



**Minutes
of the Board of Directors Meeting
February 3, 2022
8:00AM
Via Zoom**

Present: David Barrett, *chair*, Phyllis Shikora, *vice-chair*, Rick Costello, *treasurer*, Melvyn Colon, Andréa Comer, Gregory Davis, Andrew Diaz-Matos, Floyd W. Green III, Steve Harris, Suzanne Hopgood, Sara Lashetski, Antonio Matta, Dan O’Shea, and Mark Overmyer-Velazquez.

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; Homa Naficy, executive director, The American Place; 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, and Julie Redding, Career Development Specialist, TAP.

1. Call to Order

Chair David Barrett called the meeting to order at 8:02 a.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the December 2, 2021, Board of Directors meeting; minutes of the December 17, 2021, Strategic Planning Task Force meeting; minutes of the January 14, 2022, Governance Committee meeting, and minutes of the January 27, 2022, Executive Committee meeting. The motion was moved by Suzanne Hopgood and seconded by Phyllis Shikora. The motion carried.

3. President and CEO’s Report

Ms. Quinn shared some highlights on the CEO’s quarterly report reflecting the 2nd QT. Foot traffic is still down which is trending all across the country. HPL is still operating in a hybrid model, with Public Services enhancing service hours. The Financials shows where things are and HPL is running on budget. Shelving for the Park Street Library has finally arrived. The Park Library will close for a week to have the shelving installed. Camp Field Library has a bench that charges devices by solar. Ms. Quinn gave a shout out to the Public Service staff for going above and beyond for the vaccination clinics across the branches. Ms. Quinn also gave an update on the Albany Library Project. Currently working with the City of Hartford to

have the Northwest School be part of the Hartford Public Library campus. Making sure the community knows what is going on and to also learn more about the community's needs and wants. Meetings are being scheduled with community leaders. The process is ongoing and will keep all up to date.

4. Board Chair's Report

Mr. Barrett Reported that the Board retreat went well. A special meeting of the Board will be scheduled for early Spring around April. The agenda would include the Budget and DEI work.

The April Board of Directors meeting is scheduled for April and will be an in-person meeting with the recommendation to host at the Park Street Library. Mr. Barrett requested that all members of the Board complete the vaccination attestation form prior to the April meetings.

Mr. Barrett also gave a shout out to Jasmin Agosto for making it into Connecticut Magazine's 40 under 40.

5. Mission Moment

Ms. Quinn introduced Julie Redding, of The American Place who presented on Crossroads to Connectivity (C2C) which is a program designed to address the digital divide in Hartford for those who do not have a computer or wi-fi at home. This helps people improve their computer skills, education, and employment options.

6. Committee and Task Force Reports

- **Barbour**: Ms. Quinn reported on two key updates. A shout out to Mary Tzambazakis for navigating the RFP process for design services. Also, the final submission of the EDA is complete. A portion of that would go to the Library to help with the Next Gen Learning Center, and the remainder would help with the adjacent Harriet Home Health Aide space. The lease agreement for Swift is expected to come to the Board in April.
- **Governance**: Ms. Hopgood brought to the full Board the nomination of Sherry Brown-Marfuggi to the Corporators who has been a long-term library supporter.

Board Action: Motion was made by Suzanne Hopgood to accept the nomination of Sherry Brown-Marfuggi to the Corporators, seconded by Greg Davis. The motion carried.

7. New Business

2022 Annual Board Giving

Mr. Andrew Diaz-Matos thanked all members of the Board for 100% participation in the annual giving and asked that all participate again and complete the form.

Strategic Plan

Mr. Dan O'Shea reported on the process of the Strategic Plan. Gave a shout out to the consultants and the Leadership Team for the work done. The document was shared in advance and is a testament to what HPL is all about. That is the plan that will be in place for the next five years.

Board Action: Motion was made to approve the vision and the 5-year Strategic Plan. The motion was moved by David and seconded by Steve Harris. Motion carried.

8. Other Business

Conflict of Interest Forms

Ms. Quinn reminded all that it is HPL's best practice to annually update the Conflict-of-Interest forms on file for all Board of Directors as well as all staff. The form was sent in advance.

9. Executive Session

Board Action: Motion was made at 9:01 a.m. to go into Executive Session. Moved by Andréa Comer seconded by Suzanne Hopgood. Motion carried.

No votes were taken at the Executive Session, which ended at 9:11 a.m., and the Board returned to its regular session.

The Board unanimously approved revisions to the employment contract of Bridget E. Quinn. Moved by Melvyn Colon and seconded by Andréa Comer. Motion carried.

Board Action: With no other business, a motion was made to adjourn the meeting at 9:14 a.m. Motion was moved by Suzanne Hopgood seconded by Steve Harris. Motion carried.

Respectfully submitted,
Bridget E. Quinn
President and CEO