



**Minutes  
of the Board of Directors Meeting  
August 2, 2018  
Noon-1:30PM  
Downtown Library**

Present: Gregory Davis, *president*, Ana Alfaro, *secretary* (phone), Arunan Arulampalam (phone), David Barrett, *vice-president* (phone), Amy Barron (phone), Melvyn Colon, Andréa Comer, Andrew Diaz-Matos (phone), Marc DiBella, Steve Harris, Edward Keith, *treasurer* (phone), Antonio Matta, Mark Overmyer-Velazquez, Phyllis Shikora (phone), Geraldine Sullivan (phone), and Karen Taylor (phone).

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Andy Hart, director of communications, Brenda Miller, executive director, Hartford History Center; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

Absent: Dan O'Shea

**1. Call to Order**

President Gregory Davis called the meeting to order at 12:05 p.m.

**2. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the June 7, 2018 board meeting, minutes of the July 11, 2018 special board meeting, and minutes of the July 26, 2018 executive committee meeting. The motion was moved by Steve Harris and seconded by Phyllis Shikora. The motion was unanimously approved.

**3. Chief Executive Officer's Report**

Mrs. Bridget Quinn-Carey presented some highlights from her quarterly report. Year-end financials are not included in the report this time because there are still some end of FY reconciliation, but will be handed out at the annual meeting in October.

- Statistics, IT staff is installing a much better and more accurate traffic counting system at all locations, which will provide a level of detail in the counting of visits and to help track visits during the busiest times. It can track by hours, days, weeks.

- Page 7, talks about outreach and is one of the priorities focusing on expanding to places in the community bringing services to the people.
- Page 8, details Youth and Family services in the last quarter. One resource offered is a new device called Launchpads. This is a learning tool for the kids teaching them literacy at many levels.
- Page 9, taking Boundless to the next level of engagement and working directly with the schools to have a media specialist and to work with the students, the teachers, and parents.
- Page 12, focuses on programming throughout the system. This is in line with the goals in the Strategic Plan and gives some ideas towards the civic engagement and being supportive for community learning.
- Page 16, the highlight of the Hartford History Center is the launch of the book *In the Grand Tradition*.
- Page 20, The American Place highlights new pilot programs such as CT Driver's Prep Course targeting immigrants with limited English proficiency. The American Place, for its Career Pathways Initiative, has been awarded the Urban Libraries Council top innovator award for 2018.
- Page 23, Development has ended FY18 fundraising cycle, and have exceeded the overall fundraising goal.

Mrs. Quinn-Carey gave a brief presentation showing the great work that HPL has accomplished.

A new Director of Human Resources Diana Smith will be joining HPL on August 13, 2018.

#### **4. President's Report**

Mr. Greg Davis gave his report:

- Staff Meeting – attended the staff meeting in July along with Dan O'Shea and Mark Overmyer-Velazquez. Staff really appreciates board support.
- Attended a meeting with CEO Bridget Quinn-Carey and Mayor to discuss the yearly recap and current fiscal year.
- Continue 1:1 with CEO Bridget Quinn-Carey to talk about all of the wonderful things going on at HPL.
- Visited some of the branches and very excited that they provide free lunches to the kids in the neighborhoods.

#### **5. Discussion Topic**

The scope of this discussion is to find different media outlets and ways to engage elected officials and stakeholders. Communications is a vital issue especially in the neighborhoods. What can HPL do differently to get the word out into those communities?

## 6. New Business

### *Goodwin Facility Update*

Mrs. Bridget Quinn-Carey provided an update on the Goodwin Library. Have been in meetings with Rich Hollant of CO:LAB and other partners regarding use of the space at Goodwin. The next steps is to finalize a lease agreement to occupy that space.

**Board Action:** David Barrett moved to endorse the proposal pending final contract terms and authorize the executive committee to work with CEO Bridget Quinn-Carey to execute a lease agreement. Phyllis Shikora seconded. The motion was unanimously approved.

## 7. Other Business

### *Beyond Words Update*

A sponsorship list was distributed for Board members to help HPL be successful this year. All Board members are asked to be table sponsors. Gilda has a list of people who contributed to the annual fund this year and would like to ask Board members to help get a personal note out to donors. This is a huge way to show them the appreciation.

## 8. Executive Session

**Board Action:** With no other new business, a motion to enter into executive session was made by President Greg Davis at 1:20 p.m. and seconded by Antonio Matta. CEO Bridget Quinn-Carey and Mary Tzambazakis were invited to stay. The motion was unanimously approved.

## 9. Adjourn

**Board Action:** A motion was made by Marc DiBella and seconded by Andréa Comer to come out of executive session at 1:30 p.m. The Board adjourned the meeting at 1:30 p.m.

Respectfully submitted,  
Bridget Quinn-Carey  
CEO and Acting Secretary