



**Board of Directors Meeting  
Minutes  
Thursday, 2 February 2017  
Downtown Library  
8:00AM-9:30AM**

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

Also Present: Bridget Quinn-Carey, chief executive officer, Mary Billings, chief public services officer; Brenda Miller, chief cultural affairs and public programming; Mary Tzambazakis, chief administrative officer; Gilda Roncari, donor relations director; Karl Fisher, finance director; Don Wilson, marketing and communications director, and Andrea Figueroa, senior executive assistant.

Absent: Arunan Arulampalam, Miguel Correa

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:05 a.m.

**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 December 15, 2016 regular board meeting, development committee minutes of January 11, 2017, and executive committee minutes of January 25, 2017. The motion was made and seconded.

**3. CEO Report**

Mrs. Quinn-Carey shared a few highlights:

- Park Street update is moving forward.
- UConn project continues to move forward and is on schedule with the least disruptions possible. 1<sup>st</sup> floor public service area will be shutdown to allow for the floors to be redone. There will be some impact but will be working out a plan to have an easy service flow.

- The main area where the public service desk is will be completely reconfigured and will be developing a different service model. Working with staff to see how to design the work flow.

Mr. Greg Davis asked if there will be renderings on how the library will look like once UConn is here. Mrs. Quinn-Carey stated that signage will be up letting people know what's happening.

Mr. Davis asked how library staff and UConn staff will be identified for the customers. Mrs. Quinn-Carey responded that a conversation with staff would have to be explored. She also stated that once UConn is here, the service would be seamless where customers will be helped by any staff member, whether Library or UConn.

- Attending Black Latino Caucus Public Forum. CLA engages a lobbyist and puts out a call to libraries that have representatives that serve on this caucus to testify about the value of libraries.
- Spent time with Hartford Public Schools in their strategic operating plan working session.

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

Mr. Greg Davis presented his highlights:

- Continuing 1:1's with Bridget on a bi-weekly basis.
- Finalized agenda for Board Retreat for March 17 from 8-1PM.
- Attended several committee meetings (Finance, Strategic, Executive, and Development)
- Highlight of the month was attending the re-dedication of the Peter's Reading Room.

#### **5. Other Business**

##### *Conflict of Interest*

It is a requirement to have a conflict of interest form filed annually. All Board members received a form for submission.

##### *Winter Retreat*

The Board Retreat is scheduled for March 17 from 8-1PM in the Hartford History Center. It will not be possible for a call in. If you are not in attendance, a follow-up report may be available.

### *Approval of New Corporators*

The following three people had not responded until after the last vote in. Those names are:

- Moraima Gutierrez
- Gil Martinez
- Jamil Ragland

**Board Action:** A motion was made to approve the three new corporators. The motion was moved by Ana Alfaro and seconded by Steve Goddard. Motion was approved.

A welcome event for new corporators is being planned for the third week of April during National Library Week.

### *Strategic Planning Update*

There have been a series of meeting with TDC Consultants and the planning committee. TDC have also met with branch managers and other management groups within the library to get their feedback on the strategic focus of who we serve, what we do, and where to go with it and also what services to focus on particular locations. TDC will be visiting all branch locations and will be coming up with operational scenarios that will be presented to the board and city officials as potential options and once the scenarios are refined, they will be shared with the public for feedback and conversations. TDC and the planning committee are also continuing to look at the needs of the community.

### *Finance Committee Report*

The Finance Committee has been evaluating a new investment manager. Retained FIA for a number of years and last year a decision was made to go out and look for a better alternative. The performance on the library's portfolio has not been where it should be. An RFP was issued and the Library has received a number of responses. Met with five groups and had a thorough discussion with the groups. A meeting of the Finance Committee is scheduled to make a decision on which firm will be selected and that recommendation will be brought to the board for approval. The Committee is hopeful that the firm chosen will be competent and will be responsible for managing the Endowment of the Library.

## **6. Executive Session**

**Board Action:** Motion was made and seconded to move into executive session at 8:35 a.m. Mr. Davis invited Bridget Quinn-Carey and Mary Tzambazakis to stay. The motion was approved.

**Board Action:** President Davis reconvened the regular meeting at 8:53 a.m.

**7. FY 2018 budget**

Karl Fisher presented a level funding budget for FY 2018. The initial budget gap for FY18 is \$800,000. This amount is usually what is used when beginning the level funded budget. Internally this gap is comfortable in mitigating. Next steps, internally will continue to refine the budget and send level service budget to the City.

**8. Mission Moment**

Ms. Mary Tzambazakis, chief administrative officer, presented the implementation of a tool called eRecruitment. This is a module that is part of the performance management. This will allow take applications online and getting away from paper applications. Human Resources normally receive over 100 applications and this tool will allow for a formal process of a formal requisition for open positions. This tool will allow for tracking how many applications are received for the different positions and has automated filtering system for those that meet the actual requirements.

***Board Action:*** With no other business, a motion to adjourn the meeting was made, seconded and approved at 9:09 a.m.

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