



Minutes of the Meeting  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
**December 6, 2012**

**Present:** Shelley Best, Julio Concepcion, Gregory Davis, Stephen Goddard, Connie Green, Edward Keith, William Large, Thea Montañez, Brad Noel, Annette Sanderson, and Geraldine Sullivan.

**Also present:** Matthew Poland, chief executive officer; Mary Tzambazakis, chief administrative officer; Brenda Miller, curator, Hartford History Center, and Andrea Figueroa, executive assistant.

**Absent:** Ana Alfaro, Marc DiBella, Anne Melissa Dowling, and Mary Crean, chief development officer.

1. **Introduction:** 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 October 6, 2012 meeting was made, seconded, and approved.

***Board Action:*** Motion to approve the minutes of the November 9, 2012 special meeting was made, seconded, and approved.

3. **Committee Reports**

*Executive Committee*

The committee met November 19, 2012 to discuss the status of the organizational assessment. The committee approved the agenda for the next full board of directors meeting on December 6, 2012. The committee also discussed long-term funding and recommended that the Financial Health Committee present funding options to the full board.

### *Development*

Mrs. Sullivan expressed concern about the lack of corporator participation. There are 140 members and only a handful attends the annual meeting. She suggested sending a note to corporators asking if they are still interested in participating.

The Committee enthusiastically endorsed the staff recommendation to get keynote speaker Doris Kearns Goodman for One Big Summer Night. In order to secure the speaker more affordable, Mrs. Sullivan asked Mr. Goddard to compose a letter to send to Doris Kearns Goodman. The Development Office is hoping to get the letter out before the New Year.

Mr. Davis asked if the sponsors are locked down regardless of having a speaker. Mr. Poland stated that sponsorship is not locked down at this point.

The Committee also discussed board engagement and the importance to have 100% participation in the annual fund.

### *Financial Health Committee*

The Committee met to discuss the endowment portfolio. The committee is planning to have a fund manager from Wellington attend the next Financial Health Committee.

Ms. Tzambazakis gave a brief overview of the status of the audit process.

### *Governance Committee*

The Committee met and selected Leadership Greater Hartford (LGH) to implement the organizational assessment.

Mr. Poland stated that LGH has randomly selected 24 people (a vertical “slice” of the organization) to participate in the interview process. The process will begin December 11, 2012 and will be completed December 18, 2012. As a result of feedback, LGH will develop a survey to be available to all staff and board later in January. The process will wrap up in March. Participation is voluntary.

## **4. President’s Report**

Ms. Montañez gave her report:

With regard to the Board Retreat, Mr. Poland and Ms. Tzambazakis will be working on a three year budget forecast for the board to review and discuss to determine board action to secure funding necessary in the years ahead.

The Dwight Branch grand opening was a great success.

Mr. Poland was recognized for by *Hartford Magazine* as one of 50’s most influential people.

At the February meeting, the Board will vote for 2013 officers. Ms. Montañez will also announce committee assignments and leadership.

## **5. Chief Executive Report**

The Chief Executive Report was distributed in advance. Mr. Poland presented a few highlights:

- Downtown and Albany programming activity level has increased dramatically due to new spaces.
- HPL has been nominated for the 2013 IMLS National Service Award.
- Library of Congress kicked off *The Year of the Book* and asked the library to have a local symposium for library professionals and educators.
- Submitted a \$10M Capital Improvement request for the next four years, including funding the three remaining branches that occupy leased space (Park, Blue Hills, and Barbour).
- The Library will be receiving for the first time a community development block grant for \$50,000 to run ESL classes at the Parkville Branch.
- The City appropriated \$250,000 for the Café. The Council approved the proposal based on the economic development impact on Main Street and the job training opportunities available in the partnership with Billings Forge. Some of the funding will be used to upgrade to the second floor kitchen.
- Discussions about Mark Twain heading to West Middle have begun.
- ArtWalk opens Friday, December 7.
- The Frans Lanting exhibit, collaboration with Hartford Symphony Orchestra, will be in April. More information to come.

Mr. Davis asked about the likelihood of extending hours at branches. Mr. Poland stated that there will be some discussion at the retreat when everyone sees the budget ideas. Mr. Davis also asked what plans the board of education has once Mark Twain leaves Hartford High. Mr. Poland stated that the collection will move to the new location and that there were no plans for the high school's library yet.

## **6. Staff Presentations**

Ms. Montañez introduced Brenda Miller, curator of Hartford History Center. Mrs. Miller demonstrated the new digital repository which features our glass negative collection. This project is funded by the Greater Hartford Arts Council on glass negative collections of Hartford streets from 1900-1930's.

Ms. Montañez reminded all about supporting the Staff Holiday Party on Friday, December 14, 2012 6:30-9PM.

**7. New Business**

No new business to report.

**8. Other Business**

No other business to report.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary