



**Board of Directors Meeting
Minutes
Tuesday, October 4, 2016
Downtown Library
8:00AM - 9:30AM**

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

Also Present: Bridget Quinn-Carey, chief executive officer, Mary Billings, chief public services officer; Homa Naficy, chief Adult Learner's Officer; Mary Tzambazakis, chief administrative officer; Gilda Roncari, donor relations director; Donna Larcen, communications specialist; Andrea Figueroa, senior executive assistant, and Christina Flood, student at Simmons College.

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 August 4, 2016 regular board meeting, minutes of the governance committee of August 4, 2016, minutes of the finance committee of September 8, 2016, minutes of the special executive committee meeting of September 15, 2016, and minutes of the executive committee meeting of September 29, 2016. The motion was made and seconded.

Mrs. Bridget Quinn-Carey brought to the board's attention the resumes of Melvyn Colon and Miguel Correa who were nominated by the governance committee to come to the board as new members. They would be approved by the incorporators at the annual meeting.

Board Action: Motion was made and seconded to approve Melvyn Colon and Miguel Correa as new members of the Board.

3. CEO Report

Mrs. Quinn-Carey shared her 6x6 plan, which has 6 areas of focus during her first 6 months. Mrs. Quinn-Carey has been working with the team to have a better understanding as well as giving an introduction to the community and Library. These are the 6 focus areas:

1. Strategic Plan
2. Internal Controls
3. Review staff development and training
4. Technology and Accessibility
5. Impact
6. Budget and Revenue

Mr. Davis asked about the branch manager vacancies and a quick update on UConn. Mrs. Quinn-Carey stated that there are two positions available at Barbour and Ropkins but currently other branch managers are filling in at the vacant branches until those positions are filled. Once the new people come in, they will be moved around so that they can experience different communities.

There is still some advocating being done on funding for the Park Branch. No other update is available at this time.

UConn construction has started and the space is being renovated with low impact and once the 3rd floor is complete, they will begin the 2nd floor, and move their way down.

4. Mission Moment

Hartford Public Library received two major federal grants. Ms. Homa Naficy introduced the two grants:

The first grant awarded was a National Leadership grant received from the Institute of Museum and Library Services. This is a very competitive process and shows how libraries can address a national issue. The target audience with this grant is late arrival immigrants and refugees in secondary high-school ELLs.

The second grant awarded is a USCIS Immigrant Integration grant for a 2 year cycle. The focus is on immigrants who have very low literacy but have oral fluency. There will also be work with peer partnerships.

5. Executive Session

Board Action: Motion was made and seconded to move into executive session at 8:40 a.m. with an invitation to Chief Executive Officer and Chief Administrative Officer.

Board Action: Motion was made and seconded to resume the regular board meeting at 9:25 a.m.

Mr. Davis resumed the formal meeting of the board with discussion on the potential partnership between Hartford Public Library and the Town of East Hartford Public Library. A resolution was presented authorizing Hartford Public Library to entertain and contract with the Town of East Hartford to provide library services.

Board Action: Motion was made and seconded to approve the resolution. Motion was moved.

6. President's Report

Mr. Davis thanked CEO Bridget Quinn-Carey and senior team for great job over the last six months and for moving the mission forward. This month marks the last board meeting for both Connie Green and Anne Melissa Dowling. Both served on the Board since 2008.

Mr. Davis recognized Ms. Amy Barron who led an effort at VOYA, raising \$9,500 with fellow employees through an employee giving campaign which came to the Library as unrestricted funds.

On September 7, 2016, Ana Alfaro and Leticia Cotto hosted a meet and greet at Park Branch for CEO Bridget Quinn-Carey and other Latino community members. The next meet and greet will be scheduled for the evening of November 9, 2016 at the Park Branch.

All Staff meetings are scheduled for Wednesday, October 19 and Thursday, October 20 at 9AM. All board is welcomed to attend schedule permitting.

Mr. Davis thanked Jack Godsill for chairing the Strategic Planning, Andrew Diaz-Matos for chairing Development, and Ana Alfaro for chairing Governance. Mr. Davis is hoping to fill the vice-president position for the coming year.

7. New Business

Business Expense Policy and Payroll Policy

Both policies were distributed in advance.

Board Action: Motion was made and seconded to approve both the Business Expense Policy and the Payroll Policy. Motion was moved.

8. Other Business

The Annual Meeting is scheduled for October 13 and two new board members will be coming on board. Michael Howser will be the guest speaker with a presentation to talk more broadly about the downtown UConn partnership.

An updated Role of Corporators was provided in the packet. This document was reviewed by the Governance Committee.

Board Action: With no other business, a motion to adjourn the meeting was made, seconded and approved at 9:40 a.m.

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

DRAFT