



**Board of Directors Meeting  
Minutes  
April 14, 2016  
Noon-1:30PM**

Present: Gregory Davis, Ana Alfaro (phone), Arunan Arulampalam, David Barrett, Andrea Comer, Andrew Diaz-Matos, Marc DiBella (phone), Anne Melissa Dowling (phone), Stephen Goddard, Jack Godsill, Connie Green, Edward Keith, and Geraldine Sullivan (phone).

Absent: Gislaine Ngounou

Also Present: Bridget Quinn-Carey, chief executive officer, Mary Tzambazakis, chief administrative officer; Mary Billings, chief public services officer; Brenda Miller, chief cultural affairs and public programming; Homa Naficy, chief adult learning officer; Karl Fisher, finance director; Carol Poehnert, human resource director, and Andrea Figueroa, senior executive assistant.

**1. Call to Order**

President Gregory Davis called the meeting to order at 12:05 p.m.

Mr. Davis introduced Andrea Comer newly appointed board member. All board members and staff in the room introduced themselves.

**2. Welcome CEO**

Mr. Davis welcomed and introduced Bridget Quinn-Carey, chief executive officer of Hartford Public Library. Mrs. Quinn-Carey gave thanks to Mary Tzambazakis and Senior Team for such a warm welcome on her first day. Her first order of business is getting to know the Board, the team, and the staff. She plans to reach out to board members in a couple of weeks for a one on one. Mrs. Quinn-Carey attended the Boys and Girls Club event with Mr. Davis and met some movers and shakers. One of the first projects Mrs. Quinn-Carey would like to jump right into is the strategic planning. The Library will be facing significant issues over the next months and would like to have a focused strategic planning process to look at things like, the future of the community libraries, what would it look like to be a sustainable organization, and what kinds of services are being delivered throughout the communities.

**3. Consent Agenda**

All documents were sent to the Board in advance.

**Board Action:** Motion was made and seconded to approve the consent agenda that included minutes of board meeting of the February 4, 2016, minutes of the special meeting of March 4, 2016, minutes of the financial health committee of March 8, 2016, minutes of the executive committee of March 17, 2016, minutes of the special meeting of March 23, 2016, minutes of the governance committee of March 29, 2016, minutes of the executive committee of March 31, 2016, and minutes of the special meeting of April 8, 2016. The motion was approved.

#### **4. CEO Report**

The Interim Chief Executive Report was distributed in advance.

Mary Tzambazakis presented some highlights on the report:

- 51% expended on budget, collected 46% of revenues
- Kwanza Program held at Albany Branch attracted over 150 people
- Completed video on Boundless, a collaboration with Hartford Public Schools
- Discussions with Hartford Public Schools on the possibility of opening a 2<sup>nd</sup> YOUmedia Center
- Project Plan was developed for the collection assessment and shifting of the downtown branch items in order to prepare for UConn's arrival
- Held 2 special naturalization ceremonies with one focused on children's citizenship
- Had 3 exhibits, Life of Venture Smith, Photographic Exploration of Hartford's Century Old Municipal Buildings, and Hispanic Heritage Month

#### **5. President's Report**

Mr. Greg Davis gave a special thanks to the Transition Committee for all of the work done during the transition.

Mr. Davis presented some highlights:

- Executed documents for the Hartford Foundation to submit final payments to search firm Bradbury Associates. The total cost was \$24,000. The Hartford Foundation will also be supporting the Library's efforts on a new Strategic Plan
- Met weekly with Mary Tzambazakis and attended an all staff meeting on March 30, 2016 regarding budget updates
- Attending a meeting on March 31, 2016 with Mary Tzambazakis, Karl Fisher, Mayor Bronin and his senior team about the budget
- Attended a welcome breakfast for Bridget April 11, 2016, along with Arunan Arulampalam and Steve Goddard

## 6. New Business

### *External Communications*

Mary Tzambazakis introduced several programs and events happening throughout the Library system. Ms. Tzambazakis encouraged all members of the board to attend as many programs possible. All fliers of upcoming events were distributed in packets.

## 7. Other Business

### *Budget 2017*

The City of Hartford has asked the Library to prepare for a 20% reduction. The Mayor's final budget submission will be released April 18, 2016. There have been some preliminary steps taken to prepare for the reduction.

### *UConn Agreements*

A signing ceremony is scheduled for April 21, 2016 pending the completion of the remedy section between the City and the Attorney General.

### *Financial Health Committee Report*

The Financial Health Committee met April 13, 2016 to discuss budget in detail and a proposed early retirement incentive. The proposal will need to go to the Mayor and Council for a vote before announcing to staff of the opportunity.

### *Governance Committee Report*

Mr. Davis presented a Board dashboard consisting of statistical information on the Board to help identify the needs of Board composition and get a better handle on professional expertise within the Board. There is a need for more Latino/Hispanic members, Human Resource, and Development and Fundraising backgrounds.

A suggestion was made to have terms added to the dashboard.

The Governance Committee met and vetted two prospective members to the Board. Amy Barron, senior vice-president of VOYA with interest in strategic planning, and Phyllis Shikora, attorney with interests in development and immigration.

**Board Action:** A motion was made and seconded to accept the nominations of Amy Barron and Phyllis Shikora. The motion was approved.

Ana Alfaro was named chair of the Governance Committee. In November 2015, Ana volunteered for the Secretary role of the Board but was not formally approved.

**Board Action:** A motion was made and seconded to approve Ana Alfaro as Secretary of the Board of Directors. The motion was approved.

*First Banking Resolution*

A banking resolution for the Library's checking account was proposed removing Matthew K. Poland and Donna Haghghat as signers. Proposing to add new CEO Bridget Quinn-Carey, Mary Tzambazakis, Mary Billings, Brenda Miller, and Homa Naficy as signers. Checks require two signatures, by either Bridget Quinn-Carey or Mary Tzambazakis along with one other senior team member.

**Board Action:** A motion was made and seconded to approve the resolution as presented. The motion was approved.

*Second Banking Resolution*

This resolution adds Bridget Quinn-Carey as chief executive officer and authorizes her to sign expenses paid directly from endowment.

**Board Action:** A motion was made and seconded to approve the resolution as presented. The motion was approved.

*Park Branch Update*

Mary Tzambazakis gave an update on the project. Meetings were held with the Mayor and staff and that the branch project will be funded at \$10M. Of those dollars, \$1M was from State Grant funds. The Mayor approved for the Finance Director to sign off a letter submitted to the State Bond Commission. The agenda item for authorization of bond funds for the project is scheduled for April 29, 2016. The Library will not know the level of funding for capital projects until April 18, 2016.

**Board Action:** A motion was made and seconded to go into executive session at 1:10 p.m. including Bridget Quinn-Carey and Mary Tzambazakis. The motion was approved.

**Board Action:** The Board of Directors came out of executive session at 1:25 p.m.

**Board Action:** With no other business, a motion to adjourn the meeting was made, seconded and approved at 1:25 p.m.

Respectfully submitted,  
Bridget Quinn-Carey  
Chief Executive Officer  
Acting Secretary