



**Minutes  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
April 5, 2018  
Noon-1:30PM  
Albany Avenue Branch**

Present: Gregory Davis, *president*, Ana Alfaro, *secretary* (phone), Arunan Arulampalam, David Barrett, *vice-president*, Amy Barron (phone), Andréa Comer, Steve Harris, Edward Keith, *treasurer* (phone), Antonio Matta, Dan O’Shea, Mark Overmyer-Velázquez, Phyllis Shikora, and Geraldine Sullivan (phone).

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, Andrea Figueroa, senior executive assistant, and Elizabeth Lane, manager, Albany Branch.

Absent: Melvyn Colon, Andrew Diaz-Matos, Marc DiBella, and Karen Taylor.

**1. Call to Order**

President Gregory Davis called the meeting to order at 12:10 p.m.

**2. Mission Moment**

Elizabeth Lane, branch manager of the Albany Branch gave brief info on the YOUmedia space. This was a generous gift of the Mandell family, to create the space for the teens in the community. This space models the YOUmedia space at the Downtown Library. Last month, an average of about 550 people a day, 100 to 150 are teens. YOUmedia provides conversations and programming, and allows a space for teens to do what they want to do. There is a college fair coming in May to talk to teens and their families. A college counselor will also be available on Saturdays to talk to teens about Financial Aid. Elizabeth provided the Board with a quick tour of the YOUmedia space.

**3. Consent Agenda**

**Board Action:** Motion was made to approve the consent agenda that included minutes of the February 1, 2018 board meeting, minutes of the March 8, 2018 Finance committee meeting, minutes of the March 9, 2018 governance committee meeting, minutes of the March 28, 2018 park street committee meeting and minutes

of the March 29, 2018 executive committee meeting. The motion was moved by Dan O'Shea and seconded by Andréa Comer. The motion was unanimously approved.

#### **4. Chief Executive Officer's Report**

Mrs. Bridget Quinn-Carey presented some highlights from her quarterly report. The statistics and budget reported are for the first and second quarters (end of December):

- Financials are right on the nose with revenue and expense. Projecting a slight surplus in anticipating larger than expected medical expense. Grants to date have doubled and have received \$1.4M to date.
- Statistics and visits – July through September were the busiest times, circulation continues to decline but across libraries in general. That is a continuing trend.
- Public Services has a lot going on with services and programs. HPL continues to serve hurricane relief efforts with CREC and encouraging people to use the library.
- Digital Literacy team, have developed a much more robust way to track outputs/outcomes and report out for assessment.
- Youth and Family Services – focusing on the Boundless partnership with Hartford Public Schools. Also created Dinner and A Story at the Downtown Library, where families come in and listen to stories together with pizza. Because it is popular, it will be expanded to the Branches.
- Immigrant Career Pathways celebration graduation program. Over 60 people graduated with certifications and will go and get higher-level jobs in the food service industry.
- Development – working on Beyond Words. Awaiting confirmation from author.

#### **5. President's Report**

Mr. Greg Davis gave his report:

- Shout out to Bridget and Senior Team for the tremendous work and for carrying the mission of the Library, and to the Board for stepping up in an amazing way.
- Legislative Breakfast on March 2<sup>nd</sup> was well attended and very positive and constructive.
- Continue to have 1:1 with CEO with discussions of Goodwin reconfiguration, Park Street, HR RFP, and finalizing the Board Retreat agenda.
- Branch Tours are scheduled for April 17 and April 26.
- New Board orientation was held on March 26 with Dan O'Shea and Mark Overmyer-Velazquez.

- Have been working with the Governance Consultant and the preliminary recommendations was that the process and format of board meetings are report orientated. Will work to make sure the meetings become more interactive amongst all board members. Will interject topic discussions at each meeting for the Board.

## 6. Discussion Topic

Public libraries have been thrust into the situation of opioid epidemics. The topic for consideration is whether the Library will actively take on the responsibility of having staff trained with naloxone administration. Some Libraries have said yes, but others do not agree that is their role. HPL has had about five overdose situations over the last two years. Should HPL be more proactive about this issue? The consensus of the Board was to consider training staff and providing Narcan/Naloxone in the event of an overdose. CEO Bridget Quinn-Carey will get more information to provide at the June meeting.

## 7. New Business

### *Children's and Teen Space Use Policy*

HPL has areas specifically designated for children and teens and are reserved for that use.

**Board Action:** Motion was made to approve the *Children's and Teen Space Use Policy*. The motion was moved by David Barrett and seconded by Andréa Comer. The motion was unanimously approved with an amendment to change the age limit from 11 and under, to 12 and under.

### *Photography and Filming Policy*

This policy is to document the process of recording and filming in the Library if there is a potential possibility of needing permission, if someone is being filmed, potential disruptions of library use because of the filming, and when they need to get permission to film.

**Board Action:** Motion was made to approve the *Photography and Filming Policy*. The motion was moved by Tony Matta and seconded by Andréa Comer. The motion was unanimously approved.

### *Procurement Policy*

The last Procurement Policy was updated in 2009. This is restating of the conflict of interest policy that HPL is being thoughtful in how HPL is soliciting procurement and who HPL is buying from. Break down between small purchases verses large

purchases. Soliciting at least 3 proposals to make sure HPL is being competitive with awards.

**Board Action:** Motion was made to approve the *Procurement Policy*. The motion was moved by David Barrett and seconded by Dan O’Shea. David Barrett moved the amendment to read “a minimum of 3 quotes may be solicited from current City of Hartford or State of Connecticut contracted vendors”. The motion was unanimously approved with the noted amendment.

**8. Other Business**

CEO Bridget Quinn-Carey submitted a report to council per their request to provide monthly reports on the partnerships with the schools.

**9. Adjourn**

**Board Action:** With no other business, a motion to adjourn the meeting at 1:32 p.m. was made by President Davis. The motion was unanimously approved.

Respectfully submitted,  
Bridget Quinn-Carey  
CEO and Acting Secretary