaudoin, Mark Smith, Jean Kincaid-Ross, Robert Kinney, Bonnie Gallagher, Diane Pizzo, Carol Trinchitella (State Library), Sue Smayda (Library Connection Inc. (LCI) & Southington Library), Kate Byroade (Cragin Memorial Library, Colchester), Richard Conroy (Essex Library Association), Mary Hogan (Cora J. Belden Library, Rocky Hill), Pat Rutkowski (New Britain Public Library), Karen Jensen (CLA), Sandy Ruoff (Guilford Library), Glenn Grube (Avon Free Public Library)

The meeting was called to order at 1:00 p.m. by Chairman John N. Barry.

MINUTES

It was MOVED (J. Johnston) seconded (A. Hoffman) THAT THE MINUTES OF THE September 26, 2016, BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

MINUTES

Motion

BOARD COMMENTS / ANNOUNCEMENTS

Bob Harris apologized that he could not be at the September meeting and expressed his appreciation for his re-election to the position of Vice Chair of the State Library Board. He congratulated John on being re-elected the Chairman.

**BOARD
COMMENTS/
ANNOUNCEMENTS**

PUBLIC COMMENT

Sue Smayda, President of the LCI Board of Directors, stated that she was late to the State Library Board's public hearing on November 14, but when she arrived she heard the consultant saying that he wasn't going to address logistics in his deliverIT study. Ken replied that the consultant, Jim Minges, has just begun this project. He will be looking at all aspects of the service including the bigger picture of capacity and needs but not logistics specifically. The report should be complete by the end of January 2017. Sandy Ruoff asked if there will be an opportunity for public comment on the report at the January State Library Board meeting. John replied that he will allow it.

**PUBLIC
COMMENT**

STATE LIBRARIAN'S REPORT

Ken stated that the Old State House reopened today and the George Washington portrait will remain there on loan for now. Ken is satisfied with the safety of the portrait.

**STATE
LIBRARIAN'S
REPORT**

Ken distributed a *Libraries Help And Honor Our Veterans* handout to the board. Dawn La Valle attended an IMLS Veterans and Military Families meeting in Texas to discuss how libraries can better provide services to assist with

employment, education and a community connection for veterans. Dawn will be working with Gail Hurley to develop continuing education workshops, programming and other resources for Connecticut libraries to address this need.

Matt Poland asked about the Bond Commission funding 100% of the Hartford Public Library's Park Branch. Ken replied that there are other sources of construction funding outside of the Public Library Construction Grant Program, but he had not been made aware that Hartford Public Library was seeking the Urban Action funds they received. Although the funding comes through the Office of Policy and Management, the State Library will be administering all of the funding for this project.

OTHER REPORTS

Connecticut Library Association (CLA): Karen Jensen, President of CLA, had no report at this time. John congratulated her on becoming President of CLA and encouraged her to reach out to the State Library Board if she needed any assistance.

Advisory Council for Library Planning and Development (ACLPD):
No report at this time.

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, was unable to attend the meeting. Ken read a brief report on CLC news and updates that Jennifer provided Ken for this meeting. Savings figures for last year show a savings to CT libraries of over \$7.4 million. Membership is growing for schools and academic libraries. Strategic planning is in progress to help CLC diversify funding sources & focus on critical programs. CLC is finalizing the pricing for the NY Times digital deal. The Smithsonian Origins of Man exhibit at Otis library opens the week of January 9th. CLC is sponsoring a librarians only preview/special tour with the Smithsonian curators on January 11, 9:00 - 11:00 am at the Otis library. Everyone is invited to attend.

Association of Connecticut Library Boards (ACLB): Ken reported that ACLB had a very successful annual conference.

Friends of Connecticut Libraries (FOCL): Ken reported that the Friends had a very successful annual conference.

OLD BUSINESS

Budget Update: Ken stated that he has submitted his 10% reduction to the Office of Policy and Management (OPM). He has had no other communications with OPM but according to the media more cuts and layoffs are possible. Ken is concerned that the funding for the Library Services and Technology Act may be reduced. Congress has yet to pass the budget for this program.

Legislative Update: Ken reported that the State Library is looking at two legislative proposals. One is regarding currently restricted records in the archives. The proposal would be to open all records 75 years after their creation and not make a distinction between medical records and other public records.

**OTHER
REPORTS**
CLA

ACLPD

CLC

ACLB

FOCL

OLD BUSINESS
Budget Update

Legislative Update

The other proposal is regarding an increase in the historic documents filing fee from \$3 to \$6. This would yield the State Library an estimated \$250,000. These additional funds would allow the Public Records Administrator and the State Archivist to better address the management and preservation of electronic state and local records.

John commended Ken and the State Library staff that handle all the legislative matters. This is a lot of work and most state agencies have a designated legislative liaison to handle this.

deliverIT CT Update: Ken reported that Jim Minges, the consultant hired to conduct the deliverIT CT study ran a very good public hearing on November 14. This was an opportunity for the library community to voice their input on what they feel will help the service work and also make suggestions on how to accomplish it. At the meeting Jim stated that he had already fielded many communications from librarians. The public hearing brought Jim a great deal more input. Ken also reported that a new sorter has been hired and this will result in some route changes beginning on December 9th. The short term task force held their first meeting on November 16th, and the long term task force meeting will be held on Wednesday, November 30th.

John requested that Ken keep the Board updated on the impact of the route changes.

NEW BUSINESS

It was agreed that the meeting agenda's order would be changed.

