



**Minutes  
of the Board of Directors Meeting  
February 4, 2021  
8:00 – 9:30AM  
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, Steve Harris, Sara Lashetski, Antonio Matta, Dan O’Shea, Mark Overmyer-Velazquez, Beth Papermaster, 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, donor relations director; Diana Smith, director of HR, Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

**1. Call to Order**

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

**2. Board Candidate Nomination**

Mr. Barrett introduced Sarah Needham to the full Board.

**Action:** A motion was made to approve the nomination of Sarah Needham to the Board of Directors. Phyllis Shikora moved and seconded by Dan O’Shea.

All Board Members and staff were asked to introduce themselves to new incoming member Sarah.

**3. Consent Agenda**

**Board Action:** Motion was made to approve the consent agenda that included minutes of the December 1, 2020 Executive Committee meeting, minutes of the December 10, 2020 Board of Directors meeting, minutes of the December 16, 2020 Park Street Task Force Committee meeting, minutes of the January 11, 2021 Park Task Force Committee meeting, minutes of the January 26, 2021 Governance Committee, minutes of the January 27, 2021 Park Task Force Committee meeting, minutes of the January 28, 2021 Executive Committee meeting. The motion was

moved by David Barrett and seconded by Dan O’Shea. The motion was unanimously approved.

#### **4. President and CEO’s Report**

The President and CEO’s second quarter report was distributed in advance. Ms. Quinn-Carey asked that everyone spend some time reading the report as it is the best way to get to know HPL. It’s a wonderful reflection of what is going on in the Library and the impact it is having in the community. She shared one highlight budget wise, doing well. Revenues exceeds expenditures. Part of that is that HPL is not operating at full capacity. Projection is that HPL will end the year well. She also mentioned that the Strategic Planning Process is moving forward. TDC is helping develop the current Strategic Plan. Next step is to form the Strategic Planning Task Force.

#### **5. Board Chair’s Report**

Board Chair Greg Davis gave a huge shout-out to Floyd Green for his prestigious honor. He thanked all committee chairs for their work. Mr. Davis and Ms. Quinn-Carey met with the Mayor to talk about the Swift Factory partnership and it was a very positive meeting. Also had conversations with House Speaker Matt Ritter for bond funding for the project and everything is looking very positive.

Mr. Davis, Mr. Barrett and Mrs. Shikora met with Ms. Quinn-Carey for a six-month update on her review which went really well. Mr. Davis said that Ms. Quinn-Carey continues to hit homeruns. She talked about initiatives such as EDI, Succession Planning, Development, Strategic Planning Process, Café, etc.

As far as engagement, Mr. Davis says this is one of the best Boards he has served on. Looking forward to a bigger and better 2021.

#### **6. Mission Moment**

Ms. Quinn-Carey introduced Christopher Brown, Albany Library and Community Hub Manager and a Hartford Native. Mr. Brown talked about his background in film and showcased a rough-cut film *Thoughts are Things* that is about a young boy who is inspired by a book he receives by a Library Manager. After 30 years, the same young boy, now a surgeon, ends up taking care of the same man who gave him the book.

Mr. Brown shared with the Board how serious it is to invest in the community of young people and the need to broadcast the use of libraries. Libraries impact so many in the community.

Ms. Quinn-Carey will be scheduling focus group sessions later to view the full film and obtain feedback from all.

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

- Barbour Street Task Force: Chair Steve Harris shared his emotional excitement of the new happenings for the Barbour Library moving to Swift. He stated that this new Library would have a major impact on the neighborhood. Ms. Quinn-Carey added that the project is moving forward as quickly as possible.
- Park Street Task Force: Chair Ana Alfaro stated that the project is making great progress and is hoping there are no weather delays. Everyone is looking forward to opening in late spring early summer. Ms. Quinn-Carey added that as far as the budget goes, contingency is over budget, contractor's contingency is under budget, but will put a proposal together for the April Board meeting requesting use of Library funds to be able to meet the needs in finishing on time.

Karen Taylor and Andrea Comer gave a shout-out to Ms. Quinn-Carey for being an Innovative Leader.

- Governance: Chair David Barrett says the committee is starting an initiative to engage more people with the Board. He asked Floyd to talk about his engagement with the community and the importance of having young professionals connect to the Library.

The Committee is recruiting a new Corporator Class. Ms. Quinn-Carey will be sending an email soon seeking nominations from the Board.

Mr. Barrett presented the Statement of Board Responsibilities and Expectations. He asked if there is anything that is concerning to please bring those to his attention.

## **8. New Business**

Mr. Davis asked that the Library Legends be moved to the April Board meeting in respect of time.

## 9. Other Business

### *Conflict of Interest Policy*

Ms. Quinn-Carey presented a new streamlined version of the Conflict of Interest Policy. The updated version lays out the process clearly. The Board of Directors and staff are asked to complete and submit on an annual basis.

**Board Action:** David Barrett made a motion to accept the revised Conflict of Interest as presented. Floyd Green seconded. Motion passed unanimously.

Mr. Davis spent the last five minutes of the meeting with reflections on the meeting, how everyone is feeling, and missing in-person meetings.

The Board of Directors will schedule a Board Retreat later in the summer with the possibility of an in-person meeting. Ms. Quinn-Carey stated that a meeting would have to take place prior to discuss the Budget, which is normally discussed at the retreat.

Mr. Barrett says that under the creativity of Ms. Quinn-Carey and Team, he is happy to have Christopher Brown lead the Albany Library. Ms. Quinn-Carey stated that she shares that with Marie Jarry as she created and recruited for the position.

Ms. Mary Tzambazakis gave gratitude to the Board and thanked the very dedicated Leadership Team.

Ms. Marie Jarry thanked the Board for their support. She stated that Public Services staff is doing their best in providing the best services during the pandemic and the Board's support with fundraising allows them to offer those services.

Ms. Diana Smith was thankful for the creative ways the Leadership Team is and how they support one another.

## 10. Adjourn

**Board Action:** With no other business, a motion was made by Floyd Green and seconded by Dan O'Shea to adjourn the meeting at 9:30AM

Respectfully submitted,  
Bridget Quinn-Carey  
President and CEO