



**Minutes  
of the Board of Directors Meeting  
October 8, 2020  
8:00AM  
Via Zoom**

Present: Gregory Davis, *chair*, David Barrett, *vice-chair*, Rick Costello, *treasurer*, Arunan Arulampalam, Melvyn Colon, Andréa Comer, Andrew Diaz-Matos, Floyd Green, Steve Harris, Sara Lashetski, Antonio Matta, Dan O’Shea, Mark Overmyer-Velazquez, Beth Papermaster, Phyllis Shikora, Gerri Sullivan, and Karen Taylor.

Also Present: Bridget Quinn-Carey, 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, director of donor relations; Diana Smith, director of human resources; Mary Tzambazakis, chief administrative officer; Karl Fisher, director of finance, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro

**1. Call to Order**

Chair Greg Davis called the meeting to order at 8:02 a.m. Mr. Davis thanked Ms. Quinn-Carey and Team for the tremendous work done in the last several months during Covid-19.

**2. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the August 6, 2020 board meeting, minutes of the August 3, 2020 finance committee meeting, minutes of the September 15, 2020, development committee meeting, minutes of the September 24, 2020 governance committee meeting, and minutes of the September 24, 2020 executive committee meeting. The motion was moved by Gerri Sullivan and seconded by Phyllis Shikora. The motion was unanimously approved.

**3. President and CEO’s Report**

Ms. Quinn-Carey shared some highlights:

- Congratulations The American Place Team on IMLS grant received for \$211,000 to provide enhanced Digital Literacy Support and Training

- Public Service is enhancing curbside pick-up service and have expanded to Dwight, and Park.
- Cigna has provided 500 boxes of non-perishable food items to handout to community through our outreach services.
- HPL is now working with Theater Works for HPL card holders of Hartford to have free access to their live streamed performances.
- Continuing conversations with the City regarding warming centers and how to continue outreach services as the weather gets colder. Thinking about how to continue to transition the reduced service model through next spring. Also, exploring looking at alternative ways on how to use the buildings with the City and schools as safely as possible.

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

Mr. Davis gave a collective thank you to all board members for all that they do. The highlight of his report was an email sent in September announcing the resignation of Gerri Sullivan after almost two decades on the Board of Directors. With mixed emotions he bids her farewell and thanked her for her service.

Ms. Quinn-Carey read a proclamation sent to Gerri from the Mayor.

Chair Davis read his committee assignments:

- David Barrett will chair Governance Committee
- Dan O'Shea will chair Audit Committee
- Sara Lashetski has been appointed to the Finance Committee

***Board Action:*** A motion was made to approve the new committee assignments. The motion was moved by Steve Harris and seconded by Phyllis Shikora. The motion carried.

#### **5. Committee and Task Force Updates**

##### *Barbour Task Force*

Ms. Quinn-Carey gave a brief update on the Barbour Task Force committee. There has been work behind the scenes on some initiatives to help secure funding and prioritizing location of replacement for Barbour Library. The Task Force has visited a number of sites, Swift Factory, Unity Plaza, and a city owned property on Naugatuck Street. The other location included in the Capital Plan is on Westland Street which and a city owned property. The Task Force is looking closer to the Swift Factory as a viable location which is a lower cost and much quicker turn-around. The challenge is the on-going cost of operation such as the lease. Working on a Economic Development Administration (EDA) grant and working in partnership with Community Solutions to submit an application for funding. It's coming together to have something sooner rather than later.

### *Governance Committee*

Mr. Barrett gave an update on the Governance Committee. With Karen Taylor stepping down as chair of the committee, Mr. Barrett will be the new chair of the committee. The following slate of officers was presented for election at the annual meeting:

- Gregory Davis, Chair
- Phyllis Shikora, Vice Chair
- Rick Costello, Treasurer
- Ana Alfaro, Secretary

The following members of the board are coming up for a new term:

- Arunan Arulampalam
- Melvyn Colon
- Sara Lashetski
- Daniel P. O'Shea

Mr. Barrett will be reaching out to all board members within the next couple of months to see how they are doing with committee assignments and if there is any interest in leadership roles.

### *Park Street Task Force*

Ms. Quinn-Carey stated that the construction for Park Street is moving along. Mary Tzambazakis has been working with Downes Construction and the City to make sure the project is on track and making sure financials are set. A possible wrinkle is the need for an easement on the back side off Broad Street. The City is working on this. Starting to think about furniture, equipment, and some fun things like a time capsule. Soon will also begin to plan events around the opening.

At this time, Mayor Luke Bronin joined the meeting to say a couple of words of gratitude to Gerri and wish her well. He said that there is no proclamation that can come any where close to her true service to the Library and the City.

### *Beyond Words 2020 Update*

Ms. Beth Papermaster reported on where Beyond Words stands with financials. The event is budgeted to net \$250,000. Still waiting on some sponsorships to come through. This year, HPL does not have ticket sales and have budget \$150,000, so far have received \$44,000 in individual donations. Expected to reach goal as event nears and after the event.

Ms. Bridget Quinn-Carey reported on the filming and authors for Beyond Words. Filming has been completed. A variety of Library stories have been filmed which

features a student of the American Place, YOUmedia kids and mentors, Orice Jenkins doing an intro on the piano and local authors such as Amity Gage, Julia Alvarez, Jean Kwok, Christina Baker Kline, and Wally Lamb as honorary chair.

Mr. Greg Davis gave a shout out to Beth Papermaster and Cate D'Italia for co-chairing the event, and Bridget, Gilda, Mackenzie, and others who have helped organize the event. The event is coming along very well.

#### *Finance Committee*

Mr. David Barrett reported on the Endowments. About two years ago, he was asked to look into some of the Library's funds and conduct research to identify the amount on the funds. There were two funds that were identified and have board resolutions. One fund is to buy mystery books for the Mark Twain Library. That Library doesn't exist any longer so HPL cannot use the fund. HPL will have to go to the Attorney General's office to be able to expand the money at any Library of HPL.

**Board Action:** A motion was made to adopt the resolution for the Ruth P. Raymond Fund account to allow for a wider use of the fund. The motion was moved by David Barrett; seconded by Rick Costello. The motion carried.

**Board Action:** A motion was made to adopt the resolution to liquidate the Mildred E. Small Fund account to be continued to be used for collections at the Camp Field Library under separate account. The motion was moved by David Barrett; seconded by Gerri Sullivan. The motion carried.

#### **6. New Business**

No new business

#### **7. Other Business**

##### *Photography and Filming Policy*

The policy has been in place for a number of years, but there was no clarity for staff to be able to implement effectively. The policy has been simplified by an outside counsel.

**Board Action:** A motion was made to approve the revised Photography and Filming Policy. The motion was moved by David Barrett; seconded by Gerri Sullivan. The motion carried.

##### *Capital Plan Update*

Updates on the Capital Plan will wait until the December 2020 Board meeting.

**8. Executive Session**

**Board Action:** A motion was made to go into executive session at 9:11 a.m to discuss a personnel matter. The motion was moved by Steve Harris; seconded by Dan O’Shea. The motion carried unanimously.

**Board Action:** A motion was made to come out of executive session. The motion was moved by Gerri Sullivan; seconded by David Barrett. The motion carried unanimously.

**9. Adjourn**

**Board Action:** With no other business, a motion was made by David Barrett; seconded by Gerri Sullivan to adjourn the meeting at 9:38 a.m.

Respectfully submitted,  
Bridget Quinn-Carey  
President and CEO