



**Minutes
of the Board of Directors Meeting
February 7, 2019
8:00-9:30AM
Downtown Library**

Present: Gregory Davis, *president*, David Barrett, *vice-president*, Eddie Keith, *treasurer* (phone), Ana Alfaro, *secretary*, Arunan Arulampalam, Amy Barron, Melvyn Colon, Andrew Diaz-Matos, Steve Harris, Antonio Matta, Dan O’Shea (phone), Mark Overmyer-Velazquez, Phyllis Shikora (phone), Geraldine Sullivan (phone), and Karen Taylor (phone).

Also Present: Bridget Quinn-Carey, chief executive officer, 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, Andrea Figueroa, executive assistant, and Jana Pedersen (phone).

Absent: Andréa Comer

1. Call to Order

President Gregory Davis called the meeting to order at 8:10 a.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the December 6, 2018 board meeting, minutes of the December 17, 2018 governance committee meeting, and minutes of the January 29, 2019 executive committee meeting. The motion was moved by Steve Harris and seconded by Melvyn Colon. The motion was unanimously approved.

Mr. Greg Davis gave a moment of silence for former board member Brad Noel.

3. Chief Executive Officer’s Report

Ms. Bridget Quinn-Carey presented some highlights.

Ms. Quinn-Carey stated that the CEO report is now closely aligned to the strategic plan.

- Finance is doing well as far as management of the budget. Revenue exceeds expenses. Most of that variation comes from when the allocations from the City are posted.

- Grants are on target as far as overall year to date. Although not on the CEO report, HPL received a \$90,000 5 year grant for 21st Century at Hartford High School.
- Public Services has a lot of things happening. HPL has been doing book discussions with a couple of book groups that meet at the Downtown Library regularly.
- Bridging the Digital Divide, working on getting the innovation grant up and running. HPL is currently engaging a cohort of about 25 people to be a pilot group to get laptops and MiFi devices. There are income and educational requirements.
- Civic Engagement, had a Tobacco 21 Proclamation signing. There is a very active group of volunteers at the Albany Branch working with teens on advocating in the City.
- Youth & Family Services, has launched Boundless at Rawson. Board members, school stakeholders, and City Officials attended. Boundless Librarian Sara Lestage has been building relationships with school administration, students, and teachers. An evaluator will be tracking student learning gains to show student academic success.
- The American Place, Servsave programs have been offered through Career Pathways. Will now serve urban gardening to build income and to give the opportunity to people to continue their learning.
- Hartford History Center and ArtWalk, have initiated a regular gallery talk with artists.
- Communications, has welcomed a new Graphic Designer. The eNews has been reformatted promoting HPL on social media differently and focusing on local press. Reintroduced meltwater that tracks social media hits.
- Development, made a change on the way Board and Corporator Giving is being recorded. Moving from a fiscal year to a calendar year.
- Statistics, visits for fiscal year is way up considering there are less locations. Circulation is about the same. One of the things is how to increase circulation as compared to peers.
- Programming, running about the same number of programs but the attendance is a bit off. Keeping track of the trends to see if the change occurs in a day or a specific time.

Mr. Greg Davis gave his report:

- Congratulated the staff with respect to where HPL is currently, verses a year ago with the strategic plan and service model.
- Mr. Davis and CEO have been meeting with Council Members to share updates on HPL projects since the consolidations. A meeting with the Mayor is also scheduled for Friday, February 8.
- Boundless launch at Rawson had Dan O'shea and David Barrett in attendance representing the Board.

4. Discussion Topic

Mission Moment

At the December 2018 Board meeting, the Board spent about 15 minutes brainstorming about a mission statement of 10 words or less. The management team had done this back in September 2018. Ms. Quinn-Carey shared a full list of the responses that came from management team and Board. The list was ranked as the top five from management and top five from the Board. The thought of this is to think about a mission statement that is strong and that everyone can represent and pronounce easily. Ms. Quinn-Carey asked the Board to select 2 out of the 5 that were provided on the list. Ms. Quinn-Carey would like to give the full staff an opportunity to give some feedback. A suggestion was made to include some key corporators.

5. Committee Reports

Development Committee

Mr. Diaz-Matos reported on behalf of the Development Committee. A meeting was held on Wednesday, February 6. The Committee is planning a year-round mission to increase engagement and raise development efforts. Thinking of a Spring event at the Library so people can see the Library. Also, going to reach out to more corporators to get them engaged. Possibly doing a donor thank you event.

Governance Committee

Ms. Barron reported on behalf of the Governance Committee. Committee met in December 2018 and is continuing to work with Jana Pedersen to revise the bylaws and will bring back to the full board at the April board meeting. One of the issues was the concept of the Corporators which is not well defined in the bylaws. A survey was sent to all Corporators to see how well they understand what their roles are. Survey results were distributed to the board.

Park Street Task Force Report

The Park Street Task Force Committee has not met, but project has been out to bid. The RFP for the café will go out soon.

6. New Business

FY20 Budget

Ms. Quinn-Carey gave a few updates for the 2020 budget. The Library's pledge is to go for level service funding. The Library has submitted the initial request to the

City not detailed and have also submitted basic Capital Improvement request. More detailed info will be shared at the Board Retreat in March.

7. Other Business

No other business.

8. Executive Session

Board Action: A motion was made by Greg Davis and seconded by Mark Overmyer-Velazquez at 9:20 a.m. to enter into executive session to discuss an HR and compensation matter. The motion carried.

Board Action: A motion was made by Andrew Diaz-Matos and seconded by Amy Barron at 9:30 a.m. to come out of executive session. The motion carried.

9. Adjourn

Board Action: With no other business, a motion was made to adjourn the meeting at 9:35 a.m.

Respectfully submitted,
Bridget Quinn-Carey
CEO and Acting Secretary