



**Minutes  
of the Board of Directors Meeting  
October 10, 2024  
Noon**

Present: David Barrett, *Chair*; Rick Costello, *Treasurer*; Andrew Diaz-Matos; Floyd Green; Suzanne Hopgood; Sara Lashetski; Patsy Mundy; Sarah Needham; Dan O’Shea; Mark Overmyer-Velazquez; Margaret Sweetland Patricelli; Phyllis Shikora; Timothy Sullivan, Jr.; Karen Taylor, and Tyrone Walker.

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Leticia Cotto, Chief Administrative Officer; Gina Federico, Director Corporate & Foundation Relations; Marie Jarry, Chief Operating Officer; Brenda Miller, Executive Director, Culture & Communications; Homa Naficy, Executive Director, The American Place; Gilda Roncari, Donor Relations Director; Mary Tzambazakis, Chief Financial Officer and General Counsel, Andrea Figueroa, Senior Executive Assistant.

**1. Call to Order**

Chair David Barrett called the meeting to order at 12:04 p.m.

**2. Vote to approve the nominations of new Board Members**

**Board action:** Motion was made to approve the nomination for Andrew Diaz-Matos. The motion was moved by Floyd Green and was seconded by Phyllis Shikora. The motion carried.

**Board action:** Motion was made to approve the nomination for Timothy Sullivan, Jr. The motion was moved by Floyd Green and was seconded by Rick Costello. The motion carried.

**3. Vote to approve Directors for second term**

**Board action:** Motion was made to approve Sara Lashetski and Dan O’Shea for a second term. The motion was moved by Floyd Green and seconded by Sarah Needham. The motion carried.

**4. Vote to approve the Slate of Officers**

**Board action:** Motion was made to approve the Slate of Officers. David Barrett, Chair; Karen Taylor, Vice Chair; Rick Costello, Treasurer, and Steve Harris, Secretary. The motion was moved by Sara Needham and was seconded by Floyd Green. The motion carried.

**5. Vote to approve the Director Emeritus**

**Board action:** Motion was made to approve Greg Davis as Director Emeritus. The motion was moved by Floyd Green and was seconded by Andrew Diaz-Matos. The motion carried.

**6. Vote to approve the Board of Directors Committee Appointments**

Mr. Barrett appointed Tim Sullivan to the Audit, Development, and Downtown Capital Campaign Committees. Andrew Diaz-Matos has been appointed to the Governance Committee, and Patsy Mundy is appointed to the Finance Committee.

**Board action:** Motion was made to approve the Board of Directors Committee Appointments. The motion was moved by Suzanne Hopgood and was seconded by Tyrone Walker. The motion carried.

**7. Consent Agenda**

**Board action:** Motion was made to approve the consent agenda that included minutes of the August 1, 2024 Board of Directors meeting; minutes of the August 6, 2024 and September 3, 2024 Governance Committee meeting; minutes of the September 23, 2024 Development Committee meeting; minutes of the September 26, 2024, Downtown Capital Campaign Committee meeting; minutes of the September 26, 2024 Executive Committee meeting, and minutes of the September 30, 2024 Finance Committee meeting. The motion was moved by Suzanne Hopgood and was seconded by Tyrone Walker. The motion carried.

**8. Mission Moment**

Ms. Quinn introduced Homa Naficy, Executive Director, The American Place. Ms. Naficy gave an overview of the services provided by The American Place, in three categories: Citizenship, Education, and Economic Development.

Mr. David Barrett congratulated Homa on the excellent work of The American Place and also recognized her for recently being named one of the Carnegie Corporation 2024 Great Immigrants, Great Americans honoree.

## **9. President and CEO's Report**

Ms. Quinn shared a copy of the 2024 Annual Report. The report takes a look back at accomplishments in the last year as an organization and shows how impressive and impactful this organization is. This year's theme was the 250<sup>th</sup> Anniversary but have also recognized the renovation. Although the renovation has taken a huge amount of time from all, programs and services at branch locations continued at the same level as if the Downtown Library was opened. That is a testament to the resiliency of HPL's frontline staff.

Ms. Quinn also announced the book launch of Caroline Hewins, First Lady of the Hartford Public Library. HPL is producing books, but not only as curators of content, HPL is now creators of content. Ms. Quinn gave shout out to Marie Jarry the author and Natalie Curtis the illustrator.

