

**Minutes
of the Board of Directors Meeting
December 2, 2021
Noon
Via Zoom**

Present: David Barrett, *chair*, Phyllis Shikora, *vice-chair*, Rick Costello, *treasurer*, Arunan Arulampalam, Melvyn Colon, Gregory Davis, Andrew Diaz-Matos, Floyd W. Green III, Suzanne Hopgood, Sara Lashetski, Antonio Matta, Sarah Needham, and Dan O’Shea.

Also Present: Bridget E. Quinn, president and CEO; Leticia Cotto, customer experience officer; Marie Jarry, director of Public Services; Brenda Miller, executive director, Culture and Communications; Diana Smith, director of Human Services; Gilda Roncari, donor relations director; Mary Tzambazakis, Chief Administrative Office; Karl Fisher, finance director; Andrea Figueroa, senior executive assistant, Michael Elder, coordinator of Teen Services, and Marc Pettersen, YOUmedia mentor.

1. Call to Order

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

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the October 7, 2021, Board of Directors meeting; minutes of the October 7, 2021, Board of Directors Annual meeting; minutes of the October 13, 2021, Strategic Planning Task Force meeting; minutes of the October 25, 2021, Finance Committee meeting, and minutes of the October 29, 2021, Audit Committee meeting. The motion was moved by Suzanne Hopgood and seconded by Antonio Matta. The motion carried.

3. President and CEO’s Report

Ms. Quinn shared notice of condolence for Mark Overmyer-Velazquez that his father passed away recently in Canada.

Ms. Quinn shared information on the CEO’s quarterly report reflecting the 1st QT of things happening throughout the library system. The report also has the financial summary showing 25% through the year. The audit and 990 reports are posted on the website. In January, the Library will start to see enhancement of service hours across the system. Each branch library will open one additional day and Downtown will restore Sunday hours just in time for Sunday Jazz. The Jazz series will allow

audiences, but they would have to register to keep numbers at an appropriate level for a safe and comfortable environment.

At the October Board meeting, Ms. Quinn was authorized to finalize a more detailed policy to require vaccinations for staff. A communication was sent to managers and supervisors for review and feedback. The policy will then go out to all staff in December. HPL has contracted with Eden Health as a third-party administrator to manage the process for employees to provide their vaccination information.

Ms. Quinn reported that HPL has received a grant gift donation from Ted and Mary Gawlicki of \$165,000 to help underwrite a program to expand the Early Literacy service to home daycare providers.

Negotiations with the union have started. There will be three meetings to trade proposals and are very optimistic that will be able to move that along within the next few months.

Ms. Quinn announced that HPL will be hosting a staff holiday for staff on Friday, December 17 from 4-5PM. The Library will close early that day so that staff can attend.

Ms. Quinn introduced new member of the Leadership Team Justin Dake, Director of Foundation and Community Relations.

Ms. Quinn also announced that Sandy Fromsom has donated \$150,000 in memory of Howard Fromsom which some of that will go towards a naming opportunity at the Park Library.

4. Board Chair's Report

Mr. Barrett shared a several things:

- Attended a couple of events in November, one being the reopening of the ArtWalk. There are lots of large, beautiful paintings showing the Library and the Traveler's Tower being donated to the Library. Also attended the Park Library unveiling of murals. Congratulations to Letty Cotto and Ana Alfaro for being named community heroes.
- Survey for in-person attendance for Board meetings and Retreats. At the suggestion of members, would like to have members vaccinated. An attestation form was sent to all for completion prior to the Board Retreat on January 20.
- The Corporator's business meeting was well attended with over 40 members.
- The Leadership Team kicked off their Diversity, Equity, and Inclusion efforts with consultant Andrea Hawkins. Karen Taylor is the Board Liaison and would like to add a part of that to the retreat.

5. Mission Moment

Ms. Quinn introduced Michael Elder, Coordinator of Teen Services and Marc Pettersen, YOUmedia Mentor who presented on Extended Reality. Extended Reality is essentially the term for virtual reality in using a headset that takes you into another world. Augmented Reality is a lot more accessible on cell phones through apps.

6. Committee and Task Force Reports

- Audit: Mr. O’Shea shared an update on the Audit. Gave hats off to Karl Fisher and team for a clean audit. There were no major flags.
- Strategic Planning Task Force: Mr. O’Shea reported that the Strategic Planning work is coming to a close soon. It has been a very thorough process. It is anticipated that the full board will see the plan in January.
- Barbour/Swift: the project is moving forward. Ms. Quinn has been going over multiple times per month to do walk-throughs with different stakeholders and are actively working with Community Solutions on a grant to the EDA for support with the build-out of the next gen workforce and technology center on the second floor. Still working with Chase JP Morgan on the final tweaks and designs and that is in progress as far as space. Will be issuing an RFP soon for design professionals. Will be in conversations about the Albany Annex project as far as what that space will look like, what it will house and how it will serve as a campus with the Library, the Artist Collective, and the school.

7. New Business

FY22 Board Meetings Calendar

Board Action: Motion was made to approve the FY22 Board Meetings Calendar. The motion was moved by Phyllis Shikora and seconded by Suzanne Hopgood. Motion carried with an amendment to keep all dates to be determined.

8. Other Business

Beyond Words

Ms. Roncari gave an update to date on the event. Sponsorships to date are \$147,000. Ticket sales not as anticipated. There will be about 150 people attending. Donation goal was \$100,000 and have received \$50,000 to date.

Adjourn

Board Action: With no other business, a motion was made to adjourn the Board of Directors meeting at 1:05PM. Motion was moved by Suzanne Hopgood seconded by Dan O’Shea. Motion carried.

Respectfully submitted,
Bridget E. Quinn
President and CEO