



**Minutes  
of the Board of Directors Meeting  
June 6, 2019  
8:00AM-9:30AM  
Downtown Library**

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

Also Present: Bridget Quinn-Carey, chief executive officer; Leticia Cotto, customer experience officer; Brenda Miller, executive director, Culture and Communications; 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, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Eddie Keith.

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:00 a.m.

Mr. Davis introduced new board member Floyd W. Green.

**2. Consent Agenda**

***Board Action:*** Motion was made to approve the consent agenda that included minutes of the April 4, 2019 board meeting, minutes of the May 7, 2019 governance committee meeting, minutes of the May 22, 2019 finance committee meeting, minutes of the February 6, 2019 development committee meeting, minutes of the May 23, 2019 development committee meeting, and minutes of the May 30, 2019 executive committee meeting. The motion was moved by Steve Harris and seconded by Amy Barron. The motion was unanimously approved.

**3. Chief Executive Officer’s Report**

The Chief Executive Officer’s report was distributed in advance. The report will be made available on the Library’s website.

### *DLL@HPL SEA Project*

Hartford Public Library was invited by the Hartford Foundation for Public Giving to participate in a Social Enterprise Accelerator Project which encourages nonprofits to think about mission based alternative revenue streams.

HPL is planning to launch a new Digital Learning Lab which is a unique way of thinking about digital preservation, imaging, and accessing information that will benefit people, businesses and organizations in the region.

### *Strategic Plan Update*

Ms. Quinn-Carey gave a brief overview of the beneficiary groups that were targeted in the Strategic Plan. A tool was developed to help guide and align projects, and when thinking of resource allocations and taking on new projects, how to be thoughtful of who has the capacity to work on the projects. Also, to see how these projects fit into the strategic beneficiary groups.

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

Mr. Davis gave a special thanks to the Leadership Team and Staff for their work on the following:

- Budget Meetings and Hearings
- Social Enterprise Accelerator Project (SEA)
- Park Project – kudos to CEO Bridget Quinn-Carey and Ana Alfaro

Mr. Davis also thanked Amy Barron and David Barret for their tremendous work on Governance and work with the bylaws. The Executive Committee for the work on the CEO evaluation and surveys, and all of their work behind the scenes. Thanks to the delegation, Representative Minnie Gonzalez, Representative Matt Ritter, and Senator John Fonfara for their help with the Park Project.

Mr. Davis met with Linda Kelly for breakfast. Ms. Kelly is a huge supporter of Hartford Public Library. She has lots of great ideas and many connections throughout the city that can be helpful to the Library and City. Mr. Davis will follow up in a couple of weeks.

## **5. Committee and Task Force Reports**

### *Governance Committee*

Amy Barron reported on the bylaws key changes. A vote will be needed at the August board meeting. The Annual meeting will be scheduled as planned and

revisions will be presented. The Director Emeritus will remain in effect until the new bylaws pass.

### *Development Plan*

The Committee recommended the proposed Development Plan for FY2020. Similar to FY19 but have adjusted some of the goals for FY2020. There was a bit of a change in donations from \$325,000 in FY19 to \$515,000 in FY20. The big change is reflecting both revenue and expenses from Beyond Words Event.

### *Park Street Library*

Ms. Quinn-Carey reported that after Downes Construction went out to bid, there was a shortfall of \$1.8M on the funding. Between February and now, HPL is working on trying to identify different sources of funds. The State has committed to an additional \$1.4M and the City has committed between \$400,000-\$450,000. That will enable HPL and Downes Construction to move forward with allocating the contracts to vendors. Potentially starting in late July-August.

## **6. New Business**

### *Capital Plan*

Ms. Quinn-Carey presented some highlights on the Capital Plan and asked all board members to provide feedback. In order of priority:

- New building for Barbour Library
- Expand Albany Library
- Downtown Library
- Expand Camp Field Library
- Mobile Technology Lab

Due to timing, the Capital Plan was tabled until the August 1, 2019 Board of Directors meeting.

### *Communication Plan*

The Communication Plan was distributed in advance. It is currently in place and the goal was to share with Board. The crisis communication plan is also embedded in the plan. There is no board action needed.

### *Drug and Alcohol Policy*

This policy updates the current practice of Drug-Free Workplace. This is a more up-to-date policy and complies with CBIA, SHRM, and other mandate groups.

**Board Action:** A motion was made by David Barrett and seconded by Dan O'Shea to approve the Drug and Alcohol Policy. The motion was unanimously approved.

*Sick Leave Donation Policy*

This policy replaces any past practices in place allowing employees to donate anonymously and administered confidentially and consistently by HR.

**Board Action:** A motion was made by David Barrett and seconded by Dan O'Shea to approve the Sick Leave Donation Policy. The motion was unanimously approved.

**7. Other Business**

*Approval of Budget FY20*

The FY20 budget was discussed line by line at the March retreat. Ms. Quinn-Carey gave a quick review.

**Board Action:** A motion was made by Phyllis Shikora and seconded by Dan O'Shea to approve the FY20 Budget. The motion was unanimously approved.

*Approval of FY 2019-20 Holiday Calendar*

**Board Action:** A motion was made by Andrew Diaz-Matos and seconded by Dan O'Shea to approve the FY2019-20 Holiday Calendar. The motion was unanimously approved.

**8. Executive Session**

**Board Action:** A motion was made by Greg Davis at 9:38 a.m. to enter into executive session. Bridget Quinn-Carey, Diana Smith and Leticia Cotto were invited to stay. The motion was moved by David Barrett and seconded by Gerri Sullivan. The motion was unanimously approved.

**Board Action:** A motion was made by David Barrett and seconded by Gerri Sullivan at 9:54 p.m. to come out of executive session. The motion was unanimously approved.

**9. Adjourn**

**Board Action:** With no other business, a motion was made to adjourn the meeting at 9:55 a.m. The motion was unanimously approved.

Respectfully submitted,  
Bridget Quinn-Carey  
CEO and Acting Secretary