



**Board of Directors Meeting
Minutes
June 2, 2016
8:00AM - 9:30AM**

Present: Ana Alfaro (phone), Arunan Arulampalam, David Barrett, Amy Barron, Gregory Davis, Andrew Diaz-Matos, Marc DiBella (phone), Anne Melissa Dowling (phone), Stephen Goddard, Jack Godsill, Edward Keith (phone), Phyllis Shikora, and Geraldine Sullivan.

Absent: Andrea Comer, Connie Green, and Gislaine Ngounou

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

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 and seconded to approve the consent agenda that included minutes of the financial health committee of April 13, 2016, minutes of the board meeting of April 14, 2016, minutes of the executive committee of May 26, 2016, and minutes of the financial health committee of May 27, 2016. The motion was approved with an amendment to the financial health committee of May 27, 2016.

3. CEO Report

Chief Executive Officer Bridget Quinn-Carey made an announcement of the passing of a library employee James Santa-Mo. He was with the library for over 30 years.

Mrs. Quinn-Carey presented some updates:

- Development Committee will be called within the next month.
- Event for December 1, 2016 “Beyond Words” will launch Wally Lamb’s new book and the Caroline Hewins first medal of service will be awarded to Louise Blalock.

- Council breakfast and Women’s gathering are both scheduled for June 15, 2016.

4. President’s Report

Mr. Greg Davis gave a special thanks to the Transition Committee for all of the work done during the transition.

Mr. Davis presented some updates:

- New Board Member orientation held May 17, 2016.
- Met with Linda Kelly at the Hartford Foundation for Public Giving on May 24, 2016, encouraging and optimistic about funding opportunities in future for the Library.
- Met with State Representative Minnie Gonzalez
- Encouraged all board members to attend the Council Breakfast for June 15 at 8:00AM.
- Advocacy Committee as it relates to the budget. Staff, Board and Committee talked to NRZ’s, Council members, and others to help get the Library through the budget crisis.
- Annual Board Giving fiscal year ends June 30, 2016. Plan is to go into a calendar year. A pledge letter will be going out soon to those members who have not given yet.
- The Board composition will be updated soon to strategically identify areas of expertise needed. The Vice President position is open and looking for volunteers to fill the position.

5. New Business

Strategic Planning

An RFP went out to consultants. Ms. Mary Tzambazakis is the lead person for questions from vendors regarding the RFP. Final proposals are expected in by June 10, 2016. Ms. Amy Barron has volunteered to participate with this project. A Strategic Planning Committee is being developed and will get a meeting together in early July 2016. The staff will be engaged in the strategic planning process on staff development day scheduled for November 4, 2016.

Mrs. Sullivan asked that the Board attend staff day and acknowledge the staff for all they do as staff appreciation.

7. Other Business

Budget 2017

The Library's budget was reduced by \$600,000 for FY 2017. Revenue from Fund Raising established at \$500,000. All 10 locations will remain open with adjustments to schedule and services. Strategic Plan and sustainability study process to begin July 1, 2016. The proposed changes will eliminate Saturday hours at all locations except the Downtown Library and eliminate evening hours at all branches except the Downtown Library. The Hartford History Center will open in the afternoons only on weekdays and on Saturdays by appointment only. Given the financial situation, Hartford Public Library may have to postpone the move to West Middle and consider alternative service models. The Mark Twain Branch at Hartford High School will provide services in the afternoons only and the Owl Program will continue. The Library will explore having a vending machine installed at the exterior of West Middle to allow for materials to be available for access to collections. The Library on Wheels will also be available for service to the area.

Board Action: A motion was made and seconded to approve the resolution of the adoption of Budget 2017. The motion was approved.

Board Action: A motion was made and seconded to approve the Endowment resolution for FY 16-17. The motion was approved.

Park Street Update

The State Bond commission approved \$4.7M for the Park Branch project. In addition, there is \$1M approved from State Library construction funds. A total of \$5.7M in State funding is available.

Holiday Calendar FY 2016-17

The Board of Directors is required to approve the holiday calendar for the next fiscal year.

Board Action: A motion was made and seconded to approve the holiday calendar. The motion was approved.

UConn Construction Update

A series of meetings have begun including the senior team. The library will be open during construction with limited interruptions. Service changes due to construction areas will begin on 3rd floor and working their way down.

Committee Assignments

A committee list was distributed in advance. The Board of Directors were asked to review the Committee List to determine which committees they were interested in serving or continuing to serve.

Union Negotiations

There has been a series of meetings between the Library and Union to discuss a new contract; there is nothing yet to report.

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