



**Minutes  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
December 7, 2017  
Noon-1:30PM**

Present: Gregory Davis, *president*, David Barrett, *vice-president*, Amy Barron, Melvyn Colon, Andrew Diaz-Matos, Marc DiBella, Steve Harris, Antonio Matta, Phyllis Shikora, Geraldine Sullivan, and Karen Taylor.

Absent: Ana Alfaro, *secretary*, Arunan Arulampalam, Andréa Comer, and Edward Keith, *treasurer*.

Other Guests: Councilman Larry Deutsch, Victoria Fennell, Shelly Jackson, Ashley Thomas, and Camille Thomas.

**1. Call to Order**

President Gregory Davis 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 5, 2017 board meeting, minutes of the October 12, 2017 board meeting, minutes of the November 1, 2017 development committee meeting, minutes of the November 22, 2017 governance committee meeting, and minutes of the November 30, 2017 executive committee meeting. The motion was moved by David Barrett and seconded by Amy Barron. The motion was unanimously approved.

**3. Chief Executive Officer's Report**

Mrs. Bridget Quinn-Carey presented some highlights from her quarterly report:

- Financials continue to be conservative in spending at 25% of the completion of fiscal year. Detailed financial reports are available at <https://checkbook.hartford.gov>.
- Received 14 grants for a total of \$835,889 fiscal year to date.
- An overview of Public Services of the system-wide programs and services the library offers.
- Staff updates has 13 new hires and now include photos of new staff.

*December 7, 2017*

At the February 2018 meeting, there will be a number of policies presented for Board approval. Sexual Harassment, Affirmative Action, and updates for other policies as they come up for assessment.

The new service plan has been in place since September. Overall trends of increased hours have resulted in increased visits at branch locations and use of computers and wifi.

#### **4. President's Report**

President Greg Davis gave his report:

Mr. Davis wanted to recognize staff who worked at the Beyond Words event. Also Brenda for the description of the Emeritus Status for Stephen B. Goddard at the Annual meeting in October.

In past years, the Board sent thank you notes to staff during the holiday season. Mr. Davis asked the Board to participate in helping get cards out to each staff member this year. A batch of Holiday cards with staff lists were ready for distribution.

Mr. Davis wanted to recognize the Board for going above and beyond and for the support in corporate sponsorships and serving as table captains at the gala.

Several Board members have participated in sessions with Hartford Foundation for Public Giving. Each of those sessions, the library has had the largest presence. This shows the commitment that the Board is putting into the Library.

Attended an All Staff meeting on October 20, giving updates on the strategic plan and talked about the annual meeting and an opportunity to let the staff know how much they are appreciated.

An orientation for new Board members was held on November 8, with Karen Taylor, Tony Matta, and Steve Harris along with staff. Talked about all of the things the Library is doing and reviewed the bylaws, projects, etc.

Mr. Davis continues to meet 1:1 with Bridget on a bi-weekly basis.

Met with Bridget and David to review the committee assignments, roles and functions. Mr. Davis attends all committee meetings as ex-officio.

Mr. Davis attended a Naturalization Ceremony on November 7 and was one of the highlights of the year.

Mr. Davis talked about one of the Hartford Foundation sessions he attended where the topic was on the role of Board members called the AAA's. To be Ambassadors, Advocates, and Askers for the Library.

*December 7, 2017*

## 5. Mission Moment

Hartford Public Library has a robust collection of materials. Over the last couple of decades, there has been a shift on how people consume materials. People look for alternative formats. HPL has made the shift into digital material. HPL is introducing a new format called a GoChip. This is a video content delivery system with no need for internet connection. Families can stream movies and TV shows in up to eight devices at a time.

StackMaps is a new digital platform for indoor mapping, which connects directly to the library's catalog. When customers visit the Library, they are not given instructions on how to use the Library. StackMaps helps library users find their materials easier and helps them find their way in the library. We have implemented at the Downtown Library and will look to include branches in the future.

## 6. Committee/Task Force Reports

Park Street Project is moving along well. The architects have received approval from Planning and Zoning. The contract for project funding is being managed by State Library and is almost complete and signed. Once the contract is executed, the final planning for construction will begin with groundbreaking sometime in the spring of 2018.

## 7. New Business

### *Committee Assignments*

The new board committee assignments will take effect January 1, 2018 with new chairs.

Ana will be chairing the Park Street Task Force and Amy Barron will be chairing the Governance Committee.

Dan O'Shea was recommended to be nominated to the Board by the Governance Committee. He is the chief human resources officer at Global Atlantic. He is a huge supporter of the library and eager to work with the Board.

**Board Action:** Motion was made to approve the nomination of Dan O'Shea. The motion was moved by Andrew and seconded by Amy. The motion was unanimously approved.

**Board Action:** Motion was made to approve the Board of Directors meeting calendar for 2018. The motion was moved by Steve and seconded by Tony. The motion was unanimously approved.

**Board Action:** Motion was made to approve the nomination of 19 new corporators. The motion was moved by Andrew and seconded by Steve. The motion was unanimously approved.

**8. Other Business**

*Beyond Words*

Mrs. Quinn-Carey thanked Gilda and team for all of the work with the event. This year Beyond Words doubled its total revenue of over \$200,000. Net profit is a little over \$146,000. The biggest change this year is in corporate sponsorships, table captains, and people buying patron tickets.

*Goodwin Library*

As HPL plans for its service transition, Mrs. Quinn-Carey and team are working on how to transition services for the Goodwin Branch. Goodwin Branch is owned by HPL as an entity. Mrs. Quinn-Carey and Mr. Davis have been working with the Library Committee of the Southwest NRZ to figure out what that service plan will look like.

**9. Executive Session**

**Board Action:** Motion was made to move into executive session at 1:19 p.m. to discuss a personnel and legal matter. The motion was moved by Andrew and seconded by Marc. The motion was unanimously approved.

**Board Action:** Motion was made to come out of executive session at 1:40 p.m. The motion was moved by Gerri and seconded by Marc. The motion was unanimously approved.

President Davis reconvened the regular meeting at 1:40 p.m.

**Board Action:** Motion was made to approve the contract with Mrs. Bridget Quinn-Carey. The motion was moved by David and seconded by Phyllis. The motion was unanimously approved.

**10. Adjourn**

**Board Action:** With no other business, a motion to adjourn the meeting at 1:45 p.m. was made by President Davis. The motion was unanimously approved.

Respectfully submitted,  
Bridget Quinn-Carey  
CEO and Acting Secretary

*December 7, 2017*