



**Minutes  
of the Board of Directors Meeting  
June 3, 2021  
8:00AM  
Via Zoom**

Present: Gregory Davis, *chair*, Phyllis Shikora, *vice-chair*, Ana Alfaro, *secretary*, Rick Costello, *treasurer*, David Barrett, Melvyn Colon, Andréa Comer, Andrew Diaz-Matos, Floyd W. Green III, Suzanne Hopgood, Sara Lashetski, Antonio Matta, Sarah Needham, Dan O’Shea, Karen Taylor and Mark Overmyer-Velazquez.

Also Present: Bridget E. Quinn, president and CEO; Leticia Cotto, customer experience officer; Marie Jarry, director of Public Services; Brenda Miller, executive director culture and communications; Homa Naficy, executive director, the American Place; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Lina Osho-Williams, youth & family services manager.

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:05 a.m.

**2. Inspiration Award**

Ms. Cynthia Rider of Hartford Stage was invited to speak to the Board about the Inspiration Award recently bestowed upon the Hartford Public Library. Ms. Rider thanked everyone at the Library and expressed how grateful Hartford Stage is for the partnership with HPL.

**3. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the April 1, 2021 Board of Directors meeting; minutes of the April 14, 2021 Finance Committee meeting; minutes of the May 18, 2021 Strategic Planning Task Force meeting; minutes of the May 19, 2021 Development Committee meeting; minutes of the May 25 Finance Committee meeting, and minutes of the May 27, 2021 Executive Committee meeting. The motion was moved by Suzanne Hopgood and seconded by Phyllis Shikora. The motion was unanimously approved.

**4. President and CEO’s Report**

Ms. Quinn presented highlights of her report. The current budget financials are at 75% through the FY and ahead on revenue and a little under on expenses. Things are trending as expected. The biggest savings is on staffing. Statistically, usage on

Library and services in Q3 has seen an increase and activity is trending up. Anticipating seeing those numbers go up in the next quarter since HPL just opened fully for browsing. Will be opening the Youth and Family Services area Downtown at the end of the month as they are currently under renovation. Albany and Dwight are scheduled to reopen in July. Ropkins will open in the fall after renovations to incorporate the additional role as an archival center. Remote and virtual programming continues system wide. Ms. Quinn did a poll of the staff to get a sense of how employees were feeling about the mask guidelines. Staff expressed wanting to continue to wear masks and to continue having the public wear masks while using the Library.

Ms. Quinn received news that Forge City Works will not be returning to operate the café.

## **5. Board Chair's Report**

Mr. Davis gave a shout out to Lina Osho-Williams who recently presented at a community event and did a wonderful job. Mr. Davis also gave a shout out to the HPL staff for their efforts during the pandemic and keeping the Library open. He and Ms. Quinn have met with Council Members to give them updates about the Library's services, and they have been very supportive. An orientation took place in April for the newest Board Members. Mr. Davis and Ms. Quinn attended a very informative succession workshop given by the Hartford Foundation for Public Giving.

### Committee Assignments

**Board Action:** A motion was made to have Suzanne Hopgood join the Finance Committee. The motion was moved by Dan O'Shea and seconded by Sara Lashetski. The motion was unanimously approved.

## **6. Mission Moment**

Ms. Quinn introduced Lina Osho-Williams, Youth & Family Services Manager. She also congratulated Lina who recently graduated from Simmons College receiving her MLS.

Ms. Osho-Williams presented the Summer Learning program for 2021. This year there will be virtual and outdoor programs beginning June 21. The theme for this year is *What Colors Your World*. The Summer Adventures kick-off is June 26<sup>th</sup> from 1-3PM at the Downtown Library.

## **7. Committee and Task Force Reports**

- Barbour Street Task Force: Ms. Quinn reported on behalf of Chair Steve Harris. Focusing on EDA grant applications and working on creating

promotional videos about the project that can be used for fundraising. BrunerCott is doing pro bono designs.

- Park Street Task Force: Ms. Quinn reported that HPL has received the TCO and are finalizing the paperwork to enable Downes to finish the punch list and turn over the keys.
- Strategic Planning Task Force: Chair Dan O’Shea reported on the progress of the committee. They are going through a very prescribed process. They are on the tail end of their research phase. Now moving into a critical step which engages the community. Will wrap up with a five-year strategic plan sometime in June.

## 8. New Business

### *Corporators Class of 2026*

Ms. Quinn added that Aaron Gill recently accepted.

**Board Action:** A motion was made to approve the Corporators Class of 2026, and to enable Administration to add any other people pending on the list if and when they accept. Suzanne Hopgood moved and seconded by Phyllis Shikora. Motion was approved unanimously.

## 9. Other Business

### *FY21-22 HPL Holiday Calendar*

**Board Action:** A motion was made to approve the HPL Holiday Calendar of FY21-22. David Barrett moved and seconded by Andrew Diaz-Matos. Motion was approved unanimously.

### *FY22 Budget*

**Board Action:** A motion was made to approve the FY22 Budget. David Barrett moved and seconded by Suzanne Hopgood. Motion was approved unanimously.

### *Fine Free Policy*

A presentation on going Fine Free was made at the Board of Directors meeting of April 1, 2021.

**Board Action:** A motion was made to give authorization to update the Materials Lending Policy to eliminate fines. Suzanne Hopgood moved and seconded by Ana Alfaro. Motion was approved unanimously.

*Library Legends*

The Library Legends is a way to honor people in the community who contribute to the Library in various ways to be recognized annually or every other year at HPL. The Governance Committee would oversee this process.

**Board Action:** A motion was made to approve the Library Legends. David Barrett moved and seconded by Dan O’Shea. Motion was approved unanimously.

**10. Adjourn**

**Board Action:** With no other business, a motion was made to adjourn the meeting at 9:20 a.m. Suzanne Hopgood moved and seconded by Rick Costello.

Respectfully submitted,  
Bridget E. Quinn  
President and CEO