



**Minutes  
of the Board of Directors Meeting  
April 2, 2020  
Noon – 1:30PM  
Teleconference**

Present: Gregory Davis, *chair*, David Barrett, *vice-chair*, Ana Alfaro, *secretary*, Rick Costello, *treasurer*, Arunan Arulampalam, Melvyn Colon, Andréa Comer, Andrew Diaz-Matos, Floyd Green, Steve Harris, Edward Keith, Antonio Matta, Dan O’Shea, Mark Overmyer-Velazquez, Beth Papermaster, and Phyllis Shikora.

Also Present: Bridget Quinn-Carey, president and CEO; Leticia Cotto, customer experience officer; Marie Jarry, director of Public Services; Brenda Miller, executive director, Culture and Communications; Homa Naficy, executive director, the American Place; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer, and Andrea Figueroa, executive assistant.

Absent: Geraldine Sullivan and Karen Taylor.

**1. Call to Order**

Vice -Chair David Barrett called the meeting to order at 12:05 p.m.

**2. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the February 6, 2020 board meeting, minutes of the March 4, 2020 finance committee meeting, and minutes of the March 26, 2020 governance committee meeting. The motion was moved by Steve Harris and seconded by Antonio Matta. The motion was unanimously approved.

**3. Board Chair’s Report**

Vice-Chair Barrett reported:

A resolution was brought forth for Edward C. Keith:

**WHEREAS**, Edward C. Keith, III served with distinction on Hartford Public Library’s Board of Directors since October of 2012, and

**WHEREAS**, during his years on the board, Edward C. Keith, III served as the Treasurer and chaired the Finance Committee, assisting on the growth of the Library Endowment and ably overseeing adoption of the Library’s annual budget; and

**WHEREAS**, the Hartford Public Library Board of Directors and Leadership Staff will miss Edward C. Keith, III tremendously and will carry with them fond interactions of their association with him;

**NOW BE IT RESOLVED**, that the Hartford Public Library Board of Directors sends its heartfelt appreciation to Edward C. Keith, III for his many years of devoted service and for the numerous and lasting positive contributions he made to this institution and wishes him all the best in his professional and personal life.

**Board Action:** A motion was made by Phyllis Shikora to approve the resolution The motion was seconded by Dan O'Shea. The motion was unanimously approved.

Everyone thanked Eddie for his many contributions to HPL. Eddie thanked the Board and Staff for their support and says HPL is in good hands with Sara.

Eddie signed off.

#### **4. Vote to approve nomination of Sara Lashetski to the Board**

**Board Action:** A motion was made by Mr. David Barrett to nominate Sara Lashetski of Landmark Partners to the Board of Directors. The motion was seconded by Rick Costello. The motion was unanimously approved.

#### **5. Icebreaker – Book Recommendations**

Ms. Quinn-Carey asked the Board to share a reading recommendation of their last book read or currently reading. An additional recommendation of a good podcast was also suggested. Each Board member provided thought-provoking and astonishing readings.

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

##### *Park Street*

The project is continuing. The contractors have made sure to comply with the more recent COVID19 requirements. Shoring work has been completed and foundation work will be next. More updates will be shared at the next Park Street Task Force meeting. The additional \$1.4M of funding for the project is on the bond commission agenda for April 8.

##### *COVID19*

HPL closed its doors to the public on March 14 with staff reporting to only the downtown library. After one week, staff was instructed to only work remotely. Currently, two senior staff members are onsite with one facilities person each day, M-F. The mail is done once a week. There are a number of staff who are able to work remotely and continue to provide services to customers from different platforms.

Social media outlets are being used to connect with people and additional programming content is being delivered online and through social media channels. A newsletter will be sent out with different focuses on programming each day, such as story times.

The American Place is working to make sure students have access to devices and a learning platform and are also working on individual legal counseling on a case by case basis.

HPL staff are working with Hartford Public Schools to make sure students have the resources they need through Boundless. Online content to support remote learning is a critical resource now and the Boundless partnership ensures that all HPS students have access to these resources.

HPL is extending due dates and not collecting fines until further notice. There has been a significant increase in the use of electronic contents such as eBooks, Freegal music downloads, and Kanopy streaming video services.

The projected financial impact regarding revenue will be seen relative to reduced revenue from desk receipts, photocopying, faxes, fines, vita tax assistance, café, guard card trainings, and room rentals, and Sunday Jazz concert donations.

As far as expenses, some reduced expenses will offset revenue loss including part time staff hours that are not needed to cover extra shifts, utilities at closed facilities, office supplies, professional services such as temporary workers and some materials.

Ms. Quinn-Carey gave a shout out and thanks to the Leadership Team for their support and for going above and beyond during these difficult times.

Also, a congratulations to Brenda Miller for being nominated to the Board of the Northeast Document Conservation Center.

## 7. **New Business**

### *Collection Development Policy*

The Collection Development policy was outdated and has been reviewed and updated to reflect current practices.

**Board Action:** A motion was made to approve the updated Collection Development Policy. The motion was moved by Andrea Comer and seconded by Antonio Matta. The motion carried.

### *Volunteer Policy*

The Library does not have a Volunteer Policy. This new policy provides the framework from which staff can implement a more coordinated and comprehensive Volunteer program, which will complement the work of employees, and is not intended to supplant or replace professional, technical or service staff.

**Board Action:** A motion was made to approve the Volunteer Policy. The motion was moved by Steve Harris and seconded by Beth Papermaster. The motion carried.

## **8. Old Business**

### *Development Plan*

Ms. Quinn-Carey and Ms. Roncari reviewed the draft FY21 Development Plan, which they had discussed with Committee Chairman, Mr. Andrew Diaz-Matos.

One of the major areas of discussion was surrounding the need to address the “Mayor’s Challenge” – ensuring that there is continued support for HPL after the three insurance companies have fulfilled their pledge to the City and HPL. Mr. Diaz-Matos suggested to review again after the Covid19 crisis.

Mr. Barrett asked that a meeting is set to discuss just the budget and development plan.

Ms. Quinn-Carey stated that a meeting will be set for some time in mid-May.

## **9. Adjourn**

**Board Action:** With no other business, a motion was made by Melvyn Colon to adjourn the meeting at 1:40 p.m. The motion was seconded by Phyllis Shikora. The motion carried unanimously.

Respectfully submitted,  
Bridget Quinn-Carey  
President and CEO