



**Board of Directors Meeting  
Minutes  
Thursday, 3 August 2017  
Ropkins Branch Library  
8:00AM-9:30AM**

Present: Ana Alfaro, Arunan Arulampalam (phone), David Barrett, Amy Barron, Melvyn Colon, Andrea Comer, Gregory Davis, Andrew Diaz-Matos (phone), Marc DiBella (phone), Edward Keith (phone), Antonio Matta, Phyllis Shikora (phone), and Geraldine Sullivan.

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Brenda Miller, executive director, Hartford History Center; Homa Naficy, executive director, Adult Learning; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director; Gilda Roncari, donor relations director; Don Wilson, marketing and communications director, and Andrea Figueroa, senior executive assistant.

Absent: Miguel Correa, Stephen Goddard.

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:03 a.m. and introduced Antonio Matta on his first official board meeting.

**2. Consent Agenda**

All documents were sent to the Board in advance.

**Board Action:** Motion was made to approve the consent agenda that included minutes of the June 1, 2017 regular board meeting, special meeting minutes of June 21, 2017, special meeting minutes of June 29, 2017 and executive committee meeting minutes of July 27, 2017. The motion was approved.

**3. New Business**

*State Historic Preservation Agreement*

Discussions and negotiations regarding the Park Street Project at the Lyric site were conducted. The project is moving forward. In order to move forward with the design of the project a decision needed to be made about the façade of the building. HPL has been working with architects and state historic preservation office, and a

recommendation has been made to take down the existing façade but there are some conditions which were discussed.

**Board Action:** Motion was made to approve the agreement of State Historic Preservation Agreement. Motion was made by Andrea Comer and seconded by Tony Matta. Motion was approved.

Further discussion on item F was discussed by the Board. There are underrepresented communities not on the agreement. HPL agrees with the request of SHPO that it develops and implement a program to research, identify and document 4-5 underrepresented communities “including but not limited to.” The groups outlined.

**Board Action:** An amendment was made to the motion to move the approval of agreement of State Historic Preservation Agreement with the adjusted language as discussed on item F and the naming of the building to “Park Street at the Lyric.” The motion was approved.

#### 4. **Other Business**

##### *Strategic Planning Update*

The Community has been vocal about the branch closures. HPL team and Board have looked at various ways on how to transition the process better. An interim plan is in place through December 2017, allowing the community an opportunity to process the transition.

Mrs. Quinn-Carey will engage Hartford Foundation for Public Giving and Leadership Greater Hartford to explore having them help facilitate community meetings. Have also reached out to Blue Hills Civic Association to continue the conversations.

##### *UConn Update*

The construction is pretty much done just finalizing pavers by Cybil. There are a few punch list items. The ground floor is still not opened until the August 23 ribbon cutting unveiling. The ribbon cutting will start at the Times building and tour also at HPL.

#### 5. **Chief Executive Officer’s Report**

The Chief Executive Officer’s Report was sent in advance. Mrs. Quinn-Carey introduced the new format of the report and presented some highlights:

- Snapshot of final year-end report and numbers is subject to change. Because of good management of finances, there is a slight surplus.

- Page 11, Hartford History Center, has many visits for the digital depository resources.
- End of report has photos of new staff and new positions, and metrics on the last page.

This new format is a preview of the upcoming annual report and for all CEO reports going forward.

## **6. President's Report**

The goal for having the board meet at the Ropkins Branch is important so that the Board moves throughout the city. A thank you to the Board for being available during this difficult phase. And a thank you to Bridget and team for doing a tremendous job throughout the system. This is a very significant time in the history of the Library.

## **7. Mission Moment**

*Presentation on Downtown 1<sup>st</sup> floor design*

Mrs. Bridget Quinn-Carey presented the 1<sup>st</sup> floor design space plan of how that space will be reconfigured. This new design will be introduced in September.

Mr. Greg Davis asked if there is a way to identify the staff when a customer comes into the library. Mrs. Quinn-Carey stated that the staff has been wearing lanyards, and just recently staff has been using polo shirts, but they are not compelled to wear uniforms. Will try to encourage the use of name tags or ask the staff for suggestions.

## **8. Adjourn**

**Board Action:** With no other business, a motion to adjourn the meeting was made, seconded and approved at 9:34 a.m.

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