



**Board of Directors Meeting
Minutes
Thursday, 15 December 2016
Downtown Library
Noon – 1:00PM**

Present: Arunan Arulampalam, David Barrett, Amy Barron (phone), Melvyn Colon, Andrea Comer (phone), Miguel Correa, Gregory Davis, Andrew Diaz-Matos (phone), Marc DiBella, Stephen Goddard, Jack Godsill (phone), Edward Keith (phone), Phyllis Shikora, and Geraldine Sullivan.

Also Present: Bridget Quinn-Carey, chief executive officer, Mary Billings, chief public services officer; Homa Naficy, chief Adult Learner’s Officer; Brenda Miller, chief cultural affairs and public programming; Mary Tzambazakis, chief administrative officer; Gilda Roncari, donor relations director; Karl Fisher, finance director, and Andrea Figueroa, senior executive assistant.

Absent: Ana Alfaro

1. Call to Order

President Gregory Davis called the meeting to order at 12:05 p.m. Mr. Davis welcomed two new members of the board Melvyn Colon and Miguel Correa.

2. Consent Agenda

All documents were sent to the Board in advance.

Board Action: Motion was made to approve the consent agenda that included minutes of the October 4, 2016 regular board meeting, minutes of the October 13, 2016 special board meeting, minutes of the executive committee of December 8, 2016, and finance committee of December 13, 2016. The motion was made and seconded.

Melvyn Colon and Miguel Correa abstained as they were not in attendance at the last meeting.

3. CEO Report

The Chief Executive Officer’s report was distributed in advance. Mrs. Quinn-Carey shared a few highlights:

- Finances – in quarter ending October 31, 2016, the library pulled in more revenue than spent and was in good shape.

- Attendance in Youth and Teen services.
- Adult Learners is a very dynamic area highlights a lot of grant funding.
- CAPP programming has Jazz Series coming up in January 2017.
- Development just had a Beyond Words event, and is scheduled to have a committee meeting in January 2017 to debrief on the event. Total revenue was \$123,707, expenses were \$46,000, and net was \$77,000.
- Grants activity representing what has been awarded, what hasn't been awarded and what is pending.
- Construction is now on the first floor. The power up area is being prepared for shared use for the UConn staff and library staff offices. On the second floor, the American Place is almost complete for staff to move up from the 1st floor. Third floor staff area was renovated and complete.
- Staff updates managing vacancies very closely and any new hire goes through rigorous review to make sure if the position is needed.

Mrs. Quinn-Carey congratulated Homa Naficy for being appointed to the National Library Board for the Institute of Museum in Library Services.

4. President's Report

Mr. Greg Davis thanked staff especially during tough budget times. He also thanked the members of the board and stated that the board has been at its strongest in a long time.

The HPL Staff Holiday breakfast will be on Friday, December 16 from 8:30-10AM. Mr. Davis would like for some board members to attend if schedule permits.

The Board has a newly formed Audit Committee and Mr. David Barrett has been appointed as chair of the Audit Committee.

Corporator Stewart Murchie will be joining the Finance Committee. His resume will be sent to all board.

The Legislative Breakfast back in November was well attended with many elected and city officials. Shows elected officials how important the Library is to the community.

Board members will no longer serve as corporators. Once their terms expire on the board, they may be eligible to be corporators if they wish to do so and if there are vacancies.

The Library and Frog Hollow NRZ will be hosting a forum on Park Street on January 24, 2017.

Mr. Davis asked all members of the board to think of the library when making their year-end gift contributions.

5. Mission Moment

Mrs. Brenda Miller, chief cultural affairs and public programming officer, presented and talked about the collections of the Hartford History Center. The Hartford History Center actively collects, conserves, and preserves Hartford specific materials. Have over 300 plus years of cultural history of the City of Hartford. A multitude of formats such as books, pamphlets, letters, maps, images, documents and are actively collecting digital images and preserving them as well.

6. Other Business

FY2017 Board Meeting Calendar

The meeting calendar for board meetings of FY 2017 was distributed in advance.

Board Action: A motion was made to approve the FY 2017 board meeting calendar. The motion was moved by Gerri Sullivan and seconded by Steve Goddard. Motion was approved.

New Corporators

A list of new corporators was distributed in advance:

Twenty-four new corporators were recommended: Kristina Baldwin, Louise Blalock, Catherine D'Italia, Cynthia Dodd, Judy Dworin, R. Nelson Griebel, Leslie Hammond, Courtney Larkin, Joseph Lea, Trudi Lebron, Virginia Lews, Yvette Melendez, Nina Musmecci, Gina Muslin, John Nealon, Kristina Newman-Scott, Jose Colon-Rivas, Jesus Samboy, Marc Shafer, Charles Teale, Cary Wheaton, Mary Ellen White, Rev Dr. Damaris Whittaker, and Hyacinth Yennie. A meet and greet will be scheduled in early 2017 as a cultivation event.

Board Action: A motion was made to approve the twenty-four members as corporators. The motion was moved by David Barrett and seconded by Steve Goddard. Motion was approved.

Park Street Update

A community forum of the Park Street project is scheduled for the evening of January 24 at the Lyceum. The Architects have planned a presentation of what the general sense of the building will be.

Strategic Planning Update

Overall the planning is going well with consultants of TDC and is currently a wash with data, but working through a lot of information to make it more consumable. The

Committee is very pleased with the engagement of the strategic planning committee and senior team. There will be more to share at the winter retreat.

Board Action: With no other business, a motion to adjourn the meeting was made, seconded and approved at 1:05 p.m.

Respectfully submitted,
Bridget Quinn-Carey
Chief Executive Officer
Acting Secretary