



Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY, Albany Branch
October 3, 2013

Present: Julio Concepcion, Greg Davis, Marc DiBella (phone), Anne Melissa Dowling, Stephen Goddard, Connie Green, William Large, Thea Montañez, Brad Noel, and Annette Sanderson (phone).

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

Absent: Ana Alfaro, Edward Keith

1. **Introduction:** President Thea Montañez called the meeting to order at 7:40 a.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the September 5, 2013 meeting was made, seconded, and approved.

3. **Committee Reports**

All committee reports were distributed in advance and are attached.

Governance

Given the governance work that was outlined in the strategic report, Ms. Montañez believes that support is needed in moving forward with this work. The committee received a copy of three proposals for review. Due to the pending questions from the committee, they will reconvene in a week.

Board Action: Motion to approve the recommendation of Luke Bronin to the Board was made, seconded, and approved.

Board Action: Motion to re-elect Julio Concepcion to serve a second term was made, seconded, and approved.

Board Action: Motion to re-elect Steve Goddard for another term was made, seconded, and approved.

4. Chief Executive Report

Mr. Poland mentioned that the senior leadership team will be going into training with other managers of the Library at 9:15AM to continue the process of building a cohesive leadership team.

Mr. Poland presented some highlights:

- Baby Grand Jazz has been funded by the Charles Kamon Family Foundation with a 35% increase over last year. The foundation preferred anonymity in the last two funding years.
- The Library has won, for the 3rd year in a row, an IMLS national leadership planning grant to develop summer learning program.
- Homa will be going to Waco, TX to do her final visit to work with that city on immigration as part of the IMLS initiative.
- The Hartford Stage exhibit was a great partnership and one of the most attended on the ArtWalk.

5. New Business

There was no new business presented before the Board.

6. Presentation on Development and Communications

Ms. Donna Haghighat gave an informal presentation on Development and Communications. Ms. Haghighat plans to schedule one-on-ones with each board member to talk about giving and to seek advice from each member.

During the one-on-ones with each board member, Ms. Haghighat wants to also ask for help to identify supporters and widen the giving circle. Developing a culture of philanthropy is also something Ms. Haghighat will be working on with staff.

Ms. Haghighat has done an assessment on the giving landscape. She has been working on updating the development plan to be completed at the end of October. It is very important for the Development Team and the Board's Development Committee to have that road map. Ms. Haghighat will also be working on other measures of success.

The Development Office is “overhauling” One Big Summer Night. They are looking at containing the costs by having the event at the Downtown Library and having food donated by area restaurants.

Hartford Foundation for Public Giving is bringing Kim Klein to speak to non-profits about boards and fundraising. A team from the library will attend.

7. Other Business

Board Action: Motion to approve the resolution for the Library to become a Regional School Choice Parent Center, was made, seconded, and approved.

The meeting adjourned at 8:45 a.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary