



**Minutes
of the Board of Directors
HARTFORD PUBLIC LIBRARY
February 1, 2018
8:00AM-9:30AM
Boardroom**

Present: Gregory Davis, *president*, Ana Alfaro, *secretary*, Arunan Arulampalam (phone), Amy Barron, Andréa Comer, Andrew Diaz-Matos, Marc DiBella (phone), Steve Harris, Edward Keith, *treasurer* (phone), Antonio Matta, Mark Overmyer-Velázquez, Geraldine Sullivan (phone), and Karen Taylor.

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Brenda Miller, executive director, Hartford History Center; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Mary Tzambazakis, chief administrative officer; Don Wilson, marketing and communications director, and Andrea Figueroa, senior executive assistant.

Absent: David Barrett, *vice-president*, Melvyn Colon, Dan O’Shea, and Phyllis Shikora.

Other Guests: Janna Pederson, Ampersand Consulting

1. Call to Order

President Gregory Davis called the meeting to order at 8:04 a.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the December 7, 2017 board meeting, minutes of the January 11, 2018 governance committee meeting, minutes of the January 22, 2018 audit committee meeting, and minutes of the January 25, 2018 executive committee meeting. The motion was moved by Steve Harris and seconded by Amy Barron. The motion was unanimously approved.

3. Committee/Task Force Reports

Ms. Amy Barron gave a report of the Governance Committee:

Mark Overmyer-Velázquez was recommended by the Governance Committee to be nominated to the Board. Mark is the Director of UConn Hartford and professor of History & Latin American Studies.

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Board Action: Motion was made to approve the nomination of Mark Overmyer-Velázquez. The motion was moved by Tony Matta and seconded by Steve Harris. The motion was unanimously approved

Mark Overmyer-Velázquez joined the meeting at this time.

Through the Board Leadership Program of the Hartford Foundation for Public Giving, Ms. Janna Pederson of Ampersand Consultant has agreed to work with the Library and Board of Directors. Ms. Pederson shared an outline of the Board Assessment Project that will be used through May 2018, for assessing the Board as a collective body and how the Board functions as a governing body. Ms. Pederson will be attending some of the upcoming Board meetings and Governance Committee meetings. She will be sending members a 15 minute survey within the next couple of weeks. She will support the role of the Governance Committee in engaging board members, and building the board with recommend next steps.

Park Street Update

The CEO gave an update on the Park Street project. After a RFQ process for construction management, four companies have been selected to receive the final proposal. The Task Force will continue to update the Board on the progress of project.

4. Chief Executive Officer's Report

The CEO gave an update on the Strategic Plan and the transition of the closed branches:

Goodwin

Mrs. Quinn-Carey and others met with the Goodwin community facilitated by Ted Carroll of Leadership Greater Hartford. HPL committed to ongoing discussions on how to continue to have a presence in that community. Behind the Rocks/Southwest NRZ formed a sub-committee along with HPL staff and Board to think about what to do with the space. The community wants to see the space be a dynamic community resource. Part of the process is looking to engage stakeholders to see what that looks like, and who can partner together. The NRZ has a wish list. The next meeting is at the Leadership Greater Hartford offices and will be thinking about how to move the process forward.

West Middle

The Hartford has generously supported some funding for continued programming at West Middle School. The furniture and equipment belongs to the school. The largest contribution HPL has made was collections and materials. HPL has pledged to leave those collections in that space to allow the school to use. HPL also continues to do

programming at West Middle. Although that site is not operating as a branch, there is still public service and a presence there.

Blue Hills

Blue Hills is one of the rental facilities. HPL is still working on building relationships in that neighborhood to determine future services. The materials were shared amongst the other branches. Materials that were not integrated into the HPL system has been redistributed to Achievement First Schools and other community collections. HPL was able to give away most of the furniture or repurpose it within the organization. The only thing left is shelving and will be made available on a listserv with other libraries. Finding a solution of where to have library service has been a challenge. Have had conversations with elected officials and have some ideas to possibly have a programming solution within the schools or mobile library in the neighborhood.

Ms. Ana Alfaro asked if Ted Carroll would provide the same conversations to the Blue Hills neighborhood as in Goodwin. Mrs. Quinn-Carey stated that Ted Carroll would be open to the idea, but that someone from the neighborhood or another funder would have to fund the project. Trinity provided funding for Ted's work with Goodwin.

Announcements

Mrs. Quinn-Carey announced that HPL has been invited to participate in a National Forum with the Institute of Museum and Library Services (IMLS), an all-expense paid participation to discuss incorporating design thinking and human center design into library science curriculums. Also, invited to participate in the Library Journal Think Tank about the power of youth services, which focuses on coding program.

5. President's Report

Mr. Greg Davis gave his report:

- Kudos to all staff for all of the work they do each day especially during challenging times.
- Recap of completion of the Hartford Foundation for Public Giving board sessions.
- Attended staff Holiday party in December – Karaoke was the highlight of the night. Staff appreciated the notes sent by the Board.
- Attended all staff meeting in early January and updated staff on the accomplishments of 2017.
- The change to new Investment Managers.
- Excited to receive funding for the YOUmedia at Albany.
- Finalizing the agreement with UConn

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- Shared goals of the Board with Staff
- Attended the Hartford Stage play “Feeding the Dragon”

6. **Mission Moment**

Mrs. Quinn-Carey presented the mission moment. HPL has been awarded an Innovation Grant of almost \$300,000 for 3 years to create Crossroads to Connectivity. This project will increase internet access to communities. Phase 1 will be focusing on connecting low-income families who are enrolled in GED or some kind of education or training program who do not have internet access at home. Phase II is something called TV white space for widening the accessibility of Wi-Fi for communities. <https://www.youtube.com/watch?v=SofOesh3BNU&t=12s>

7. **New Business**

EEO/Affirmative Action Policy – an update was made to the existing policy to include a statement, which affirms that HPL participates in the affirmative action process. This is needed for when applying for grants, especially federal grants.

Individuals with Disabilities Policy – this is to confirm that HPL is fully compliant with the ADA policy and that no one faces discrimination.

Anti-Harassment Policy – HPL needed its own separate policy and procedures.

Lending Policy – this is an update on how HPL manages its collections. Because of the change on number of branches had some language updates and also making it accessible and as easy as possible for people. There is a trend in libraries to go fine free. HPL is proposing making some changes to the fines by eliminating fines for children. If a book never comes back, HPL will charge for the book replacement. Reducing adult fines from .10 cents a day to .5 cents a day. DVD’s will be reduced from \$1.00 a day to .50 cents a day. HPL wants to have items circulate and not deny service to a customer because they owe fines. Borrowing periods were also changed.

Board Action: Motion was made to approve all policies as submitted. The motion was moved by Steve Harris and seconded by Amy Barron. The motion was unanimously approved.

8. **Other Business**

Mr. Greg Davis shared with the Board that HPL received a clean audit report. Blum Shapiro gave special recognition to Karl Fisher.

9. Executive Session

Board Action: Motion was made to move into executive session at 9:30 a.m. to discuss a personnel matter. The motion was moved by Steve Harris and seconded by Andréa Comer. The motion was unanimously approved.

Board Action: Motion was made to come out of executive session at 9:45 a.m. The motion was unanimously approved.

10. Adjourn

Board Action: With no other business, a motion to adjourn the meeting at 9:45 a.m. was made by President Davis. The motion was unanimously approved.

Respectfully submitted,
Bridget Quinn-Carey
CEO and Acting Secretary

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