



**Minutes
of the Board of Directors Meeting
June 4, 2020
8:00 – 9:30AM
Zoom**

Present: Gregory Davis, *chair*, David Barrett, *vice-chair*, Ana Alfaro, *secretary*, Rick Costello, *treasurer*, Andréa Comer, Andrew Diaz-Matos, Floyd Green, Sara Lashetski, Antonio Matta, Dan O’Shea, Beth Papermaster, Phyllis Shikora, and Gerri Sullivan.

Also Present: Bridget Quinn-Carey, president and CEO; Leticia Cotto, customer experience officer; Brenda Miller, executive director, Culture and Communications; Homa Naficy, executive director, the American Place; Diana Smith, director of human resources; Mary Tzambazakis, chief administrative officer; Gilda Roncari, director of donor relations; Karl Fisher, director of finance, and Andrea Figueroa, executive assistant.

Absent: Arunan Arulampalam, Melvyn Colon, Steve Harris, and Mark Overmyer-Velazquez.

1. Call to Order

Chair Greg Davis called the meeting to order at 8:07 a.m.

Mr. Davis asked for a moment of silence due to the events which have occurred in the past couple of weeks and for those who were lost due to COVID.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the April 2, 2020 board meeting, minutes of the May 6, 2020 park task force committee meeting, and minutes of the May 14, 2020 development committee meeting, and minutes of the May 28, 2020 executive committee meeting. The motion was moved by Phyllis Shikora and seconded by Dan O’Shea. The motion was unanimously approved.

3. President and CEO’s Report

The President and CEO’s Report was distributed in advance.

Ms. Quinn-Carey shared 3 important topics:

Park

The project is continuing with extra precautions due to pandemic. There have been layers of environmental issues discovered and which has resulted in change orders and additional expense. Construction is almost through contingency but there are different layers of contingency and contractors will be able to complete construction on time.

Barbour

HPL was approached once more by Swift Factory. Ms. Quinn-Carey along with Steve Harris, Antonio Matta, Greg Davis and City visited a site on Barbour Street, formerly a grocery store, to compare both properties. Will have Barbour Street Task Force Committee meet sometime during the summer and bring back recommendations to full board.

Payroll Protection Program (PPP)

HPL was awarded a Payroll Protection Plan (PPP) loan to help with payroll cost related issues. A meeting of the Finance and Executive Committees was held to work out details. The loan allowed to keep staff as whole during the pandemic. Staff are on a special administrative leave during the pandemic but are making themselves available when needed.

4. Board Chair's Report

Chair Davis gave a brief report.

Mr. Davis took a moment to say how over the past couple of months, he has thought about how proud he is to be part of the Library as Board Chair. He thanked President and CEO Bridget Quinn-Carey and team for the statement released on racism as it was very impactful and helps people get through a very difficult moment. He has received positive feedback regarding the statement. He also gave a shout out to Karl Fisher for his tremendous work and turnaround on the PPP loan.

Mr. Davis also thanked the entire board for continuing to be engaged, supportive and providing services to the public.

5. New Business

FY21 Budget

Ms. Quinn-Carey gave an overview of the FY21 Budget. Overall, the budget is still on track to receive the revenue budget from the City. Some changes seen in revenue shortfalls are in donations, may not bring in what was hoped. Fees, fines, room rentals, and other miscellaneous income dependent on having people in the building. Prior year funds are available in the account to offset the losses seen in FY21. On the expense side, will not fill at least two positions and anticipate merit increases will not be seen until January 2021, if at all. To close the gap, will be using prior year funds.

Board Action: A motion was made to approve the FY21 Budget. The motion was moved by Rick Costello and seconded by Phyllis Shikora. The motion carried.

Service Restoration Handbook

Ms. Quinn-Carey share the handbook in advance. She checked in with colleagues around the state for comparison. The handbook is reassuring the staff of their safety as well as balancing the need of the community. Ms. Quinn-Carey announced that as of Monday, June 8 employees will be returning to work if they are able to. Some staff will continue to work from home. Some level of public service will be restored in the beginning of July.

Board Action: A motion was made to approve the Service Restoration Handbook. The motion was moved by Gerri Sullivan and seconded by Andréa Comer. The motion carried.

2020 Corporators

A list of nomination was distributed in advance.

Board Action: A motion was made to approve the 2020 Corporators. The motion was moved by Dan O'Shea and seconded by Andrew Diaz-Matos. The motion carried.

The agenda topic for Wall of Remembrance will be moved to the August 6 meeting.

6. Other Business

FY 2020-21 Holiday Calendar

Board Action: A motion was made to approve the FY 2020-21 Holiday Calendar. The motion was moved by Andrew Diaz-Matos and seconded by Dan O'Shea. The motion carried.

Mr. Davis welcomed Sara Lashetski as a member of the Board of Directors. He also congratulated Andréa Comer on her reunion wedding on May 16.

7. **Adjourn**

Board Action: With no other business, a motion was made by Phyllis Shikora to adjourn the meeting at 9:32 a.m. The motion was seconded by Rick Costello. The motion carried unanimously.

Respectfully submitted,
Bridget Quinn-Carey
President and CEO