



**Board of Directors Meeting
Minutes
August 4, 2016
Albany Branch Library
8:00AM - 9:30AM**

Present: Ana Alfaro (phone), Arunan Arulampalam, David Barrett, Amy Barron, Andrea Comer, Gregory Davis, Andrew Diaz-Matos, Anne Melissa Dowling (phone), Stephen Goddard, Jack Godsill (phone), Connie Green, Edward Keith (phone), Phyllis Shikora, and Geraldine Sullivan.

Absent: Marc DiBella

Also Present: Bridget Quinn-Carey, chief executive officer, Mary Tzambazakis, chief administrative officer; Mary Billings, chief public services officer; Homa Naficy, chief Adult Learner's Officer; Corey Fleming, public services director; Gilda Roncari, donor relations director, and Andrea Figueroa, senior executive assistant.

1. Call to Order

President Gregory Davis called the meeting to order at 12:08 p.m.

The meeting took place at the Albany Branch Library. Mrs. Quinn-Carey welcomed all board members and introduced Christina Hill, Albany branch manager.

Ms. Christina Hill gave an overview of the Albany Branch Library functions and programs. The branch has a high children's population between the ages of 11-18 years old. The staff at the Albany Branch is very dedicated to programming, safety, and learning.

2. Consent Agenda

All documents were sent to the Board in advance.

Board Action: Motion was made to approve the consent agenda that included minutes of the June 2, 2016 regular board meeting, minutes of the development committee of July 15, 2016, minutes of the governance committee of June 17, 2016, minutes of the financial health committee of July 20, 2016, and minutes of the executive committee meeting of July 28, 2016. The motion was made and seconded.

3. CEO Report

The CEO Report was distributed in advance of the meeting. The report has been put together based on past practice and reflects what happened in 3rd quarter. Mrs. Quinn-Carey stated that moving forward, reporting would be timelier with current information.

Mrs. Quinn-Carey presented some updates of the 3rd quarter:

- Financial picture at 3rd quarter half way through fiscal year and half way through budget year was on target.
- Public Services statistics show how people are using library services and coming into the library. Youth Assistance, numbers are down due to hours shifting. New graph on checkouts by zip code, and where the busiest borrowers are.
- Adult Learner provides programming as well as passport business. Once there is a more consistent staffing model, will look at increasing passport events.
- Public Programming across the system and media hits due to CEO search drove lots of attention.
- Development is still doing well with revenue.

More current updates:

- Had several discussions with stakeholders and schools regarding West Middle on what the service and operational models will look like. 2nd floor will have a more programming presence such as ESL, Career Pathway Initiatives, certification programs, and language learning. Working with Chief Teale informally to get people in for coaching in a learning initiative and adult basic education.
- Hip-Hop Nation Initiative launches in September.
- Voter Registration, each branch will have a screen showing of ballot.
- Artwalk exhibit is up now and will have a mini exhibit of banned book month.
- National Book Lovers Day is August 9, 2016.
- The City is looking to launch Municipal ID very soon. City Hall will be a place for registration by appointments only and will also be looking for the Library to be a point place as well.
- Branch Tours for Board Members is scheduled for August 30 from 12-4PM.
- Beyond Words committee is working hard and save the date postcards have already gone out.

4. President's Report

Mr. Greg Davis mentioned that in the week of August 8 marks Bridget Quinn-Carey's 4 month anniversary with Hartford Public Library. Mr. Davis wanted to recognize Mrs. Quinn-Carey, the Senior Team, and the staff for the tremendous job done in

those 4 months and for carrying out the mission and continuing to serve the community. Mr. Davis also thanked the Board for the support of the Library and community at-large, and for the support given to him during his role as Chair of the Board.

Mr. Davis presented some updates:

- Received a notice from Gislaine Ngounou resigning from the Board effective August 1 due to her resignation from the school system.
- Bi-weekly 1:1 with CEO discussing the Park and UConn Projects. Also the CEO evaluation tool.
- Board will form an audit committee.
- Working with CEO on new organizational structure of the Library and how that would be reshaping to make the Library more efficient.
- Governance Committee is defining the role of the Corporators.
- On June 14, the Library Team met with Mayor and Representative Gonzalez about the Park Branch and made some movement on the project.
- On July 1, Mrs. Quinn-Carey, Mr. Davis, and Ms. Alfaro met with Senator Fonfara and Representative Gonzalez to see how to leverage State dollars to break ground on the Park Branch Project.
- The Council meet and greet breakfast went well and received positive feedback.
- Mrs. Quinn-Carey and Mr. Davis met with Representative Ritter to see how the Hartford Delegation can help the Library. Mrs. Quinn-Carey will be meeting with State Representatives and City Council members individually.

5. New Business

Social Media Policy and Procedures

The Social Media Policy was already in place, but needed some revisions to clean up the language and consistency reaffirming and confirming, with more clarity, that as an employee of Hartford Public Library, everyone still represents the Library and must be professional, respectful, responsible, and use good judgement.

Board Action: Motion was made and seconded to pass the Social Media Procedures. The motion was passed.

7. Other Business

Annual Meeting

The Senior Team discussed having the annual meeting start with a reception at 5:30PM and have the business meeting from 6:00PM-7:30PM. An executive committee member suggested having a speaker at the end of the business meeting.

Mrs. Quinn-Carey will reach out to Michael Menard at UConn to showcase what the entire project is with some specifics on what is happening at the Library.

The Board of Directors will convene right after the business meeting at the Annual meeting to elect new officers.

Strategic Planning

An RFP was drafted back in May and was sent to out to six potential consulting firms. The Library received 2 proposals. Mrs. Quinn-Carey is currently in the process of finalizing reference checks. The timeline for this process will take the rest of August for confirmation with Hartford Foundation for Public Giving and consultants making final selections. Project framing with the consultants is to begin in September, mapping the eco system, customer segmentation, journey mapping, and focus groups and with final reporting in December.

Board Action: With no other business, a motion to adjourn the meeting was made, seconded and approved at 1:30 p.m.

Respectfully submitted,
Bridget Quinn-Carey
Chief Executive Officer
Acting Secretary