

**Minutes  
of the Board of Directors Meeting  
December 5, 2019  
Noon – 1:30PM  
Downtown**

Present: Gregory Davis, *chair*, David Barrett, *vice-chair*, Arunan Arulampalam, Melvyn Colon (phone), Rick Costello, Floyd Green (phone), Steve Harris, Eddie Keith (phone), Antonio Matta, Dan O’Shea, Mark Overmyer-Velazquez, Phyllis Shikora (phone), Geraldine Sullivan and Karen Taylor (phone).

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; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Andréa Comer, and Andrew Diaz-Matos.

**1. Call to Order**

President Gregory Davis called the meeting to order at 12:03 p.m.

**2. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the October 3, 2019 board meeting, minutes of the November 4, 2019 audit committee meeting, minutes of the November 25, 2019 finance committee meeting, minutes of the November 27, 2019 executive committee meeting, and minutes of the November 27, 2019 park task force committee meeting. The motion was moved by Dan O’Shea and seconded by David Barrett. The motion was unanimously approved.

**3. President and CEO’s Report**

The report was distributed in advance. President and CEO Bridget Quinn-Carey shared some highlights:

- Financials are running well at 33% through the fiscal year. Will begin to prepare a monthly financial report for the Finance Committee.
- Statistics focused on quarterly reporting in this report. Numbers have gone up a little due to collection development and in using a new tool which helps

assess what materials are being used and helping suggest what areas are under-represented.

Ms. Quinn-Carey gave an update on social service work. HPL will be creating an early open opportunity. At the beginning of the year, HPL will open 8:00 a.m. offering limited service to customers who need the library at that time. Limited services include use of photocopying, printing, self-check-out, wi-fi, and will also have community services offering services from ImmaCare, Job Center, and others. Full service will begin at 9:30 a.m.

Ms. Quinn-Carey gave an update on the Digital Learning Lab. Moving forward with the project and anticipate a soft launch beginning in January 2020.

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

Mr. Greg Davis thanked the staff for a tremendous calendar year.

- The Digital Learning Lab
- Park Project
- Bridget Quinn-Carey and Dr. Leslie Torres-Rodrigues on their trip to Indianapolis
- Rawson Library

Mr. Davis also thanked all Board Members for all of their support throughout the many projects such as consolidation of branches and revision of the bylaws.

Mr. Davis reminded all Board Members about the annual pledge form and to return to HPL before the end of the calendar year.

Mr. Davis also asked Board Members to pick up a list of names and holiday cards to send out to staff.

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

##### ***Audit Committee***

Mr. David Barrett reported on the Audit Committee. The Audit Committee met on November 4 with BlumShapiro and there were no recommendations for improvements and received an un-qualified audit.

##### ***Finance Committee***

The Finance Committee met with the team of People's United on November 25 and they had made some recommendations for reallocation of the endowment portfolio to reflect market conditions and to better position HPL for the future. The recommendations made were approved by the Finance Committee. It was also

recommended that Finance Committee meet with People's United twice a year to review portfolio and to see if any changes need to be made.

### ***Governance Committee***

Ms. Karen Taylor reported on the Governance Committee. Ms. Taylor sent out an inquiry to all Board Members seeking interest of others in being part of the leadership team or chair a committee. Ms. Taylor also asked if anyone has recommendations of prospective members to HPL's Board for 2020.

### ***Park Street Task Force***

Ms. Quinn-Carey reported on Park Street Task Force. There is a bit of delay in resolving some issues. One issue is the demolishing of current building due to easement. There needs to be a temporary easement in order to relocate some infrastructure and to be able to remove a fence in order to get equipment in to take down the building.

## **6. Mission Moment and Discussion**

Ms. Quinn-Carey discussed Ebook pricing and access issues. Most libraries are having issues making Ebooks an easy service to use and affordable for all customers. Most libraries do not own the e-content of Ebooks. Each publisher has their own rules making those contents available. Publisher MacMillan has put a restriction on Ebooks pricing limitations. The Urban Libraries Council sent out a communication to cities around the country. There are two ways to approach this issue. The question and feedback Ms. Quinn-Carey asked the Board, what point of action can HPL take. Some take action by boycott or ban for a limited amount of time. Another way is to reach out to elected officials on the Federal level and ask for protection.

## **7. New Business**

### ***FY2020 Board Meeting Calendar***

**Board Action:** A motion was made to approve the 2020 Board Meeting Calendar by Dan O'Shea and seconded by Mark Overmyer-Velazquez. The motion was unanimously approved.

### ***Code of Conduct Policy***

**Board Action:** A motion was made to approve the updated Code of Conduct Policy to include weapons by David Barrett and seconded by Dan'Oshea. The motion was unanimously approved.

***Service Animal Policy***

**Board Action:** A motion was made to approve the Service Animal Policy by Mark Overmyer-Velazquez and seconded by Dan O’Shea. The motion was unanimously approved.

***Unattended Children in Library Policy***

**Board Action:** A motion was made to approve the Unattended Children in Library Policy by Mark Overmyer-Velazquez and seconded by Dan O’Shea. The motion was unanimously approved.

**8. Other Business**

***Beyond Words Update***

The gross income this year was \$265,000 and \$213,833 net. Exceeded the goal.

***Downtown Café – RFP***

HPL is going for an RFP for the Downtown Café. The current contract is held by Forge City Works for about six years now. The extension was signed for one year with intent to go out with an RFP. HPL will also do a survey for feedback to help identify what food service is needed in the Library.

**9. Executive Session**

No agenda item.

**10. Adjourn**

**Board Action:** With no other business, a motion was made to adjourn the meeting at 1:42 p.m. by David Barrett seconded by Steve Harris. The motion was unanimously approved.

Respectfully submitted,  
Bridget Quinn-Carey  
President and CEO