



**Minutes
of the Board of Directors Annual Meeting
October 9, 2025
Noon**

Present: David Barrett, *Chair*; Rick Costello; Andrew Diaz-Matos; Floyd Green; Bradley Harper; Sara Lashetski; Patsy Mundy; Sarah Needham; Mark Overmyer-Velazquez; Margaret Sweetland Patricelli; Phyllis Shikora; Tim Sullivan, Jr.; Karen Taylor; Tyrone Walker, and Robin Zaleski.

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Leticia Cotto, Chief Administrative Officer; Gina Federico, Director of Development; Marie Jarry, Chief Operating Officer; Homa Naficy, Executive Director, The American Place; Gilda Roncari, Donor Relations Director; Mary Tzambazakis, Chief Financial Officer and General Counsel, and Karl Fisher, Finance Director.

1. Call to Order

Chair David Barrett called the meeting to order at 12:03 p.m.

2. Vote to approve the nominations of new Board Members

Board action: Motion was made to approve the nomination of Bradley Harper and Robin Zaleski. The motion was moved by Sara Lashetski and was seconded by Rick Costello. The motion carried.

Board Members introduced themselves to the new members.

3. Vote to reappoint Sarah Needham to the Board of Directors

Board action: Motion was made to approve the nomination of Sarah Needham. The motion was moved by Sara Lashetski and seconded by Rick Costello. The motion carried.

4. Vote to approve Slate of Officers

Board action: Motion was made to approve the Slate of Officers. Karen Taylor, *Chair*; Rick Costello, *Vice Chair*; Dan O'Shea, *Treasurer*, and Phyllis Shikora, *Secretary*. The motion was moved by Sarah Needham and was seconded by Andrew Diaz-Matos. The motion carried.

5. Vote to approve the Ambassador Nominations

Board action: Motion was made to approve the nominations of the following new and returning Ambassadors: Dean Andrews, David Barrett, Evan Cohen-Shikora, Karen Fisk, Steven Harris, AJ Johnson, Stephanie Johnson, Jeffery Nichols, Jack Sennott, and Mary Zeman. Returning Ambassadors are Meryl Braunstein, Kristen Clark, Mary Coursey, Mally Cox-Chapman, Ruth Fitzgerald, Shannon Frost, Duncan Harris, Joyce Mandell, Cheryl Ann O'Meara, Jenny Minton Quigley, Cynthia Rider, Marilyn Rossetti, Timothy Sullivan Sr, and Robyne Watkin Anson. The motion was moved by Sara Lashetski and seconded by Karen Taylor. The motion carried.

6. Vote to approve the Board of Directors Committee Appointments

Some reassessments were made to the Board Committees as follows: Carlos Galdamez will chair the Finance Committee; Andrew Diaz-Matos will chair the Governance Committee; David Barrett will be on the Barbour Task Force and Strategic Planning Task Force as an Ambassador.

Board action: Motion was made to approve the Board of Directors Committee Appointments. The motion was moved by Sara Lashetski and seconded by Sarah Needham. The motion carried.

7. Executive Session

Board action: Motion was made to move into Executive Session at 12:15PM to discuss a personnel matter and a real estate negotiation matter. The motion was moved by Karen Taylor and seconded by Andrew Diaz-Matos.

The Board of Directors came out of executive session at 1:05PM.

Board action: Motion was made to authorize Bridget Quinn to execute a purchase and sale agreement with Sandra Palmer, VP General Services LLC, for the acquisition of 246 Barbour Street, Hartford CT under the terms listed in the documents. The motion was moved by Sarah Needham and seconded by Andrew Diaz-Matos. The motion carried.

8. Consent Agenda

Board action: Motion was made to approve the consent agenda that included minutes of the August 7, 2025 Board of Directors meeting; minutes of the August 28, 2025 and September 19, 2025 Governance Committee meeting, and minutes of the September 25, 2025 Executive Committee meeting. The motion was moved by Sara Lashetski and was seconded by Sarah Needham. The motion carried.

9. President and CEO's Annual Report

Ms. Bridget Quinn gave a shout out to Jess Emonds, Communications Team and others for their work in getting the annual report ready. The checking of lists a million times, the backstories, and the creativity and skills of the team. Best Annual Report to date. Ms. Quinn shared another piece of great communication that goes hand in hand with the Annual Report, the third edition of the HPL Times newsletter.

10. Board Chair's Report

Ms. Karen Taylor said a few words to the outgoing Chair David Barrett. Mr. Barrett has been dedicated to the Library from advocacy in terms of development to library parades, meetings, part of the fiber of the organization. Ms. Taylor opened up the floor for other Board Members to say a few words.

11. Committees and Task Force Reports

Downtown Capital Campaign

Since the launch of the Restore, Renew, Reimagine Campaign there is work behind the scenes putting together the next round of engagements focused on Ambassadors. Looking to share the public phase with the Task Force Chair after Beyond Words wraps up. Timing is important. The Campaign is doing really well on progress to goal.

Capital Projects Update

Barbour Street Project received an initial lead gift for the project of \$100,000 but the donor may not want to be public yet. This shows how invested and committed the community is on this project.

12. New Business

HPL Policy Revisions

Board action: A motion was made to approve the revisions of the Collection Development and Maintenance Policy. The motion was moved by Mark Overmyer-Velazquez and seconded by Rick Costello. The motion carried.

Board action: A motion was made to approve the revisions of the Review and Reconsideration Policy. The motion was moved by Sarah Needham and seconded by Andrew Diaz-Matos. The motion carried.

Board action: A motion was made to approve the revisions of the Display and Exhibition Policy. The motion was moved by Robin Zaleski and seconded by Sarah Needham. The motion carried.

Board action: A motion was made to approve the revisions of the Program and Events Policy. The motion was moved by Sarah Needham and seconded by Mark Overmyer-Velazquez. The motion carried.

Resolution: Sick Time Rollover Balance

Board action: A motion was made to exclude the payout of excess sick leave balances, any accrual over 150 days for non-union employees in the event of an employee's death. The motion was moved by Rick Costello and seconded by Andrew Diaz-Matos. The motion carried.

13. Other Business

Strategic Planning Update

Ms. Quinn shared how the Arize Consultants are thoughtful, engaging, and how the kick-off meeting was great. There was excellent feedback and participation from the task force. There is a roadmap and a plan in place for moving forward.

14. Adjourn

Board action: With no other business, a motion to adjourn was made. The motion was made by Sarah Needham and seconded by Bradley Harper. The motion carried.

The meeting adjourned at 2:00PM

Respectfully submitted,
Bridget E. Quinn
President and CEO