Resolution for Jean Kincaid-Ross: John invited Jean to stand before the Board. He stated that he has gotten to know Jean over the years because of her work in the State Library's Bill Room. The Bill Room is vital for everyone at the legislature needing answers. John stated that her work is, and will always be, appreciated and that she has been an asset to the State Library and will be missed. He read her resolution. It was MOVED (M. Poland) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD UNANIMOUSLY AND ENTHUSIASTICALLY EXTEND THEIR HEARTFELT THANKS AND DEEPEST APPRECIATION TO JEAN KINCAID-ROSS FOR HER DEDICATION AND COMMITMENT IN SUPPORT OF THE MISSION OF THE CONNECTICUT STATE LIBRARY AND THEIR APPRECIATION FOR HER EFFORTS TO PRESERVE AND ENHANCE THE STATE LIBRARY'S COLLECTIONS OF THE RECORDS OF THE CONNECTICUT GENERAL ASSEMBLY AND HER SERVICES TO THE CITIZENS OF CONNECTICUT. PASSED unanimously.

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

\$1,000,000 to the City of Bridgeport for a new Bridgeport Public Library branch.

deliverIT CT
Update

NEW BUSINESS

Resolution
Jean Kincaid-Ross

Motion

State Public
Library
Construction
Grants

Motion

<p>\$333,705 to the Stratford Library Association in Stratford. Major Alteration. 249,836 to the Town of Enfield for the Enfield Public Library. Maintenance. \$112,500 to the Town of Seymour for the Seymour Public Library. Code Compliance & Energy Conservation \$75,000 to the Hotchkiss Library of Sharon. Accessibility, Code Compliance, Remodeling.</p>	
<p>PASSED unanimously.</p>	
<p><u>Grant Extension for the Jonathan Trumbull Library in Lebanon:</u> Jay Johnston asked if this grant could be extended another time if requested. Ken replied that it can be. This library has their matching funds but is experiencing a timing issue with getting all the paperwork completed. It was MOVED (J. Johnston) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES AN EXTENSION OF THE LOCAL FUNDING DEADLINE FOR THE TOWN OF LEBANON'S \$1,000,000 STATE PUBLIC LIBRARY CONSTRUCTION GRANT TO NOVEMBER 25, 2017. PASSED unanimously.</p>	<p>Grant Extension Motion</p>
<p><u>Revision of the Policy on Charging of Fees and of the Connecticut State Library Reproduction & Certification Fee Schedule:</u> Ken stated that the vendor that has been providing a free service of card use for patrons to make copies instead of inserting cash into the copiers, has informed the State Library that they can no longer do this for free. The most cost effective way for the State Library to handle this is to lease public copiers from the state contracted copy vendors but one that offers the card machine can't be found. Staff is recommending a one tier pricing structure in the increased amount of 25 cents. It was MOVED (A. Hoffman) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVE A TWENTY-FIVE (25) CENT FEE FOR PHOTOCOPIES. PASSED unanimously.</p>	<p>Revision of Fees Motion</p>
<p><u>Fiber to the Library Grants-in-Aid:</u> Ken stated that in 2015 the legislature appropriated funds for Grants-in-Aid for high speed connections to the Connecticut Education Network (CEN). In May of this year, the State Bond Commission approved an allocation and bond authorization to the State Library for \$3.6 million for the fiber grants. In August the State Library announced the Fiber to the Library grant program and began accepting non-competitive grants to principal public libraries for high-speed fiber connections to the CEN. It is expected to take up to two years to connect all of the eligible libraries. The fact sheet included in the State Library Board's packet explains the Description of Grants, Eligibility, and Eligible Grant Expenses. Also included in the Board's packet was a list of the libraries being recommended to receive this grant. Ken pointed out to the Board that because it takes time to work with all of the libraries, they can expect these requests to come before them for approval over the next several meetings. It was MOVED (A. Hoffman) seconded (P. Zarella) THAT THE STATE LIBRARY BOARD APPROVE A SECOND ROUND OF GRANTS AS RECOMMENDED BY THE DIVISION OF LIBRARY DEVELOPMENT. PASSED unanimously.</p>	<p>Fiber to the Library Grants-in-Aid Motion</p>

Approval of 2017 Meeting Calendar: It was MOVED (A. Hoffman) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE FOLLOWING DATES FOR ITS REGULARLY SCHEDULED MEETINGS IN THE YEAR 2017: JANUARY 23, MARCH 27, MAY 22, JULY 24, SEPTEMBER 25, NOVEMBER 27. PASSED unanimously.

2017 Meeting
Calendar
Motion

Resolution for Justice Peter T. Zarella: John stated that the State Library Board has been honored to have Justice Zarella serve as a member. He is highly respected by the Board and it has been a privilege working with him. Best wishes were given for all his future plans. John read Justice Zarella's resolution in its entirety. It was MOVED (A. Hoffman) seconded (M. Poland) THAT THE STATE LIBRARY BOARD UNANIMOUSLY AND ENTHUSIASTICALLY EXTEND THEIR HEARTFELT THANKS AND DEEPEST APPRECIATION TO PETER T. ZARELLA 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 TO THE CITIZENS OF CONNECTICUT. John asked that the vote be taken by roll call. Jane Beaudoin called each Board member's name and received a vote in the affirmative. The motion PASSED unanimously

Resolution for
Justice Zarella

Motion

At 2:05 p.m., it was MOVED (A. Hoffman) TO ADJOURN. The next meeting is scheduled for 1:00 pm on Monday, January 23, 2017, in the State Library's Reading Room.

Respectfully submitted,

Kendall F. Wiggin, Secretary

Jane Beaudoin, Recorder