



**Minutes  
of the Board of Directors Meeting  
April 11, 2024  
Noon**

Present: David Barrett, *Chair*; Rick Costello, *Treasurer*; Melvyn Colon, Andréa Comer, Carlos Galdamez (zoom), Floyd Green, Sara Lashetski (zoom), Patsy Mundy, Sarah Needham, Mark Overmyer-Velazquez, Margaret Sweetland Patricelli, and Phyllis Shikora (zoom).

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Marie Jarry, Public Services Director; Mary Tzambazakis, Chief Administrative Officer and General Counsel; Karl Fisher, Finance Director; Andrea Figueroa, Senior Executive Assistant, and Lizandra Matias.

**1. Call to Order**

Chair David Barrett 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 February 1, 2024 Board of Directors meeting, minutes of the February 13, 2024 Albany Expansion Task Force Committee meeting, minutes of the March 18, 2024 Downtown Strategic Task Force Committee meeting, minutes of the March 25, 2024 Finance Committee meeting, and minutes of the March 28, 2024, Executive Committee meeting. The motion was moved by Andréa Comer and was seconded by Rick Costello. The motion carried.

**3. Mission Moment**

Ms. Quinn introduced Liz Matias, Branch Manager at the Dwight Library. Liz has worked with the Library for 22 years and has held various positions. Liz talked about a couple of the newest resources provided at the branch such as muni ID's and passports. She also talked about a recent grant received for older adult populations where she has developed a program called Silver Social Hour and Senior Fitness. With a second grant received, she provides a series of programs around healthy eating.

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

Ms. Bridget Quinn briefly highlighted a few things. HPL's new swag tote bag was introduced. They will also be provided to staff at a discounted rate and then made available to the public for a fee. The next phase of the 250<sup>th</sup> celebrations is coming up soon. Restoring patio services as of May.

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

Mr. David Barrett called upon Mr. Floyd Green to talk about ideas on Ambassador engagement. There is community buzz about how proud some are to be a Library Ambassador. Mr. Green is looking for innovative ways to keep them engaged. A bus tour is scheduled for May 16<sup>th</sup> to tour some branch locations.

Mr. Barrett called upon Sarah Needham to talk about the Board Pledge Form for 2024. Ms. Needham mentioned that although it was not done in 2023, the expectation this year is to achieve 100 percent participation from the Board.

Mr. Barrett reminded the Board about the retreat scheduled for Thursday, May 2. The meeting is in person only. The meeting will begin with an ice breaker. All members were asked to submit their book to Andrea Figueroa.

Mr. Barrett talked about an event called Books and Brews scheduled for September 19 as a fundraiser and plans to get Ambassadors involved. A new children's book will be revealed in the Fall written and illustrated by HPL staff.

Finally, Mr. Barrett recognized Ms. Bridget Quinn on her eighth-year anniversary with HPL.

#### **6. New Business**

##### ***Finance RFP***

Mr. Rick Costello reported briefly on the RFP process. HPL received 5 comprehensive bid packages and conducted 5 interviews.

**Board Action:** A motion was made by Rick Costello to authorize the Library to retain Bank of America as HPL's investment manager for the endowment portfolio. Seconded by Margaret Sweetland Patricelli. Motion carried.

##### ***Policies***

Ms. Quinn stated that she likes to bring at least one policy for review at each board meeting, although sometimes it is not needed.

The following policies were up for review and discussion:

- Meeting Room and Spaces Policy
- Photography Policy
- Programming and Event Policy

**Board Action:** A motion was made to approve the recommended updates to the Meeting Room and Spaces Policy, the Photography Policy and the Programming and Event Policy. Moved by Melvyn Colon. Seconded by Rick Costello. Motion carried. Andréa Comer abstained.

## 7. Other Business

### *Downtown Library Project Update*

Ms. Bridget Quinn shared a statement with the Board on the Downtown Library Project. Funding is required to finish the project and comprehensive plans are underway to identify funds. The statement will be shared with the City Council, Staff and others as questions arise.

**Board Action:** A motion was made to enter into Executive Session at 1:25PM to discuss a personnel matter.

**Board Action:** A motion was made to exit Executive Session at 1:43PM.

With no other business, the meeting adjourned at 1:43 p.m.

Respectfully submitted,  
Bridget E. Quinn  
President and CEO