

Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
February 3, 2011

Present: William Breetz, Marc DiBella, Anne Melissa Dowling (phone), Stephen Goddard, Connie Green, Thea Montañez, Brad Noel, Enid Rey, Annette Sanderson, and Geraldine Sullivan.

Also present: Matthew Poland, chief executive officer, and Andrea Figueroa, assistant to the chief executive officer.

Absent: Gregory Davis, William Large, Paul Shipman, Carlos Valinho, and Shawn Wooden.

1. **Introduction:** Vice-president Thea Montañez called the meeting to order at 12:10 p.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the December 9, 2010 meeting was made, seconded and approved.

3. **Committee Reports**

Finance

The committee met on February 1 to discuss the proposal presented by Anthony Tranghese, principal at Fiduciary Investment Advisors, regarding the management structure of the endowment portfolio. The committee will meet again on February 23 with Mr. Tranghese to explore the options. The committee has agreed that since the Library has been working with the same advisor for more than five (5) years, it is prudent to seek competitive bids and proposals from the advisor marketplace; an RFP process will occur within the next twelve months.

4. **President's Report**

Vice-president Thea Montañez reported on behalf of President Gregory Davis. The planning for One Big Summer Night has begun. There is a lot of excitement about the guest speakers, Joe Scarborough and Mika Brzezinski as well as the Honorary Chair Persons, Governor and Mrs. Dannel Malloy.

Montañez reminded the board about personal pledges for 2011.

5. Chief Executive Report

Matt Poland reported on various Library initiatives and projects:

- FY Budget 2011-2012 will be reviewed at the Finance Committee meeting on February 23 and presented to the full Board at the March meeting (3/3/11).
- Phase I of the upgrade of the integrated library system (ILS) has been completed. The master server is now located at Innovative headquarters in California. All software has been updated to 2009. The entire project will be completed by the end of June.
- The Library now offers downloadable audio books. The development of an e-book collection is underway and on track.
- In March, the Library will begin offering to registered cardholders three new online educational services:
 - **BYKI (*Before You Know It*)** – courses in learning 125 languages that can be used for self-study 24/7 or to support classroom education.
 - **Universal Class:** nearly 600 courses in a wide array of learning areas for self-study 24/7 or to support classroom education. Students can earn Continuing Education Units (CEUs).
 - **World Book:** encyclopedia services online.
- The Library will accelerate its use of social media to attract customers. Improve circulation, and learn about the world it serves.

Facilities

- *Albany* - Albany is on track. Expected completion of the project is the end of September.
- *Barbour* -Bank of America has given the Library a gift to purchase furniture for the upgrade of the branch. Upgrade will be done in April.
- *Mark Twain* - The Library continues to explore better options for the location of the Mark Twain library.
- *Parkville* - The Parkville expansion has now moved into the construction document phase.
- *Multi-purpose Room (commonly known as the X-room)* - Grants from the State Library will pay for the build out of this area.

- *The American Place* - A CDBG grant application has been submitted to the City to fund a major portion of this project. The project will be entered as a Capital Improvement Project for next year.

Staff

- *Voluntary Retirement Incentive Program* – Eleven staff members were eligible and five (5) applications are anticipated.

Hires

- *Nancy Caddigan*, former director of ESL at Capital Community College, is now the Inter-cultural Liaison, a position funded by the IMLS grant for the next three years.
- *Anne Binder* is the new Assistant Community Librarian for the Barbour Branch.
- *Michelle McFarland* is the new Assistant Community Librarian for the Mark Twain Branch.
- *Pramod Pradhan* is now at the Downtown Library to help support with audio visual presentations, program development, and public service.
- *Daniel Alexandre* has been appointed to the new position of grants manager.

Programs and Events

- Ken Ward has donated all of his Hartford images to the Hartford History Center.
- The *Homeless Souls* program held January 23 yielded \$200 in book sales.
- **ArtWalk**, featuring the installation art of Adrienne Gale, starts Friday, February 4 with a reception.
- The Common Cent\$ Fair will be held February 5. It's all about finances.
- Arts and Archives begin again on February 6 focusing on music appreciation.

Grants

- The Library has applied for an IMLS planning grant to explore the creation of a **Discovery Center**, a multi-media center for information about Hartford.

Annual Fund

- So far in the Fall Campaign, the Library has received \$25,600 of individual gifts, an average of \$150 per gift.

6. Announcements and Communications

The Chicago Public Library has offered Hartford Public Library free consultation on building the digital teen center at the Library patterned after their highly successful model.

The brand identity project has been finished. Web design is underway with completion in mid-April.

Matt Poland will be on the Governance Committee of the Capital Regional Adult Literacy Partnership to implement an adult literacy strategy in the region..

Gerri Sullivan asked about the Café space. Poland stated that *La Paloma* has some interest in the space but nothing has been decided as of yet. The building has some issues to be fixed in order to get the permit for the café.

Sullivan also asked about the Library on Wheels. Thea Montañez mentioned that there will be some discussion on funding for the Library on Wheels at the next Development Committee meeting. The Library needs to raise about \$150,000 to fund a new Library on Wheels.

7. New Business

Resolutions

Matt Poland presented the following resolutions for board approval:

- Agreement between Hartford Public Library and Local 1716
- Grant to Connecticut Commission on Culture and Tourism for \$19,400

Board Action: The resolutions were each moved, seconded and approved.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary