

**Minutes  
of the Board of Directors Meeting  
October 5, 2023  
Noon**

Present: David Barrett, *Chair*, Rick Costello, *Treasurer* (virtual), Melvyn Colon, Andréa Comer (virtual), Greg Davis, Andrew Diaz-Matos, Carlos Galdamez (virtual), Floyd Green (virtual), Suzanne Hopgood, Sara Lashetski, Sarah Needham, Dan O’Shea, Mark Overmyer-Velazquez, Phyllis Shikora (virtual), and Tyrone Walker.

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Leticia Cotto, Customer Experience Officer; Marie Jarry, Public Services Director; Brenda Miller, Executive Director, Culture & Communications; Mary Tzambazakis, Chief Administrative Officer and General Counsel; Andrea Figueroa, Senior Executive Assistant, and Carissa Decelles, Miranda Creative (virtual), Maria Miranda, Miranda Creative, and Marjorie Palomino, Miranda Creative.

**1. Call to Order**

Chair David Barrett called the meeting to order at 12:04 p.m.

**2. Approval of the Nomination of Margaret Patricelli**

***Board Action:*** Motion was made by Suzanne Hopgood to approve the nomination of Margaret Patricelli to the Board. Steve Harris seconded. The motion carried.

The Board meeting recessed at 12:10 p.m. to go into the annual meeting.

The regular business meeting reconvened at 12:21 p.m.

**3. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the August 2, 2023, Albany Expansion and Barbour Task Force meeting, minutes of the August 3, 2023, Board of Directors meeting, minutes of the August 22, 2023, Governance Committee meeting, minutes of the September 6, 2023, Development Committee minutes, and minutes of the September 28, 2023, Executive Committee meeting. The motion was moved by Steve Harris and was seconded by Karen Taylor. The motion carried. Andréa Comer abstained.

#### 4. **President and CEO's Report**

Ms. Quinn announced the annual Staff Day on Friday, October 6 and the Ambassador's meeting for October 19. She shared an update on the HPATV relationship and the resources and training they will provide to the community. Ms. Quinn also announced a recent award of \$450,000 from USCIS. This is the 6<sup>th</sup> cycle of this grant. The team has consistently met or exceeded the projected goals.

#### 5. **Mission Moment**

Ms. Quinn previewed the Barbour Library concepts and showed renderings.

Ms. Quinn introduced Maria Miranda of Miranda Creative to present and talk about the new branding of HPL. Ms. Miranda shared an update on the process and where things are with the concepts and also the results of the community sessions held in September.

#### 6. **Board Chair's Report**

Mr. David Barrett along with Ms. Bridget Quinn recognized Andrea Figueroa for her 35 years of service at HPL.

Mr. Barrett also recognized Ana Alfaro, Greg Davis, and Andrew Diaz-Matos for their invaluable service to HPL and the Board of Directors. Each was presented with a proclamation from Mayor Luke Bronin.

#### 7. **Committees and Task Force Reports**

Mr. Barrett presented the proposed 2024 Board Committee Roster and the nominations of new Ambassadors for the Class of 2027: Ana Alfaro, Russell Blair, Louise Blalock, Julio Concepcion, Mark Contreras, Andrew Diaz-Matos, Marc DiBella, Catherine D'Italia, Terry D'Italia, Judy Dworin, Rhona Free, Joe Gianni, Carrie Hammond, Courtney Larkin, Joseph Lea, Lois Lewis, Gil Martinez, Antonio Matta, Nina Musumeci, Sharon Pope, Jason Rojas, Marc Shafer, Charles Teale, Hyacinth Yennie.

**Board Action:** A motion to approve the proposed 2024 Board Committee Roster and adopt the Ambassadors for the Class of 2027 was moved by Steve Harris and seconded by Suzanne Hopgood. Motion carried.

As the new chair of Development, Ms. Sarah Needham gave a brief Development report. Beyond Words is really close to \$150,000 against last year's sponsorships of

\$147,000. So far, 276 attendees have signed up, expecting about 400. Ms. Roncari will be sending out an eblast offering tribute ads for Mayor Bronin.

## 8. New Business

Ms. Quinn talked about doing different things to demonstrate to the community that we are still here and are interested in restoring services as much as possible. There are also classes held Downtown. The plan is to bring in a café vendor and establish service through the café space. Ms. Quinn presented a resolution as follows:

Hartford Public Library Board of Directors authorizes President and Chief Executive Officer Bridget Quinn to execute a contract with Andrea Hawkins and Douglas Barber, doing business as Berkins Family LLC, to provide café services at the Downtown Library with the following draft terms:

- \$1 month rent from execution of agreement to June 30, 2024; renewal terms to be determined based on Downtown Library renovation and vendor experience in space
- HPL provides capital improvements and repairs needed and purchases the following equipment for the space; equipment to remain the property of HPL:
  - Reach in refrigerator
  - Reach in freezer
  - Ice machine
  - Bakery display case
  - Dishwasher
  - Three bay sink
- Current furniture and infrastructure to remain and available to vendor for use
- Berkins to provide any additional equipment and will retain ownership of any equipment they bring to the space
- Vendor will not have access to second floor kitchen
- HPL and vendor will negotiate mutually agreed upon terms regarding signage and marketing
- Vendor hours will include mornings, afternoons, evenings and weekends
- Vendor may offer programs and events in the space
- Vendor will have access to use of the outdoor patio space

**Board Action:** A motion to approve the resolution for opening the café space was moved by Tyrone Walker and seconded by Sarah Needham. Motion carried. Karen Taylor abstained.

**Board Action:** A motion to enter into executive session at 1:25 p.m. was made by Suzanne Hopgood and seconded by Steve Harris. Motion carried.

## 9. Executive Session

**Board Action:** A motion was made by Greg Davis to adjust the compensation of Ms. Bridget Quinn and seconded by Dan O’Shea. Motion carried.

With no other business, Mr. Barrett moved to exit executive session and adjourned the meeting at 1:45 p.m.

Respectfully submitted,  
Bridget E. Quinn  
President and CEO