## **10. Board Chair's Report**

Mr. David Barrett congratulated Marie Jarry and Natalie Curtis on their Book Launch. He asked for the Board of Directors to attend the ribbon cutting of the Downtown Library's Phase I opening on November 20. Mr. Barrett also asked all Board of Directors to join him for a group photo at Beyond Words. Mr. Barrett has met with some Directors to talk about the Capital Campaign and thanked everyone for their support. He mentioned that Dan O'Shea will make a public announcement of the Capital Campaign at the end of Beyond Words.

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

### ***Approval of Ambassador Nominations***

**Board action:** Motion was made to approve the Ambassador nominations of Catherine Blinder, Becca Carroll, Barbara Chatfield, Charmaine Craig, Kevin Dix, Ben Dubow, Carlos Espinosa, Karen Fitzgerald, Tammy Freeberg, Hannah Granfield-Horton, Jeanna Grimes Ogbar, Jennie Hirsh, Mary LaPorte, Nancy Macy, Jane Macy-Painter, Pamela Morison-Wolf, TJ Noel-Sullivan, Kate Pacelle, Janice Rossetti, Donna Stout, Deidre Tavera, Josye Utick, Olivia White, Joe Young, and Robin Zaleski. The motion was moved by Suzanne Hopgood and was seconded by Tyrone Walker. The motion carried.

### ***Recommendation of Bylaw change***

Mr. Floyd Green gave some context of why this change was recommended. Currently looking to drop the class system and just have one group of Ambassadors.

The change in the bylaws takes out the classes and leaves the Board of Directors the ability to appoint. This will come back at the December 2024 meeting.

### ***Downtown Capital Campaign Committee Report***

Mr. Dan O’Shea gave a brief update on the committee. The Committee went through a couple of different items. One was a preliminary list of donors with an understanding of who to call upon. The second is going over a potential naming program as part of the campaign. This lists different rooms or artifacts within the library that could be named by donors.

### ***Development Committee***

Ms. Sarah Needham gave updates on Beyond Words 2024. She thanked those who have already bought tables or sponsorships. A Development Assessment was done this Spring to take a look at the development operations, programs, and strategy.

### ***Naming Rights for the Downtown Capital Campaign***

**Board action:** Motion was made to authorize HPL staff to have a range of amounts for recognition and naming opportunities for various spaces in the reimagined Hartford Public Library. The motion was moved by Mark Overmyer-Velazquez and was seconded by Rick Costello. The motion carried.

## **12. New Business**

### ***Berkins Lease***

HPL is currently negotiating a permanent agreement with Berkins as the old one has expired. The new lease will have the terms including rent with utilities, snow removal, and one outdoor cleaning per day. The rent will continue at \$1 through the end of this calendar year. As of January 2025, \$500 a month through June 30. July 2025-June 2026 at \$1,200 a month. They will have full use of the second-floor kitchen for catering. They will provide staff with a 10% discount and 10% for catering. They are also proceeding with a request for an alcohol permit which is going through the process with the City of Hartford.

**Board action:** Motion was made to authorize Ms. Bridget Quinn to execute a lease contract with Berkins based on the terms outlined above. The motion was moved by Suzanne Hopgood and was seconded by Sarah Needham. The motion carried.

### ***HPATV Lease Terms***

HPL is working with HPATV on an interim space sharing agreement. The agreement would be between now and Dec 31, 2025 as an interim space lease; a permanent lease would be negotiated before the end of the term of the initial lease.

HPATV will use the former Goodwin Library as a production space and some office space Downtown for broadcasting (the telecom connection is Downtown). The rent would be \$1,000 a month, which would cover HPL's costs. HPL will still have access to use Goodwin and to make the space available for community groups (i.e. NRZ).

**Board action:** Motion was made to authorize Ms. Bridget Quinn to execute a contract with HPATV based on the terms outlined above. The motion was moved by Tyrone Walker and was seconded by Phyllis Shikora. The motion carried.

### **13. Executive Session**

The Board of Directors entered executive session at 1:15 p.m. and came out at 1:50 p.m.

With no other business, the meeting adjourned at 1:50 p.m.

Respectfully submitted,  
Bridget E. Quinn  
President and CEO