



**Board of Directors Meeting  
Minutes  
Thursday, 1 June 2017  
Downtown Library  
8:00AM-9:30AM**

Present: Arunan Arulampalam (phone), David Barrett, Amy Barron (phone), Melvyn Colon, Andrea Comer, Gregory Davis, Andrew Diaz-Matos (phone), Edward Keith (phone), Phyllis Shikora (phone), and Geraldine Sullivan.

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Homa Naficy, chief adult learners officer; Mary Tzambazakis, chief administrative officer; Karl Fisher, finance director; Gilda Roncari, donor relations director; Don Wilson, marketing and communications director; Marie Jarry, director of central public services; Sarah Pelletier, director of program and events, and Andrea Figueroa, senior executive assistant.

Absent: Ana Alfaro, Miguel Correa, Marc DiBella, and Stephen Goddard.

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:03 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 April 6, 2017 regular board meeting, governance committee minutes of May 10, 2017, finance committee minutes of May 17, 2017, development committee minutes of May 18, 2017 and executive committee minutes of May 25, 2017. The motion was moved by David Barrett, and seconded by Gerri Sullivan. Motion was approved.

**3. CEO Report**

Mrs. Quinn-Carey shared a few highlights:

- HPL is being recognized by MetroHartford Alliance as a Rising Star on June 8.
- Municipal ID's have been launched and HPL is a partner and assists 2 nights a week and Saturdays. Great way to continue to serve the community.

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

Mr. Greg Davis presented his highlights:

- On a personal level, thanked the staff and Board for their letters of support with the Edith Nettleton Award and reception put together by the library.
- Rolling out meetings of the Strategic Planning with Council, Board of Ed Chairs, corporators, and focus group meetings.
- Presented budget to Council on May 3.
- Park Branch project moving along and have the green light to proceed with demolition of the building.
- Connected with Eversource and had a meeting with Greg Butler and Rod Powell. Working on getting them on a tour of the branches soon.
- Bruce Mandell visited HPL some weeks ago, and has agreed to support the Library to fund a mini-YOUMedia at Albany Branch.
- Thanks to Andrea Comer for chairing the Strategic Planning Committee.
- Jack Godsill has resigned from the Board of Directors. He will be relocating to Florida.
- Thanks to Gerri Sullivan and Cate D'Italia for their work with the Corporators. The level engagement has increased in the last 6 months.
- Thanks to Bridget, Mary Tzambazakis, Eddie Keith, Arunan Arulampalam, Stewart Murchie, and Karl Fisher for their work with the Investment Advisors.

#### **5. Mission Moment**

##### *Summer Learning Program*

Marie Jarry, director of central public services and Sarah Pelletier director of programming and events, presented on the Summer Learning Program:

Summer Reading programs have focused on getting school children to read and record books in exchange for small prizes. Over the years, Summer Reading has converted into Summer Learning where children are also encouraged to attend programs and participate in various learning activities. Many programs have also grown to include young children who are not yet in school, and also adults. Children can lose two to three months in reading during summer months.

HPL offers a Summer Learning program that encourages all ages to read and attend programs, record on a log or in an on-line system, and then receive a small prize. All those who participate will have an opportunity to record their reading accomplishments under the following three categories:

1. READ – books, magazines, newspapers, comics, or any other reading
2. GO – attend library programs, go to a museum, attend a play

3. DO – create something, volunteer, write, invent, plant a garden, draw

For more information on Summer Learning, please visit the website <https://www.summer.hplct.org/> to check out all of the great programs HPL is hosting this summer.

## 6. New Business

### *Resolutions*

#### *Banking Resolution*

This resolution authorizes Bridget Quinn-Carey, Mary Tzambazakis, and Leticia Cotto to sign checks.

**Board Action:** Motion was made and seconded to approve the resolution for Banking. Motion was moved by David Barrett, seconded by Andrea Comer. The motion was approved.

#### *Signatory Resolution*

This resolution is for the Endowment. Some invoices are paid directly through the Endowment under the restricted account. This will allow Bridget Quinn-Carey, Mary Tzambazakis, and Leticia Cotto to authorize payments from the U.S. Trust account.

**Board Action:** Motion was made and seconded to approve the resolution for signatory. Motion was moved by David Barrett, seconded by Andrea Comer. The motion was approved.

#### *Bylaws Amendment*

This amendment enables the Board to add provisions to designate a board member as a director Emeritus, recognizing long-term board members who make a significant contribution.

**Board Action:** Motion was made and seconded to approve the amendment to the Bylaws. Motion was moved by Andrea Comer, seconded by Gerri Sullivan. The motion was approved.

#### *Room Reservation Policy*

The current room reservation policy is focused on the Downtown Library. The new policy includes new rooms and is also broadened to include all other libraries. Some of the language was updated and a fee schedule has also been updated.

**Board Action:** Motion was made and seconded to approve the revised Room Reservation Policy. Motion was moved by David Barrett and seconded by Melvyn Colon. The motion was approved.

*Tobacco Free Policy*

HPL has been considering having a Tobacco Free Campus. This new policy is based on models that have been used at other public and academic institutions.

**Board Action:** Motion was made and seconded to approve the Tobacco Free Policy. Motion was moved by David Barrett, seconded by Andrea Comer. The motion was approved.

*Investment Policy*

A revision of the Investment Policy was included with the Finance Committee minutes. The major change was updating the language and terms, and redefining asset allocations based on feedback from the new Investment Managers.

**Board Action:** Motion was made and seconded to approve Investment Policy. Motion was moved by Melvyn Colon, seconded by Eddie Keith. The motion was approved.

*New Board Member*

The Governance Committee would like to recommend Antonio J. Matta to join the Board. He was former City Architect. Tony is an avid supporter of HPL.

**Board Action:** Motion was made and seconded to approve the recommendation of Antonio J. Matta. Motion was moved by Andrea Comer, seconded by Gerri Sullivan and Amy Barron. The motion was approved.

**7. Other Business**

*Holiday Calendar FY17-18*

Each year, it is a requirement for the Board to approve the holiday calendar for the next fiscal year. The only change this year, is to open the Saturdays before Labor Day and Memorial Day weekends.

**Board Action:** Motion was made and seconded to approve the Holiday Calendar for FY 17-18. Motion was moved by David Barrett, seconded by Andrea Comer. The motion was approved.

*Budget FY 2018*

HPL has a balanced budget of \$10.3M for FY18. The following steps are taken in the budget gap mitigation: no layoffs projected in the proposed FY18 budget and an implementation of new strategic plan.

**Board Action:** Motion was made and seconded to adopt the Budget for FY 18. Motion was moved by David Barrett, seconded by Gerri Sullivan. The motion was approved.

*Strategic Planning Report*

Presentations have been done with different groups including staff, and so far, people have been receptive and acknowledge that the system has challenges. It has triggered some good conversations. The plan is to bring back to the committee and to Board at a special meeting for a final adoption.

*UConn Update*

Furniture coming in a couple of weeks. UConn staff will be in as of July. There is a date for the UConn Ribbon Cutting in August. For the most part, it has been a well-managed project. A reception is scheduled for July 15 for HPL CEO and UConn President to talk about the partnership.

**Board Action:** Motion was made and seconded to move into executive session at 9:17 a.m. The motion was approved.

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

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