

**Minutes  
of the Board of Directors Meeting  
October 4, 2018  
8:00-9:30AM  
Downtown Library**

Present: Gregory Davis, *president*, Ana Alfaro, *secretary* (phone), Arunan Arulampalam, David Barrett, *vice-president*, Amy Barron, Melvyn Colon (phone), Andréa Comer (phone), Andrew Diaz-Matos, Marc DiBella, Steve Harris, Antonio Matta, Dan O'Shea (phone), Phyllis Shikora, Geraldine Sullivan, and Karen Taylor (phone).

Also Present: Bridget Quinn-Carey, chief executive officer, Leticia Cotto, customer experience officer; Andy Hart, director of communications, Brenda Miller, executive director, Hartford History Center; Homa Naficy, executive director, The American Place; Gilda Roncari, donor relations director; Diana Smith, director of Human Resources; Karl Fisher, finance director, and Andrea Figueroa, executive assistant.

Absent: Edward Keith, Mark Overmyer-Velazquez

**1. Call to Order**

President Gregory Davis called the meeting to order at 8:05 a.m.

**2. Consent Agenda**

**Board Action:** Motion was made to approve the consent agenda that included minutes of the August 2, 2018 board meeting, minutes of the September 6, 2018 executive committee meeting, and minutes of the September 27, 2018 executive committee meeting. The motion was moved by Steve Harris and seconded by Phyllis Shikora. The motion was unanimously approved.

**3. Executive Session**

**Board Action:** A motion was made at 8:10 a.m. to enter into executive session. The motion was moved by Steve Harris and seconded by David Barrett. The motion carried.

**Board Action:** A motion was made at 8:30 a.m. come out of executive session.

#### **4. Chief Executive Officer's Report**

Mrs. Bridget Quinn-Carey presented some highlights.

- Held two Leadership trainings for managers and supervisors in an effort to strengthen the skills needed for all managers.
- All Staff meeting on October 5, 2018. Board is welcomed to attend.
- Staff Day scheduled for November 2, 2018 focusing on team building. Board is welcomed to join staff for lunch at the boathouse.
- HPL submitted a nomination with Hartford Business Journal for the insurance companies who gave to the library.
- Park Street construction moving along. Launch of construction project is scheduled for October 15 at 5:30PM. The Banner will be unveiled at the launch.
- Boundless Project at Rawson will move forward when the staff person is in place. HPL has someone in mind and will be making an offer soon.
- Strategic Plan is in its second year. Need to think about the next Strategic Plan. Continuing to evaluate hours of service, programming, and usage.
- Thank you notes are available to go out to donors.
- A live Reading on the Terrace is scheduled for October 24 at 1PM.
- RFID system is a way to provide security to Library materials seamlessly. Allows for self-service stations.

#### **5. President's Report**

Mr. Greg Davis gave his report:

- Mr. Davis welcomed Diana Smith to her first board meeting
- The New Staff Breakfast was very well attended by Board
- Board efforts – Amy Barron leading Governance; David Barrett for being very responsive and attending almost all events, and Phyllis Shikora for volunteering with The American Place providing consultation and helps close cases so the staff can take on new cases
- Mr. Davis along with CEO Bridget Quinn-Carey met with Councilwoman Claudine Fox
- HPL had its 125<sup>th</sup> anniversary celebration and was well attended by Board

#### **6. Discussion Topic**

Amy Barron introduced Janna Pederson who has been working with the Library for about a year and was invited to this meeting to talk about the work she will be doing with the Board on revising and updating the bylaws.

Janna asked the Board to reflect on what is believed to be the value of the Corporators and to come back to the group with ideas and recommendations.

## 7. New Business

### *Maker Space and Public Equipment Use Policy*

Mrs. Bridget Quinn-Carey presented the Maker Space and Public Equipment Use policy which lays out what the Library is offering and what is expected of Library users. Gives staff the ability to make judgement calls on the appropriate use of Library equipment.

**Board Action:** A motion was made to approve the Maker Space and Public Equipment Use Policy. The motion was moved by David Barrett and seconded by Amy Barron. The motion was unanimously approved.

## 8. Other Business

### *FY18 Year End Financials*

HPL is still finalizing audit with BlumShapiro. Overall, HPL did not spend quite as much as earned. Most of the gap comes from a number of vacant positions not filled. Final numbers will be in the Annual Report.

## 9. Announcements

Mr. Davis reported that this will be Marc DiBella's last board meeting as his second term has ended. He has been committed to remain as an HPL friend.

Eddie Keith reported he had his second daughter in September and wanted to thank the Board and staff for the beautiful gift sent.

## 10. Adjourn

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

Respectfully submitted,  
Bridget Quinn-Carey  
CEO and Acting Secretary