



Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
Boardroom
December 5, 2013

Present: Luke Bronin, Julio Concepcion, Greg Davis, Marc DiBella, Anne Melissa Dowling, Stephen Goddard, Connie Green, Edward Keith (phone), William Large, and Thea Montañez.

Also present: Matthew Poland, chief executive officer; Donna Haghightat, chief development officer; Brenda Miller, chief cultural affairs and public programming officer; Homa Naficy, chief adult learning officer, Mary Tzambazakis, chief administrative officer, Andrea Figueroa, executive assistant, and James Harvey.

Absent: Ana Alfaro

1. Introduction: President Thea Montañez called the meeting to order at 12:15 p.m.

2. Approval of Minutes

Board Action: Motion to approve the minutes of the October 3, 2013 meeting was made, seconded, and approved.

3. Customer Presentation

Guest speaker James Harvey talked about his enlightening experience with libraries as a young man while he was incarcerated. After his release from prison, his first stop was Hartford Public Library. Mr. Harvey's interest in creating films and documentaries was fueled by the various resources available to him through the library, including staff guidance. He is now a successful producer of documentary films. His relationship with the library has been a beneficial part of his life and helped him become a productive member of the community.

Board members were interested in hearing what he thought the library should do to help others who were being released from prison. He believes that the library should offer more programs for ex-offenders to facilitate their reentry to the community.

4. Committee Reports

All committee reports were distributed in advance and are attached.

5. President's Report

Ms. Montañez discussed the scheduling of board meetings and committee meetings. Board meetings historically have not met in the summer months. The board members decided to meet regularly at two-month intervals throughout the year starting in February 2014. Meetings will alternate between 7:30 AM at a branch or at noon at the Downtown Library. Committee meetings will meet in the month following the full board meeting. The Governance Committee will meet the first Thursday of the month, the Development Committee will meet the second Thursday of the month, and the Financial Health Committee will meet at least quarterly although more frequent meetings may be necessary during the budget cycle. Meeting notifications/reminders will be sent two months in advance.

Ms. Montañez stated that her goal in her last year as president will be to help create a more consistent process for the board.

The Board annual appeal this year had 100% board participation, gifts and pledges.

6. Chief Executive Officer's Report

The Chief Executive Officer's Report was sent in advance. Mr. Poland asked for feedback on the new report.

Mr. Poland presented some highlights:

- Relocated Barbour Branch is under construction
- Blue Hills and Park relocations are also under discussion
- As a result of the organizational assessment, a series of staff focus groups were conducted to assess internal communications. Real time information was considered integral to sustaining a positive culture. To that end we will begin a process of building an employee and board intranet system.
- Also as a result of the organizational assessment, the library has begun an HR Audit to determine if the library has the right infrastructure around human resource needs. We expect the audit to be completed by mid-February.
- Hartford Foundation for Public Giving will present the YOUmedia project to its board on December 18, 2014. The funding request has dropped from \$800,000 to \$500,000 (at the Foundation's direction) and we will probably receive about \$350,000.

7. New Business

There was no new business presented before the Board.

8. Other Business

Board Action: Motion to adopt the ***Conflict of Interest Policy***, was made, seconded, and approved.

Board Action: Motion to adopt the ***Whistleblower Protection Policy***, was made, seconded, and approved.

Board Action: Motion to authorize the CEO to enter into a Memorandum of Understanding between the Library and the Greater Hartford Unit of Talking Books of Connecticut to locate a satellite office at the Downtown Library. The motion was seconded, and approved.

9. Announcements and Communications

The Library is featured in Hartford Business Journal's Giving Guide, page 39. A hard copy of the Annual Report is also included in packets.

10. Executive Session

Board Action: Motion to move to executive session at 1:15 p.m., was made, seconded, and approved.

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary