

Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
October 6, 2011

Present: Gregory Davis, Marc DiBella, Stephen Goddard, William Large, Thea Montañez, Brad Noel, Enid Rey, Annette Sanderson, and Geraldine Sullivan.

Also present: Marian Amodeo, chief public services officer; Mary Crean, chief development officer; Mary Tzambazakis, chief administrative officer, and Andrea Figueroa, executive assistant.

Absent: Anne Melissa Dowling, Connie Green, Carlos Valinho, Shawn Wooden, and Matthew Poland, chief executive officer.

1. **Introduction:** President Gregory Davis called the meeting to order at 12:08 p.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the September 1, 2011 meeting was made, seconded, and approved.

Greg Davis welcomed Mary Tzambazakis, new chief administrative officer.

3. **Committee Reports**

Development

Thea Montañez reported and gave the board some updates:

Total grants received to-date for an amount of 1.1M with several grants pending. Ms. Montañez gave an overview of OBSN which was a huge success with a net profit of \$147,000. Next year, OBSN will be held on Tuesday, June 19, 2012 at the Connecticut Convention Center. Bookmobile raised almost \$25,000 at the OBSN event and recently received support from the Aiello Home Services. The overall cost of the project will be about \$150,000. The Development Committee is in the process of identifying the next steps for board participation and for creating a community engagement campaign. Marc DiBella proposed that the Library explore state bond funding to help with the project. Ms Amodeo and Ms. Crean presented the concept of a friends group. In order to begin this process they will create a steering committee of about ten folks.

Board Action: Motion to support the formation of a steering committee towards the creation of a friends group was made, seconded and approved.

Finance

The Finance Committee met in September with Anthony Traghese of Fiduciary Investment Advisors and representatives from the endowment's three asset allocators, TIFF, GMO, and Wellington Management. Each manager presented their organizational and investment philosophy and answered questions from the attendees. The discussion and dialogue were useful in understanding how each operated individually and how they complement one another as the investment managers for the overall endowment.

Nominating

The committee met to discuss the board terms that will expire this year and to nominate a slate for election at the Annual Meeting of the Corporation on October 20, 2011.

Mr. Shipman and Ms. Rey have decided not to continue for another term. The Committee came to the agreement to put forward Ana Alfaro and Ingrid Lindberg for the replacement of Mr. Shipman and Ms. Rey and to hold Shelley Best for the council appointment.

Mrs. Sullivan suggested that we recruit people who are very active in the community, who use the library, and who are active in advocating for the library.

Mr. Goddard expressed his concern about voting for people with whom he was not familiar with.

Ms. Montañez stated that there are two issues, an unclear process in how to go about recruiting new board members, and the deadline to have nominees for the Annual Meeting on October 20. She suggested that process issue be addressed at another time so that the Board could meet the looming deadline on October 20.

Mr. Large stated that there was a process used for many years where resumes were distributed in advance of the meeting and board members would call candidates to introduce themselves and to learn more about them. This would give board members time to consider before the next board meeting. He felt it was too rushed.

Mrs. Sanderson recalls having an interview with the former chief librarian as being part of the process for being elected to the board. She expressed concern that the board does not want to vote on the appointment of candidates they do not know.

Mr. Davis stated that the Nominating Committee makes the recommendations to the full board, and it is the Board's job to discuss and review the candidates resumes. If the board is not comfortable to make a decision at this time, then the board should vote and say no to one of the candidates or all three.

Mrs. Sanderson suggested a couple of options:

- move the date of the annual meeting

- empower the board president and the nominating committee to pick two of the three after bringing in the three candidates for an interview.

Mr. Davis suggested moving forward with an amendment to vote on Ana Alfaro and Shelley Best or wait until Matt Poland returns from vacation and have an emergency meeting with the nominating committee and make recommendations for the annual meeting.

Ms. Montañez said she would like to see a document where it outlines what the needs and priorities are in selecting board members. Hartford residents, diversity, corporate connections, look at what we have and assess who is filling those areas based on the needs.

Mr. Davis stated that he and Matt talked about creating this type of document and it is something that the nominating committee will work on.

The discussion has been tabled and will be discussed over a conference call in the upcoming week.

4. President's Report

President Greg Davis gave his report.

Mr. Davis thanked Matt Poland and staff for all the wonderful programs and services that the library offers throughout the city. Kudos to Matt for developing a strong partnership and relationship with the superintendent of schools.

Mr. Davis wanted to thank any board members who attended the grand opening of the Mark Twain Library held September 23, at Hartford Public High School.

On September 27, Mr. Davis attended the Naturalization Ceremony and was impressed with the process and hearing people talk about how meaningful it was to them to become citizens. Mr. Davis wanted to commend the staff because there were three events that day. Many wonderful things happening at the Library and staff is doing a tremendous job.

Upcoming events: Grand Opening of the Albany Branch, October 18, 2011 at 1:00 p.m. The ArtWalk reception *The Good Earth* is October 7.

Mr. Davis thanked Enid Rey for her six years of service to the Board of Directors. Paul Shipman has also stepped down and had been on the board for 18 years, and a huge friend and asset to the Library. Mr. Davis thanked them for their dedication, service, and commitment to the Library.

Annette Sanderson will be leaving the board at the end of the year. She has been the Board's Robert's Rule expert as well as a great contributor to the Library.

A follow up on governance, Mr. Davis and Mr. Poland have talked about mapping out some of the needs of expertise to fit the vision of the Library and that the board is well represented in the community. The theme for 2012 is board engagement. Looking to come up with more ways to get the board engaged and in hopes that the members take a project or two and make it happen themselves.

5. Chief Executive Report

The Chief Executive's Report was given by Marian Amodeo. Ms. Amodeo gave some updates:

- Introduction of Mary Tzambazakis, chief administrative officer.
- Other key staff, Lisa McClure, Jerome Myers, Ira Revels, are all in place and in various phases of their orientation.
- New website is looking good. There are still some minor links to be corrected with some changes to be made.
- ILS is having major upgrades, almost at 100% of implementation.
- Staff is working very hard in getting the word out about the new location of the Mark Twain Library.
- Albany will have a soft opening October 17, grand opening October 18 at 1:00 p.m. with ribbon cutting and a community celebration October 22.
- Construction on the X-Room and the American Place will begin October 18. Construction will go on for about three months.
- Target date for eBooks is November 1. The website will have the covers of eBooks to download. There will be close to 600 eBooks to begin. The State Library offers more of the classic books. Hartford Public Library will have the most current books.
- Lincoln Financial had a reception at Hartford Public Library and this is the second program this year that Lincoln Financial has sponsored.
- Ms. Amodeo attended a Read for the Record campaign on behalf of Matt Poland. She visited a classroom at Classical Magnet and read a story as part of the National Day of Reading.

Mr. Large asked if there were any trends in borrowing, attendance, and computer usage. Marian answered that statistics are now being compiled and will be included in the December CEO Report.

Mrs. Sanderson asked for the name of the Library's contractor and expressed her concern about post construction at the Albany Branch. Because the Downtown Library has gone through some funding issues with the post construction, Ms. Sanderson asked if there was contingency left over to address post construction issues.

6. New Business

Mrs. Sullivan mentioned that she doesn't remember contributing towards lunch (cheer fund) in a while. Ms. Montañez answered that the Board's annual contribution contributes towards lunches.

7. Other Business

Annual meeting will be Thursday, October 20 at 5:30 p.m.

8. Announcements and Communications

Connecticut Book Awards will be held Sunday, October 30, 2011 at 2:00 p.m. It is the 10th anniversary of the awards. Wally Lamb is invited to be the keynote speaker. Kat Lyons and Roxanne Coady will receive a lifetime achievement award.

Wallace Stevens Birthday Bash will be held Saturday, November 5, 2011 at 6:00 p.m. The keynote speaker is Robert Penske.

Marian invited the Board to attend an ACLB conference on November 10, 2011.

Because the Library has many programs and events, Mrs. Rey suggested having a sheet of upcoming events, meetings, conference, for the board to have in advance as a heads up.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary