



Board of Directors

Meeting Minutes

**Thursday, August 6, 2015**

8:00AM-9:30AM

Park Branch Library

**Present:** Ana Alfaro, Luke Bronin, Greg Davis, Anne Melissa Dowling (phone), Stephen Goddard, Jack Godsill (phone), Edward Keith (phone), and Thea Montañez.

**Also present:** Matthew Poland, chief executive officer; Mary Billings, chief public services officer; Mary Tzambazakis, chief administrative officer; Andrea Figueroa, senior executive assistant; Karl Fisher, finance director; Whit Iglehart, AIA and Partner, Tai Soo Kim Partners; Diana Lancer, senior designer, Tai Soo Kim Partners, and Craig De Jong, AIA of Smith Edwards McCoy Architects.

**Absent:** Julio Concepcion, Andrew Diaz-Matos, Connie Green, and Marc DiBella

## **1. Introduction:**

Interim President Gregory Davis called the meeting to order at 8:10 a.m.

## **2. Presentations**

### ***Park Branch Project***

Whit Iglehart of Tai Soo Kim Partners gave an update on the New Park Branch project. Architects are moving forward with final designs to create construction documents. Before the construction begins, partial demolition and remediation work will be completed on the site, perhaps as early as October 2015. The murals on the windows will be removed and preserved. Bidding of construction work will begin in early 2016. Completion of project is scheduled for mid-year 2017.

### ***West Middle School Project***

In addition to the new elementary school, the West Middle School facilities will have a public library (Mark Twain branch) and offices for community school neighborhood partners.

Craig De Jong, project architect from Smith Edwards McCoy, presented an update to the board on the school/library project. There are three buildings linked together; the library branch will occupy the Asylum Street building in the space previously used as the school's auditorium. The entrance to the branch will be from the Asylum Avenue entrance and the students will enter the school from Niles Street. Hartford Public Library is currently working

on an MOU with the school to address operational and governance matters. The anticipated opening date will be June of 2016 in time for summer school.

### **3. New Business**

#### ***CT State Library Resolution***

The Library is preparing the CT State Construction Grant application for \$1MM, due in early September. A board resolution was introduced to allow the Library's CEO to apply for the grant.

**Board Action:** Motion was made and seconded to accept the resolution. The motion was approved unanimously.

### **4. Other Business**

#### ***Annual Meeting – October 15, 2015***

The annual meeting is scheduled for Thursday, October 13 at 6:00PM. Notices will be sent out September.

Given the corporators' poor attendance, Mr. Luke Bronin suggested adopting an attendance policy for corporators to establish attendance requirements.

Mr. Matt Poland suggested a full review of the bylaws for modernization and governance purposes.

The members briefly discussed defining the role of the corporator at a later date.

#### ***Caroline Hewins Award Concept***

Mrs. Brenda Miller is working on the development of the Caroline Hewins Award. This is an opportunity as a fundraiser in the second half of the fiscal year. The Award would be given to someone who stretched or is stretching the boundaries of social and cultural approaches to community engagement and development. Potential for mid-Spring; considering Louise Blalock.

#### ***Conflict of Interest Policy***

The revised policy and related forms were distributed to the Board. A vendor list of \$5,000 or more will be sent out by Monday, August 10 to inform board members of Library

relationships before the form is executed. Ms. Mary Tzambazakis asked that all forms be returned by August 24.

Mr. Luke Bronin brought a potential Conflict of Interest with his firm Hinckley-Allen to the Board's attention regarding legal work being done for the Library. Ms. Tzambazakis clarified that she reached out to Hinckley-Allen because the Library is in the process of opening an online store and branding the school/library partnership and we needed an intellectual property lawyer to review our draft agreement.

Mr. Bronin stated that he does not have more than 5% of stock in the firm and that he will make sure that he is not participating in any work done for the Library.

The Board saw no conflict of interest in this arrangement.

### ***UConn Library Project Update***

The terms of agreement have been signed. The next step is to create a definitive agreement for Board approval at the December meeting. The goal is to have construction begin in early 2016 and open by September 2017.

## **5. Announcements**

The Library has received a grant of \$40,000 from the Kettering Foundation for the participatory budgeting project.

The American Library Association published a lead article on the Library's work with police and citizen relationships in the northeast neighborhood as an example of how libraries are participating in the ALA's Libraries Transforming Communities project.

The Hartford Courant will be doing an article for publication on a program the Library is doing with teen immigrants. USCIS funded the Library to work with immigrant teens 16-18 years old and their families by pairing them in a mentor relationship with summer workers through the Capital Workforce Partners Summer Youth Employment program.

Two programs from the Hartford History Center were featured in the book *Archives Alive*. The programs were: A Stroll through Hartford's Past the 1900's to 1930's exhibition and Arts and Archives.

## **6. Consent Agenda**

All documents were sent to the Board in advance.

**Board Action:** Motion was made and seconded to approve the consent agenda. The motion was approved.

## **7. Executive Session**

**Board Action:** Motion was made and seconded to move into executive session at 9:20 a.m. The motion was approved.

**Board Action:** Interim president Davis reconvened the regular meeting at 9:30 a.m.

With no other business, a motion was made and seconded to adjourn the meeting at 9:30 a.m. The motion was approved.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary