

**Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
February 11, 2010**

Present: William Breetz, Gregory Davis, Anne Melissa Dowling, Stephen Goddard, William Large, Thea Montañez, Brad Noel, Enid Rey, Annette Sanderson, Geraldine Sullivan, Carlos Valinho, and Shawn Wooden

Also present: Matt Poland, chief executive officer; Irene Iwan, chief technology officer, Mary Crean, chief development officer, and Julio Molleda, chief financial officer

Absent: Michael Gannon, Romulo Samaniego, and Paul Shipman

1. **Introduction:** President Greg Davis called the meeting to order at 12:07 p.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the December 10, 2009 meeting was made, seconded, and approved.

3. **Committee Reports**

Development Committee

Mary Crean, chief development officer, reported on behalf of committee chairperson, Thea Montanez. At the Development Committee meeting of January 20, the members discussed the role of the Development Committee which is to help the library find funding sources to support the library.

Ms. Crean reported that One Big Summer Night is scheduled for June 24 at the Connecticut Convention Center with Julie Powell, author of *Julie and Julia*, as the featured speaker. The Committee expects to sell 400 seats and raise \$40,000. The committee will be calling upon the board for help with corporate sponsorships or any connections or relationships with people that would like to sponsor the event and /or to fill and sell tables. Tickets will be at \$125.

The next **ArtWalk** is scheduled for Friday, February 19 from 6 to 8PM featuring an installation art exhibit by Hartford artist Dawn Holder. All Board members are encouraged to attend and bring someone with them.

The Library resubmitted a grant to the Institute of Museum and Library Sciences (IMLS) for FY 2010-2013 for ask amount of \$687,896. The Library is waiting for the Hartford Foundation for Public Giving with a matching grant for The BIG Read, and

for the web redesign project. There is an outstanding application with the Barbara Bush Foundation for ESL programming at \$50,674. The Library has received a \$123,000 in grants thus far in the FY 2009-2010.

Brad Noel asked about grant partnerships similar to the ones at Moylan which have expired. She encouraged the Library to consider similar grants opportunities.

Ms. Crean also stated that the Library would be submitting a small grant application to Bank of America, which has encouraged the Library to apply for help with Job and Career Services. To finish up with the grants, the Library will submit several grants to the LSTA, which is funded through IMLS. The Travelers has invited the Library to submit a grant due March 9 in the amount of \$68,000 to continue the Teen Leader program.

Greg Davis stated that last year the Travelers provided \$34,000 and this year is considering a 100% increase to fund and expand the Teen Leaders Program.

Finance Committee

Anthony Tranghese of FIA attended the Finance Committee meeting to review the Library's portfolio. Investments with the Library's endowment funds are performing well and beating most of the benchmarks. There are two fund managers that the committee has placed on a "watch list" for several quarters of lackluster performance. Matt Poland provided a tutorial on the budget line items and revenue generation.

Strategic Planning Committee

Gerri Sullivan reported that the consultants hired to help with the Strategic Planning are performing well. The Committee set expectations for the upcoming Board Retreat. The Committee asked for specific information that the staff will provide: statistics on crime, employment, economic development, economic forecasts, circulation, literacy, library visits, neighborhood demographics, and branch operating costs. The Strategic Planning Committee plans to meet once a month throughout the year on the last Tuesday of the month to help guide the Board and Library staff on developing plans for the next three to five years.

4. **Board Action:** Motion to move into executive session was made, seconded, and approved.
5. **Chief Executive Officer's Report**
 - Board and Corporator orientation was held on January 27, 2010.
 - Union negotiations will begin in March; current contract expires on June 30, 2009
 - Budget 10-11

- Executive Leadership Recruiting
- BIG READ
 - 2010 – April through June, *The Adventures of Tom Sawyer*. Partners: Mark Twain House, Hartford Stage Company, Connecticut Public Broadcasting Network
 - 2011 – April through June, *Sun, Stone and Shadows*. Partners: Trinity College and Hartford Stage Company
Grant application pending with the National Education Association

Funding

- Met with Speaker of the House, Chris Donovan to discuss funding issues for public libraries in Connecticut
- New Alliance Foundation – established relationship; preparing request for April submission.
- Bank of America Donor Advised Funds Group – will submit application for Job and Career Services funding in February.
- Northeast Utilities Foundation – established relationship; second meeting scheduled for March.
- Received grant from HFBG – unlicensed family day care homes
- Connecticut Laborers' District Council – donated carpet and installation for the Mark Twain branch.

Operational initiatives:

- Revamping of Branch Schedules to provide better supervision
- Revising Lending Policy to improve customer service and increase registered borrowers.
- System-wide inventory – to ensure integrity of the collection

Statuary:

- Wallace Stevens Bust – the Friends and Enemies are donating a bust of Wallace Stevens and a pedestal for installation in the Wallace Stevens Reading Room.
- Mark Twain Statue – planning to move the statue from Sheldon Street to Main Street

Facilities

- Albany Branch
- Downtown Library Service Redesign
 - Open house week of 3.1.10

Partnership exploration:

- Hands on Hartford
- Building a relationship with the Hartford Public Schools
- Connecticut Forum – CT Youth Forum
- HART
- Hartford 2000

6. **President's Report**

President Davis reminded the board about the retreat scheduled for Saturday, February 13. The retreat is mainly for strategic planning but forty minutes will be devoted to the budget. Davis reminded that the retreat will begin at 8:30 a.m. and everyone should arrive a few minutes early to try to stay on schedule and will work through lunch.

Last month at a meeting at the Albany Branch about the new facility, it was great to see the partnership between the city, the community, and the library.

President Davis thanked board members who have already given to the Annual Fund for their generosity and wanted to kindly ask for others to send their pledges in at their earliest convenience.

Lastly, President Davis asked board members to introduce colleagues, foundations, and business people to the library as a great way to develop the relationships for the library.

7. **Other Business**

Confidentiality Policy

The policy was revised to include what the staff of the library should do if the library receives a request from a law enforcement agency.

Board Action: Motion to adopt the revised Confidentiality Policy was made, seconded, and approved.

Resolutions

Matt Poland presented the following resolutions for board approval:

- Banking resolution was presented as a general permission for the CEO and CFO to transact financial business on behalf of the Library. (The Board decided that the general banking resolution recommendation was too broad to approve at the meeting. President Davis asked the Finance Committee to recommend another approach to facilitate banking transactions between Board meetings.)

- A Merrill Lynch corporate account resolution authorizing the CEO and CFO to execute and deliver on behalf of the organization all financial agreements as required
- Authorized and directed to file an application for Connecticut Commission on Culture and Tourism for financial assistance for \$7,000

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

8. **New Business**

- No new business

The meeting adjourned at 1:11 p.m.

Respectfully submitted,
Matthew K. Poland, Acting Secretary