

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS  
STATE LIBRARY BOARD  
September 26, 2016

INDEX

Members present: John N. Barry, Judge Peter Zarella, Alison Clemens, Allen Hoffman, Dianna Wentzell, Jay Johnston

Members absent: Bob Harris, Judge Michael Sheldon, Matt Poland

Others present: Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Mark Smith, Robert Kinney, LeAnn Power, Lizette Pelletier, Allen Ramsey, Bonnie Gallagher (State Library), Carl DeMilia (Bibliomation), Karen Jensen (CLA), Gaye Rizzo (Windsor Public Library), Alan Hagyard (LION), Paul Mazzaccaro (Westport Library), Richard Conroy (Essex Library), Eric Werthmann (Woodbridge Library), Lisa Karim (Simsbury Public Library), Sue Smayda (Southington Public Library), Sandy Ruoff (Guilford Free Library), Ramona Burkey (Cheshire Public Library), Kate Byroade (Cragin Memorial Library/Colchester), Marian Amodeo (Hamden Public Library), Glenn Grube (Avon Free Public Library), Mary Hogan (Cora J. Belden Library/Rocky Hill), Jennifer Keohane (CLC), Lisa Timothy (East Lyme Public Library), Michael Gilroy (East Haddam Library System), Jane Fisher (Wallingford Public Library)

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

**ELECTION OF OFFICERS**

John Barry gave Kendall Wiggin the temporary role of Chairman of the State Library Board for the Election of Officers. Ken asked Jay Johnston for a report of the Nominating Committee. Jay stated that 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. The current Chair and Vice Chair have expressed an interest in continuing for another term. Given this information, Ken took a vote of the Board members, THAT JOHN BARRY BE RE-ELECTED CHAIR AND BOB HARRIS BE RE-ELECTED VICE-CHAIR OF THE STATE LIBRARY BOARD FOR ANOTHER TERM ENDING SEPTEMBER 2017. PASSED unanimously. The meeting was turned back over to the Chair. John thanked the Board for the opportunity to serve as Chair for another term. Bob Harris was not present and could not acknowledge his re-election at this time.

**ELECTION OF OFFICERS**

Motion

**MINUTES**

It was MOVED (J. Johnston) seconded (A. Hoffman) THAT THE MINUTES OF THE JUNE 20, 2016, BOARD MEETING BE APPROVED AS PRESENTED. PASSED unanimously.

**MINUTES**

Motion

**BOARD COMMENTS / ANNOUNCEMENTS**

Jay Johnston read a prepared document regarding REQUEST and the Inter-Library Loan delivery service. Jay's document asks several questions on these subjects and requests that the answers be put in writing for the State Library

**BOARD COMMENTS/  
ANNOUNCEMENTS**

Board's understanding of current situations. Ken Wiggin stated that he will provide the board with written responses. Ken also stated that he has a deliverIT Update that he will be presenting to the board when the topic comes up later on the agenda.

John stated that he appreciates all the letters and correspondence he has received from the library community regarding the delivery system. There are many times when he does not have an immediate answer, however each one is important and will be addressed. To that extent the State Library Board, has set a tentative date of October 27, for a special State Library Board meeting at the Van Block Avenue facility. The agenda for this meeting will be limited to only the delivery system matter. This meeting will give those who did not come to this meeting another opportunity to give input.

John asked Ken if the contract to hire the private consultant has been completed. Ken replied that he is waiting for the consultant to return the contract with his signature. Ken will then sign it and forward it to the business office at the Department of Administrative Service for processing.

**PUBLIC COMMENT**

John invited public comment. Sandy Ruoff of the Guilford Library, referenced *Robert's Rules of Order* and asked if it would be better to hear Ken's deliverIT Update before the Public Comment. It was agreed.

Ken read his deliverIT Update report which detailed the progress to date, and included his concerns and thoughts on moving forward. Ken gave some history on how this situation has gotten to this point and stated that this is not a dilemma that was created by the State Library or the deliverIT CT service. Ken answered questions from the board members regarding volume.

John stated that he doesn't want to hear or read about any incidents of disrespect or mistreatment on the State Library side and doesn't want to hear that they aren't listening. There has to be a mutual respect and open dialogue. He added that if he does hear of any incidents they will be addressed. Ken responded that he has made it clear to the library community many times that they can contact him directly with any concerns.

The E Route's volume was brought up. Dawn La Valle informed the Board that the E Route has historically been one of the heaviest routes. It is a systemic heavy volume route. Dawn and Walt Magnavice are consistently looking at this route and the new consultant will be looking into it as well. Dawn stated that the E Route has had heavy volume since before 2014 and this was also the case with vendors previous to Avant.

Sandy Ruoff, Director of the Guilford Free Library, reported that her library is on the E Route. Her library has adopted the rules set at the last State Library Board meeting. Her records show that they are down 30% with their deliverIT usage but the backlog of their bins has increased. Sandy attributed this to borrowIT returns. She would like to see the holds amount increased from 5 to 10. Their

**PUBLIC  
COMMENT**

patrons normally do not place holds on more than 10 items.

Sue Smayda, President of the LCI Board and Director of the Southington Public Library, stated that the guidelines create friction for patrons trying to obtain library materials. She hopes that the new consultant clears the slate and asks what the goal is and how can it be accomplished.

Richard Conroy, Director of the Essex Library, said that this morning the staff noticed there were no new items on the pick list, but there were a lot of borrow IT returns. He feels the consultant should look into interlibrary loans as well as borrowIT.

Jane Fisher, Director of the Wallingford Public Library, stated that she heard Ken quoted in some news coverage that municipalities should absorb some of the costs of this service. She was caught off guard and asked for clarification. Ken replied that, as often is the case, the interviewer did not accurately translate what Ken said. But, Ken stated that as we look at levels of service, we need to look at the possibility of municipalities absorbing some costs.

Gaye Rizzo, Director of the Windsor Public Library told a childhood story to make the point that while all the services provided by the State Library are good, it's the deliverIT service that should get the resources because it is such a needed service.

John thanked everyone for coming before the Board and reiterated that the Board knows this is a very important matter. He encouraged everyone to send their information to the consultant. The Board is looking forward to hearing the consultant's report.

#### **STATE LIBRARIAN'S REPORT**

Ken invited questions to his written report. There were none. Ken informed the Board that the grants for the Derby and Cheshire Public Library are on the Bond Commission's meeting agenda this Friday (9/30).

#### **OTHER REPORTS**

Connecticut Library Association (CLA): Karen Jensen, President of CLA, announced that the Annual CLA Conference will be held on May 5 and May 6, 2017, and will be held at the Mystic Marriott. They are currently receiving proposals for presentations.

#### Advisory Council for Library Planning and Development (ACLPD):

Dawn La Valle, Director of the Division of Library Development, referenced the report that Ken gave earlier and stated that the ACLPD nominations will come up later on the meeting agenda.

Connecticut Library Consortium (CLC): Jennifer Keohane, Executive Director, stated that CLC is wrapping up the final grant report for this year. Jennifer reported that CLC has recently added two new contracts. They are a books and

**STATE  
LIBRARIAN'S  
REPORT**

**OTHER  
REPORTS**  
CLA

ACLPD

CLC

supplies contract and also a mobile hotspots contract. CLC was able to negotiate the hotspots contract at a rate that's less than the state's contract.

Association of Connecticut Library Boards (ACLB): Dawn La Valle reported that ACLB is holding its 2016 Leadership Conference at the University of Hartford Gray Conference Center, Friday November 4, 2016. The theme is CT Libraries: The Path Forward.

Friends of Connecticut Libraries (FOCL): Dawn La Valle reported that the Annual FOCL Conference will be held on Saturday, November 19, 2016, at Central Connecticut State University.

### **OLD BUSINESS**

Budget Update: Ken stated that the Office of Policy and Management (OPM) rescinded their previous guidance for developing the FY2018 and 2019 budgets and are now requiring agencies to submit a 10% budget reduction option. Ken distributed a budget fact sheet listing services the State Library provides totaling \$9,396,413. A 10% reduction in the budget would mean \$939,641 less to continue these services. Ken asked the Board how they would like him to proceed and whether a total elimination of a particular service would be best, or, instead suggest a reduction to all of them. All of the services on the budget fact sheet have already experienced a reduction. OPM's deadline to submit this 10% budget reduction is the first week in October. Ken stated that he does not want to make a reduction in staff an option. The Board told Ken to use his best judgment.

An update on the Old State House was requested. Ken stated that the Old State House is currently closed to the public but is being maintained to protect the collections still housed there. The State Library's portrait of George Washington is still there. At this time, Ken is satisfied with the safety of the portrait. It is not yet known what will come of this situation and there is no indication of a timeframe for an answer.

Legislative Update: Ken stated that he will be looking into updating some public records statutes in the next legislative session. He will bring his proposals to the November Board meeting.

### **NEW BUSINESS**

Resolution for Ellen Cohn: It was immediately moved (A. Hoffman) seconded (J. Johnston) THAT THE STATE LIBRARY BOARD UNANIMOUSLY AND ENTHUSIASTICALLY EXTEND THEIR HEARTFELT THANKS AND DEEPEST APPRECIATION TO ELLEN COHN 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 LIBRARY COLLECTIONS AND SERVICES FOR THE CITIZENS OF CONNECTICUT. PASSED unanimously.

Grant Extension for Westport Library: Paul Mazzaccaro, Director of the Westport Library, stated that the cost estimate was higher than previously anticipated. The

ACLB

FOCL

**OLD BUSINESS**  
Budget Update

Legislative Update

**NEW BUSINESS**  
Resolution

Motion

Grant Extension  
Westport Library

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library is trying to raise 75% of the funds themselves. They will be requesting approval from the Town of close to \$5 million before the end of the calendar year. Ken reminded the Board that the State Library can't bring the request to OPM until the town has their matching grant funds. It was MOVED (J. Johnston), seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES AN EXTENSION OF THE LOCAL FUNDING DEADLINE FOR THE WESTPORT LIBRARY'S \$1,000,000 STATE PUBLIC LIBRARY CONSTRUCTION GRANT TO NOVEMBER 25, 2017. PASSED unanimously.

Motion

Grant Extension for the Town of Putnam: The town's referendum to buy the land the new library would be built on was not passed. The extension is now being requested for a different project that would merge the library, town hall and historical society into one municipal complex. The extension will give the town time to raise its matching funds for the project. Ken stated that staff have reviewed this request and recommends it be approved. It was MOVED (A. Hoffman) seconded (J. Johnston) THAT THE STATE LIBRARY BOARD APPROVES AN EXTENSION OF THE LOCAL FUNDING DEADLINE FOR THE TOWN OF PUTNAM'S \$1,000,000 STATE PUBLIC LIBRARY CONSTRUCTION GRANT TO NOVEMBER 25, 2017. PASSED unanimously.

Grant Extension  
Town of Putnam

Motion

Grant Extension for the Town of Voluntown: Voluntown is requesting a one year extension to allow time for a town referendum and to secure the balance of its matching funds. It was immediately MOVED (A. Hoffman) seconded (J. Johnston) THAT THE STATE LIBRARY BOARD APPROVES AN EXTENSION OF THE LOCAL FUNDING DEADLINE FOR THE TOWN OF VOLUNTOWN'S \$402,759 STATE PUBLIC LIBRARY CONSTRUCTION GRANT TO NOVEMBER 25, 2017. PASSED unanimously.

Grant Extension  
Town of Voluntown

Motion

Approval of Appointments to the Advisory Council for Library Planning and Development (ACLPD): John asked if there was any other interest to serve on this Council. Ken replied that there were two candidates for two of the available slots. It was MOVED (A. Hoffman) seconded (P. Zarella) THAT THE STATE LIBRARY BOARD APPROVES THE FIVE RECOMMENDED APPOINTMENTS OF VINCENT JULIANO (LIBRARY USER REGION 2), DENISE STANKOVICS (LIBRARY USER REGION 3), J. DRUSILLA CARTER (MEDIUM PUBLIC LIBRARIES), MELISSA CANHAM-CLYNE (SMALL PUBLIC LIBRARIES) AND DR. CHRISTINA D. BAUM (ACADEMIC LIBRARIES) FOR A TERM BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2018. PASSED unanimously.

Appointments to  
ACLPD

Motion

All Staff Day 2016

Ken Wiggin reported that for the past 16 years the State Library has held a staff development day for all State Library employees. Board approval is sought for a 2016 All Staff Day. This day serves as an opportunity for employees from all facilities to meet in one place. Staff is given the opportunity to get to know each other, hear from the State Librarian and take advantage of some skills development opportunities and information sessions that are helpful for everyday life. The Library is closed on Mondays and permission is being requested to close other facilities for that day as well, allowing those employees to attend.

All Staff Day 2016

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The Connecticut Heritage Foundation has funded All Staff Day in the past and has indicated a willingness to do so again this year. It was MOVED (J. Johnston) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES THAT THE STATE LIBRARIAN CLOSE ALL SATELLITE STATE LIBRARY FACILITIES ON MONDAY, NOVEMBER 7, 2016, FOR THE ANNUAL ALL STAFF DAY. PASSED unanimously.

Motion

Fiber to the Library Grants-in-Aid: 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. 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 APPROVES THE FIRST ROUND OF GRANTS AS RECOMMENDED BY THE DIVISION OF LIBRARY DEVELOPMENT. PASSED unanimously.

Fiber to the Library Grants-in-Aid

Motion

At 2:25p.m., it was MOVED (A. Hoffman) TO ADOURN. The next meeting, which will have deliverIT as the sole agenda item is tentatively October 27, at the State Library's Van Block facility on 75 Van Block Avenue in Hartford.

Respectfully submitted,

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Kendall F. Wiggin, Secretary

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Jane Beaudoin, Recorder