



**Minutes
of the Board of Directors Meeting
December 6, 2018
Noon – 1:30PM
Downtown Library**

Present: Gregory Davis, *president*, David Barrett, *vice-president*, Amy Barron, Andréa Comer (phone), Andrew Diaz-Matos, Steve Harris, Edward Keith, Antonio Matta, Dan O’Shea, Mark Overmyer-Velazquez, Phyllis Shikora, Geraldine Sullivan, and Karen Taylor.

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Brenda Miller, executive director, Culture and Communications; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Diana Smith, director of Human Resources; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Arunan Arulampalam, Melvyn Colon

1. Call to Order

President Gregory Davis called the meeting to order at 12:06 p.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the October 4, 2018 board meeting, minutes of the October 11, 2018 board meeting, minutes of the October 11, 2018 governance committee meeting, minutes of the October 30, 2018 audit committee meeting, minutes of the November 28, 2018 park street task force meeting, and minutes of the November 29, 2018 executive committee meeting. The motion was moved by Steve Harris and seconded by Amy Barron. The motion was unanimously approved.

3. Chief Executive Officer’s Report

Ms. Bridget Quinn-Carey presented some highlights.

- The Integrated Library System (ILS) conversion for the catalogue and the system that circulates and holds customers info has been completed. After a long process of review and comparison, HPL selected Sirsi Dynix. Ms. Quinn-Carey gave a brief presentation on how to access online with the new app. HPL also supports the Hartford Public Schools’ collection and circulation

systems, and maintains the user database through HPL's integrated library system. As part of the Boundless partnership, there is unique focused access for teachers and students to get into HPL's catalogue.

- CEO Report included a strategic plan update. Ms. Quinn-Carey provided details about new Operational Strategies, specifically the new public service model with new hours and days of service, reestablished mobile library services, and expanded outreach. The second part of Operational Strategies will focus on Capital Improvements. The development of a comprehensive capital plan looking to expand and upgrade facilities and adding technology will be included. Ms. Quinn-Carey reported on new initiatives and partnerships at the Goodwin, Blue Hills, and Mark Twain locations. HPL is partnering with CO:LAB at the Goodwin building. Boundless at Rawson is an experimental program which launched in November in the Blue Hills neighborhood. Programming continues at West Middle School; a Saturday academy running Spanish, English, and computer classes. Other specific things in the plan which have been completed include bringing YOUmedia to the Albany Branch. A strategic priority is to bring Downtown services to the branches.

4. President's Report

Mr. Greg Davis gave his report:

- Mr. Davis thanked staff and board for a tremendous year.
- Accomplishments in the year
 - YOUmedia at Albany
 - Park Street Library project
 - Attended with CEO and others a Social Enterprise Project sponsored by the Hartford Foundation for Public Giving
- Mr. Davis thanked each Board Member individually on their participation and contribution to the Library.

5. Discussion Topic

Mission Statement

Ms. Bridget Quinn-Carey led an exercise for all members of the board and asked each members to write down in 10 words or less what the board would have as the mission of the library. Of all suggested statements, Ms. Quinn-Carey then asked each board member to vote on their first and second choices by placing a colored dot next to each statement. Results will be shared with the board soon and a continuing conversation about a revised mission statement will be on the next Board agenda.

6. Committee Reports

Audit Report

HPL had a clean audit from BlumShapiro with two minor recommendations including a fraud assessment, which administration is studying in collaboration with the auditors. Auditors were very complimentary of the staff.

Park Street Task Force Report

The bid documents have gone to Downes Construction and they will release and advertise RFP's in a week with return date of January 2019. Ground breaking is anticipated in early March 2019.

7. New Business

E-Discovery Policy

Ms. Tzambazakis presented the E-Discovery Policy which was a recommendation of the auditors. The E-Discovery is to preserve various types of electronic data and introducing a procedure.

Board Action: A motion was made to approve the E-Discovery Policy by David Barrett and seconded by Eddie Keith with an amendment on the last sentence striking "if costs to produce ESI are excessive" stating "Hartford Public Library reserves the right". The motion was unanimously approved.

Overdose Response Policy

Ms. Quinn-Carey presented the Overdose Response Policy which was discussed with the Board six months ago on how the abuse of opioids negatively impacts the community. The policy allows for HPL to set forth the required policies and procedures necessary to administer and maintain Narcan/naloxone on-site.

Board Action: A motion was made to approve the Overdose Response Policy by Eddie Keith and seconded by Tony Matta. The motion was unanimously approved.

2019 Board Meeting Calendar

Board Action: A motion was made to approve the 2019 Board Meeting Calendar by David Barrett and seconded by Amy Barron. The motion was unanimously approved.

8. Other Business

No other business.

9. Executive Session

Board Action: A motion was made at 1:25 p.m. to enter into executive session to discuss a Labor Relations and Personnel matter. Ms. Quinn-Carey, Ms. Tzambazakis, and Ms. Smith were asked to remain in the room. The motion carried.

Board Action: A motion was made at 1:35 p.m. to come out of executive session.

10. Adjourn

Board Action: With no other business, a motion was made to adjourn the meeting at 1:35 p.m.

Respectfully submitted,
Bridget Quinn-Carey
CEO and Acting Secretary