

**Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
October 1, 2009**

Present: Gregory Davis, Anne Melissa Dowling, Stephen Goddard, William Large, Thea Montanez, Brad Noel, Cynthia Reik, Enid Rey, Romulo Samaniego, Annette Sanderson, Paul Shipman, Geraldine Sullivan, and Carlos Valinho

Also present: Jenny Benedict, Matt Poland, Interim Directors, Office of the Chief Librarian

Absent: Michael Gannon, Connie Green

1. President Geraldine Sullivan called the meeting to order at 12:05 p.m.

2. Approval of Minutes

Board Action: A Motion to approve the minutes of the September 3, 2009 meeting was made and seconded. Annette Sanderson requested that the minutes be amended to reflect the executive session. The minutes were approved as amended.

3. Announcements and Communications

No announcements were made.

4. President's Report

Sullivan announced that the meeting was her last to chair. She expressed her appreciation for the support and involvement of the Board during her three years as chairman.

The Board gave Sullivan a standing ovation.

5. Albany Avenue Building Project Review

Ray Sevigny and Diana Lanser of Sevigny Architects joined the meeting. Sevigny gave a presentation on the schematic design of the Albany Avenue Branch, which was developed with the goal of maintaining the library program while reducing the cost. The new building will be at the corner of Albany Avenue and Blue Hills Avenue. The current building will remain open until the new building is constructed after which it will be demolished. Cost savings were realized by squaring up the shape of the building, reducing the amount of glass, and eliminating the green roof. Landscaping will be low maintenance and native to Connecticut. The interior maintains the integrity of the library program with a centralized circulation desk, reading areas, homework and technology

centers in the main room, a family area, and a community room. The new design has two sections for the collection with stacks for adults separated from those for children. The building will be handicapped accessible. The overall square footage of the building is 7,700 sq. ft., which is slightly smaller than the previous design of 7,800 sq. ft. The exterior is primarily brick with some aluminum paneling for color. Sevigny is recommending blue for the paneling with yellow accents over the windows.

Sevigny gave up an update on the schedule. The Mayor has reviewed the design, and a community review is scheduled for next week. The Planning Department's process includes a design review, which will occur in October and November, followed by a public hearing. Sevigny recommended that the Board deliver comments at the public hearing. The City is anticipating a spring construction start with completion by the end of 2010.

Board discussion addressed concerns about exterior signage; lighting for the front of the building; inclusion of energy saving devices such as solar panels; sustainability of the exterior materials; and maintenance requirements of the grounds. Sullivan thanked Sevigny for the creative ways he had found to cut the budget by a third and asked that he take the Board's concerns into consideration, particularly in regards to assuring that the building will look good 20 years from now.

Ray Sevigny and Diana Lanser of Sevigny Architects departed.

6. Committee Reports

Development

Greg Davis presented the Development Committee report. He noted that the Library is going to hire a part-time Development Associate to work with Mary Crean. He mentioned that the committee discussed a Board giving plan that will establish a fundraising goal, a Board commitment plan, and a document that outlines Board member roles and responsibilities. He drew attention to One Big Summer Night, which turned a profit for the first time, and thanked the Interim Directors, and Hartford Public Library staff, for their hard work.

The next Development Committee meeting is scheduled for October 22, 2009 at 8:00 a.m. at the Park Street Branch. Davis announced that Thea Montanez has agreed to chair the Development Committee moving forward.

Finance

Paul Shipman gave the Finance Committee report. He pointed out that the Library had closed the year in good financial position. One item of note on the Capital Campaign is the outstanding funding due from the Connecticut State Library for the Downtown Library that will be released when a Certificate of Substantial Completion from the architect is submitted. The Interim Directors are monitoring the situation closely. Matt Poland gave an update, stating that the City has presented MANE with a settlement offer. Jenny Benedict is working with the CT State Library to secure another extension for this year should it be necessary.

Shipman reported that the finance committee discussed the replacement for the Columbia Small Cap Core Fund which the Board terminated in May. Fiduciary Investment Advisors (FIA) brought forward three candidates and made a recommendation for Boston Trust as the best choice based on the manager's profile and performance.

Board Action: A motion was made and seconded to accept the recommendation of FIA and the Finance Committee to invest the funds from the Columbia Cap Core Fund into Boston Trust. The motion was approved.

Davis expressed concerns about the empty café space in the front of the Downtown Library. Benedict gave an update on the delay for occupying the space, which rests on the completion of work by MANE. Poland stated that the original concept was for the space to be developed by an outside vendor who would invest their own capital, but this is one of several options. The Interim Directors will give an update at the December meeting.

Nominating

Brad Noel presented the Nominating Committee report. The committee unanimously endorsed seven nominees to fill the current Corporator vacancies, of which there are a total of 12. In addition, Jason Rojas, Director of Community Relations at Trinity College, who was suggested at the committee meeting, is willing to serve.

Board Action: A motion was made and seconded to accept the Nominating Committee's recommendation and approve the following as Corporators: Ana Alfaro, Shelley Copeland, Keith Darby, Hyacinth Douglas-Bailey, Lynn Olson-Douglas, Susan Lubowsky Talbott, Jason Rojas, and Rosaida Rosario. The motion was approved.

Noel stated that the committee had addressed the expiring Board member terms. Steve Goddard and Annette Sanderson have accepted nominations for another term, while Cynthia Reik will be stepping down but will continue to serve on the Hartford Public Library Hartford History Center Advisory Council. The Committee recommends William Breetz, longtime Hartford resident and attorney, be presented at the Annual meeting for election to the Board.

Noel also mentioned the probability of two additional Board vacancies resulting from resignations that are expected. Sullivan asked the nominating committee to review Michael Gannon's status.

Board Action: A motion was made and seconded to recommend Goddard, Sanderson, and Breetz at the Annual meeting for election to the Board. The motion was approved.

Board Action: A motion was made and seconded to recommend Davis as president, Montanez as vice president, Shipman as treasurer, and Sullivan as secretary at the Annual meeting for election as officers. The motion was approved.

7. New Business

Resolutions

Bill Large presented a resolution for consideration.

RESOLVED that staff review the Confidentiality of Library Records Policy and bring forward any recommendations for changes to the next Board meeting.

Board Action: The resolution was moved, seconded, and approved.

Benedict presented a resolution for consideration.

RESOLVED, that Janet Benedict, Interim Co-Director of Hartford Public Library, is empowered to apply to the Connecticut Humanities Council for Heritage Revitalization grant funding in support of *Connecticut Explored*. This application, requesting \$10,480 for "Expanding Audiences for Connecticut Explored," was made on August 1, 2009.

Further, should the grant be awarded by the Connecticut Humanities Council, that Janet Benedict is authorized to sign the grant contract on behalf of the corporation.

Board Action: The resolution was moved, seconded, and approved.

Annual Meeting Agenda

Benedict confirmed the order of agenda items, and spokespersons for the October 15 Annual meeting.

8. Other Business

No other business was brought forward.

9. Executive Session

Board Action: Motion to move into executive session was made, seconded, and approved.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,
Jenny Benedict, Acting Secretary