



**Minutes
of the Board of Directors Meeting
August 1, 2019
Noon-1:30PM
Downtown Library**

Present: Gregory Davis, *president*, David Barrett, *vice-president*, Arunan Arulampalam, Melvyn Colon (phone), Andrew Diaz-Matos, Floyd Green, Eddie Keith (phone), Antonio Matta, Dan O’Shea, Phyllis Shikora (phone), and Geraldine Sullivan.

Also Present: Bridget Quinn-Carey, chief executive officer; Leticia Cotto, customer experience officer; Brenda Miller, executive director, Culture and Communications; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Diana Smith, director of Human Resources; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Andréa Comer, Steve Harris, Mark Overmyer-Velazquez, and Karen Taylor.

1. Call to Order

President Gregory Davis called the meeting to order at 12:07 p.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the June 6, 2019 board meeting, and minutes of the July 25, 2019 executive committee meeting. The motion was moved by Andrew Diaz-Matos and seconded by David Barrett. The motion was unanimously approved.

3. Chief Executive Officer’s Report

The Chief Executive Officer’s report was distributed in advance. The report will be made available on the Library’s website.

Ms. Quinn-Carey presented some highlights of the report. This time it is lighter in content and the annual report will have more of the narratives.

Highlights:

- Visits decreased but no concerns as numbers fluctuate from quarter to quarter
- Circulation is up in QT4

- PC Usage has dropped about 15% but wifi usage has gone up
- Programming has some changes in different locations and some of those changes may be contributed to the vacancies in a couple of sites
- Year-to-Date shows entire FY totals and is a preview to the annual report numbers

Ms. Quinn-Carey gave a shout out to the Aetna for their Capstone Project. About 8 college interns came to HPL to see how to better market services.

Ms. Quinn-Carey also gave a shout out to the 3 insurance companies who gave continued support to HPL: Traveler's, The Hartford, and Aetna.

Hartford Public Library was awarded a Library of Congress Literary Award, and has been invited to Washington, DC in October to receive the award for the work The American Place is doing with immigration services. Thanks to Homa Naficy and team.

4. President's Report

Mr. Davis gave thanks to CEO Bridget Quinn-Carey and Leadership Team on a clean audit report and the Park Street Groundbreaking.

During some branch visits, Mr. Davis mentioned how great it was to see CXO Leticia Cotto providing support to the staff by shelving books at the Albany Library. He also shared a story where a young lady approached him asking for advice on where to go for help on starting a new business. Mr. Davis suggested she visit the Camp Field library, where staff member Julie Carroll assisted her.

Mr. Davis asked all members of the Board to give thanks to Representatives Minnie Gonzalez, Representative Matt Ritter, and Senator John Fonfara for their extra help with seeking funds for the Park Street Project.

5. Committee and Task Force Reports

Governance Committee

Mr. Barrett reported on behalf of the Governance Committee. He reviewed upcoming revisions to the bylaws.

Board Action: A motion was made by Dan O'Shea to endorse the recommendation of the revised bylaws with one amendment and seconded by Tony Matta. The motion was unanimously approved.

Park Street Library

Ms. Quinn-Carey provided an update on the Park Street project. Work continues on abatement; the website for the project is now live.

6. New Business

No new business to report.

7. Other Business

No other business to report.

8. Executive Session

Board Action: A motion was made by Greg Davis at 1:22 p.m. to enter into executive session to discuss a personnel issue. The motion was moved by Gerri Sullivan and seconded by Dan O'Shea. The motion was unanimously approved.

Board Action: A motion was made by Andrew Diaz-Matos and seconded by Arunan Arulampalam at 2:00 p.m. to come out of executive session. The motion was unanimously approved.

9. Adjourn

Board Action: With no other business, a motion was made to adjourn the meeting at 2:00 p.m. The motion was unanimously approved.

Respectfully submitted,
Bridget Quinn-Carey
CEO and Acting Secretary