

**Minutes
of the Board of Directors Meeting
February 2, 2023
8:00AM**

Present: David Barrett, *chair*, Rick Costello, *treasurer*, Melvyn Colon, Andréa Comer, Gregory Davis, Andrew Diaz-Matos, Carlos Galdamez, Floyd Green, Steve Harris, Suzanne Hopgood, Sara Lashetski, Sarah Needham, Daniel P. O’Shea, Mark Overmyer-Velazquez, Phyllis Shikora, Karen Taylor, and Tyrone Walker.

Also Present: Bridget E. Quinn, president and CEO; Leticia Cotto, customer experience officer; Gina Federico, director of Corporate & Foundation Relations; Marie Jarry, Public Services Director; Brenda Miller, executive director, Culture & Communications; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Mary Tzambazakis, Chief Administrative Office, and Andrea Figueroa, senior executive Assistant.

1. Call to Order

Chair David Barrett called the meeting to order at 8:02 a.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the December 1, 2022, Board of Directors meeting; minutes of the January 12, 2023, Board of Directors special meeting; minutes of the January 17, 2023, Advocacy Task Force Committee meeting; minutes of the January 24, 2023, Finance Committee meeting, and minutes of the January 26, 2023, Executive Committee meeting. The motion was moved by Phyllis Shikora and seconded by Suzanne Hopgood. The motion carried.

3. President and CEO’s Report

Ms. Bridget Quinn gave an overview of the second quarter providing a few highlights of her report which was distributed in advance.

The first page of the report gives a summary of measurable statistics such as circulation and the number of program attendees.

Financially, where HPL is with operational budget is good. HPL is at 48.5% in revenue and 46.8% in expenses.

The programs and services provided are well attended. They are impactful and shows the important things HPL is doing in the community.

One new feature on the report is the Digital Library Lab. Brad Overturf, DLL Manager, has put together a report that tracks all the business of the DLL. How much revenue it is generating and what work is being done for our own collections. HPL is digitizing some of the City's archival materials on their behalf and will bring in significant revenue.

Ms. Quinn gave an update on the Downtown Library. There is continuous assessment on damages being done. This is taking a long time because the damages are so extensive. Downes Construction is onsite removing soiled drywall and were able to identify furniture that could be removed. HPL is working very closely with the City and with the insurance carrier and adjusters to help with that. HPL is using both architects TSKP and Margaret Sullivan Studios for different elements of the project which both will be working together.

Ms. Quinn gave a shout out to all her colleagues who have done an amazing job of getting services and staff throughout the building relocated to other spaces. Service relocation was another major endeavor. West Middle is back as a service location for The American Place. Potentially, another site would be at the UConn Hartford Times Building. Ropkins Library is still under renovations but will be complete soon and mostly for the Hartford History Center.

Ms. Gilda Roncari gave an update on the Restore and Renew Campaign. To date, HPL has raised a little over \$40,000.

Ms. Karen Taylor gave a brief update on the Equity Diversity and Inclusion work. She also mentioned that in honor of Black History month, there is a press conference scheduled outside of City Hall on Hartford Black Heroes project that was put forward by the working families party and was able to loop the Library in.

4. Board Chair's Report

Mr. David Barrett announced that with the resignation of Antonio Matta, there is a vacancy on the Audit Committee and newly appointed Tyrone Walker has agreed to serve on this committee. Under the bylaws, this has to be ratified by the full Board.

Board Action: A motion was made to appoint Tyrone Walker to the Audit Committee. The motion was moved by Suzanne Hopgood. Phyllis Shikora seconded. Motion carried.

5. Committees and Task Force Reports

Barbour Task Force

Ms. Quinn gave an update on Swift Factory and will be recommending final terms for lease and will schedule a meeting with the Task Force for discussion. Still moving forward with the design development.

Advocacy Task Force

Ms. Quinn thanked Gina Federico for taking on this task and rethinking the role of the Task Force. In the past, the Advocacy Task Force was set up to plan the Strategic Planning process and to help with concerns amongst other things. The current plan is to create a more proactive advocacy task force that will be used to connect in a very intentional way with elected officials and other stakeholders. There are plans to hold a breakfast in March with elected officials, that will give an opportunity to talk about the library and focusing on capital projects as that is of great interest to the community. HPL is seeking out different sources of funding on a State and Federal level and having the support of elected officials and other key stakeholders in government is really important in moving forward.

6. New Business

Program and Event Policy

This policy has parts that are a component of the meeting room policy. The policy has criteria for using the spaces throughout the Library, the Library as a Co-Sponsor, as a Partner, and as a Venue.

Board Action: A motion was made to approve the Program and Event Policy. The motion was moved by Andrew Diaz-Matos. Andréa Comer seconded. Motion carried.

Meeting Room Policy

This policy is related to the Program and Event Policy and is essentially the same, but it pulls out some of the elements that are now in the Program and Event Policy. It is more procedural and it updates the seating capacities in the new spaces that are available at the Park Library.

Board Action: A motion was made to amend the Meeting Room Policy revision. The motion was moved by Phyllis Shikora. Greg Davis seconded. Motion carried.

Mr. Greg Davis wanted to take a moment to recognize Mary Tzambazakis on her new title as Chief Administrative Officer and General Counsel.

Ms. Bridget Quinn gave a shout out to Mark Overmyer-Velazquez for the great partnership with UConn. He has helped coordinate training for HPL staff on how to prepare from a safety perspective.

Board Action: A motion was made to adjourn the meeting at 8:50 a.m. The motion was moved by Greg Davis. Andréa Comer seconded. Motion carried.

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,
Bridget E. Quinn
President and CEO