



**Minutes
of the Board of Directors Meeting
June 6, 2024
Noon**

Present: David Barrett, *Chair*; Karen Taylor, *Vice-Chair*; Melvyn Colon; Floyd Green; Steve Harris; Suzanne Hopgood; Patsy Mundy; Sarah Needham; Dan O’Shea; Mark Overmyer-Velazquez; Phyllis Shikora, and Tyrone Walker.

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Leticia Cotto, Customer Experience Officer; Gina Federico, Director Corporate & Foundation Relations; Marie Jarry, Public Services Director; Mary Tzambazakis, Chief Administrative Officer and General Counsel; Karl Fisher, Finance Director; Andrea Figueroa, Senior Executive Assistant; Bonnie Solberg, and Shannon Strickland.

1. Call to Order

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

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the April 11, 2024 Board of Directors meeting, minutes of the April 23, 2024 Development Committee meeting, minutes of the April 25, 2024 Finance Committee meeting, minutes of the May 6, 2024 Albany Expansion Task Force Committee meeting, and minutes of the May 30, 2024, Executive Committee meeting. The motion was moved by Melvyn Colon and was seconded by Phyllis Shikora. The motion carried.

3. Mission Moment

Ms. Quinn introduced Shannon Strickland, Branch Manager at the Ropkins Library. Shannon has worked with the Library for 4 years. She started as a part-time floating library assistant. Ms. Strickland went on to library school earning her MLS. She started managing the Ropkins Library a little over a year now. At first, she didn’t know what to expect, being that the Library was closed for 3 years. Ropkins Library is connected to the SAND School and has been focused on children’s homework help, story time, and other workshops with the Hartford Regional School Choice Program. Ms. Strickland wants to incorporate more adult programming. With grant support, she is able to organize such adult programming and connect with other

community organizations. The American Job Center tables at her location regularly which brings a steady flow of people through the doors. On Wednesdays, the branch has someone assist with the digital divide. They teach people how to use their phones, tablets, computers, etc. The History Center Annex has been a great addition to the branch with researchers. In April 2023, the number of visits to Ropkins was 1,027. In April 2024, visits were at 1,453, a 40% increase. Circulation in April 2023 checked out items was 652. In April 2024, 1,245, a 90% increase. The Ropkins Library has also been a place for the Technical Services staff while the Downtown Library is under renovation.

4. President and CEO's Report

The President and CEO Report was distributed in advance. Ms. Bridget Quinn briefly highlighted a few things. HPL started patio services on the terrace in May two days a week. For the first month, HPL served 239 people. A highlight for branch activities is the municipal ids and where the bulk of them are being done. In 2022, 686 ids were processed. In 2023, 1,049 were processed. HPL Studios is doing podcasting workshops. Those have been doing well and are at capacity. Also doing a number of interviews for 250 stories. Some of those stories will be ready to make public in the next few months. For those who want to listen to locally made and produced music, that will also be made available soon. Naturalization ceremonies have not happened without Downtown, but last quarter 54 people achieved citizenship. The 250th celebrations are still going on throughout the year. The last highlight of the report, in FY23 total programs 827, with total attendance of 14,000. In FY24, 1,300 programs with total attendance of 22,000.

Ms. Quinn announced the appointment of a new Employee Engagement Manager Oliver Scholes. Mr. Scholes will support and engage with development opportunities training across the organizations and will also help HPL move forward the work of DEI.

Ms. Quinn shared some photos and updates on the Downtown construction to date. Also the website that keeps everyone updated on the construction projects.

5. Board Chair's Report

Mr. David Barrett shared that the Summer Kick Off parade was an inspirational event.

6. New Business

Endowment Account Authorizations

Board Action: A motion was made to authorize Bridget, Mary and Karl as signatories on the Bank of America account. The motion was moved by Tyrone Walker; seconded by Dan O'Shea. Motion carried.

Board Action: A motion was made to adopt the resolution authorizing the President and CEO to sign the contract documents with Bank of America pending agreement on terms as presented to the Board and approval of the treasurer on behalf of the Board. The motion was moved by Dan O’Shea; seconded by Phyllis Shikora. Motion carried.

New Resolution

The Board of Directors authorizes the President and CEO to sign a contract document with Bank of America with terms different from the ones outlined with the Board only after consultation and agreement on revised terms from the Finance Committee.

Board Action: A motion was made to approve the new resolution. The motion was moved by Dan O’Shea; seconded by Phyllis Shikora. Motion carried.

FY25 Budget

Board Action: A motion was made to approve the FY25 Budget as presented. The motion was moved by Karen Taylor; seconded by Sarah Needham. Motion carried.

7. Other Business

FY 24-25 Holiday Calendar

Board Action: A motion was made to approve the Holiday schedule for FY24-25. The motion was moved by Phyllis Shikora; seconded by Sarah Needham. Motion carried.

The Board entered into Executive Session at 12:58PM. Mary Tzambazakis was invited to stay.

The Board of Directors came out of the Executive Session at 1:26 p.m.

With no other business, the meeting adjourned at 1:26 p.m.

Respectfully submitted,
Bridget E. Quinn
President and CEO