

Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
Albany Avenue Library
December 1, 2011

Present: Ana Alfaro, Shelley Best, Gregory Davis, Marc DiBella, Anne Melissa Dowling, Stephen Goddard, Connie Green, William Large, Thea Montañez, Brad Noel, Annette Sanderson, Geraldine Sullivan, and Carlos Valinho.

Also present: Matthew Poland, chief executive officer; Marian Amodeo, chief public services officer; Mary Crean, chief development officer, and Andrea Figueroa, executive assistant.

Absent: Shawn Wooden, and Mary Tzambazakis, chief administrative officer.

1. **Introduction:** President Thea Montañez called the meeting to order at 12:10 p.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the October 6, 2011 meeting was made, seconded, and approved.

Board Action: Motion to approve the minutes of the special meeting of October 20, 2011 meeting was made, seconded, and approved.

3. **Committee Reports**

Finance

In October, the Finance Committee met with Anthony Tranghese of Fiduciary Investment Advisors to review the investment performance of the endowment funds. There continues to be great volatility in the market which is reflected in the endowment's performance. The investment managers are adjusting well to the volatility. The Committee feels that the results affirm and underscore the decision to move forward with three asset allocators.

Nominating

The Committee met November 28 to interview candidates for the two vacant positions on the Board. The Committee recommended Ingrid Lindberg (1yr term) and Julio Concepcion (2yr term). The Committee also recommended the appointment of Irene Melo as corporator.

Board Action: Motion to appoint Ingrid Lindberg to complete the one year term of Romulo Samaniego was made, seconded, and approved.

Board Action: Motion to appoint Julio Concepcion for the remaining two year term of William Breetz was made, seconded, and approved.

Board Action: Motion to appoint Irene Melo as corporator was made, seconded, and approved.

Mrs. Sullivan asked if there will be another opportunity to review resumes of people with financial backgrounds for Board positions. Mrs. Noel responded that there will be a vacancy on the council side and that there may be some corporators with financial backgrounds that can serve on the Finance Committee.

Mrs. Green asked if Mr. Poland could create a matrix of competencies for board members that would be beneficial in helping him lead the Library. Ms. Montañez replied that such a matrix had been created and that she would share this document with all members of the Board at the February 11, 2012 retreat.

4. President's Report

President Thea Montañez gave her report.

Ms. Montañez thanked the Board of Directors for having the confidence in choosing her to be the new President of the Board of Directors. She is honored and looks forward to working with them and getting feedback along the way.

Her priorities:

- Engaging the Community
- Cultivating New Champions for the Library
- Women and Girls (data shows that women are catalyst for change)

In the next couple of months, Ms. Montañez will be setting up coffee chats, one-on-one, to sit down and talk about things that other members of the board would like to see happen.

Ms. Montañez meets with Matt once a week. They have been working on a board competencies matrix and a new committee structure.

Ms. Montañez attended the leadership conference in November of the Association of Connecticut Libraries Board. She attended a panel on a Friends Group, and also the Connecticut Center for the Book Awards two weeks ago with a couple hundred guests.

Ms. Montañez highly recommends that the Board attend the ArtWalk reception on Friday, December 2 at 6:30PM.

5. Chief Executive Report

The Chief Executive's Report was distributed in advance. Mr. Poland presented some highlights:

- Summer Lunch Program served about 10,000 youths. There were fewer registered than expected due to a change in the City rules on the distribution of lunches city-wide.
- Work being done on immigration continues to be significant. In the last quarter, received call from USCIS that the Library will receive another grant in the amount of \$148,000 to expand in the original scope.
- Proud of the media coverage that the Library receives each quarter.

Mr. Greg Davis asked about the fiction and non-fiction use being stable at the branches but down 12% at downtown. Mr. Davis wanted to know if there are other services available to the branches as well. Ms. Amodeo answered that because the availability is also available everywhere, that is why there is a rise at the branches.

Mr. Davis asked about the Park Branch Library and its plans for a new location. Mr. Poland answered that the Park Branch has become one of the busiest branches especially after-school. The Mayor has engaged the community on discussions of possible locations for the Park Branch Library. These locations are:

- Lyric Theater
- Immaculate Conception Church
- Mi Casa

The Superintendent of Schools asked if Hartford Public Library would reconsider Rawson as a possibility for Blue Hills. Rawson had been discounted several years ago because the community did not want to lose the branch on the main thoroughfare.

Mrs. Sullivan asked about the Mark Twain branch at Hartford High School. Corey Fleming, senior public services manager, answered that since the move, attendance and programs have been picking up and the relationship with the community is going well.

Mrs. Green wants to hear more at the board retreat about the different views and relationships between the schools and the future of the libraries.

Mr. Davis suggested having someone attend a future board meeting to talk about immigration services at the Library.

In the months ahead, the Library will seek the Board's help in these areas:

1. Technology
2. Room usage guidelines
3. Volunteer Policy
4. Connecticut Center for The Book Discussion about its future
5. Strategy for Hartford History Center

6. New Business

Ms. Montañez reviewed the new Board Committee Structure. Mr. Goddard was not comfortable with voting on this new structure of the board and asked to have more time. All members moved to have a special meeting after the holidays to review and approve the new Board Committee Structure.

7. Other Business

The Board of Director's calendar of meetings was distributed. The Board of Directors retreat is scheduled for February with special guest Susan Benton, President of Urban Libraries Council. More on the retreat will follow.

8. Announcements and Communications

The Hartford Business Journal will release its new Hartford book "Hartford: Photographic Moments of the People, Places, and Lives in Our Region." The book will have our Mark Twain Statue and the Library on the cover.

In January, Hartford Magazine will feature a project the Library is working on with Brad Clift.

Sullivan announced and congratulated Andrea Figueroa who is receiving her Bachelor's Degree Sunday, December 4 from the University of Hartford.

Public Services Director Jerome Myers talked about an organization called Better World Books that picks up books from libraries that are discarded and sells them online. If the organization sells any of HPL's books, the Library receives a percentage of the sales. Books that are not sold are given to libraries in third world countries.

Board Action: A motion was made and seconded to move into executive session.

Montañez reconvened the meeting at 1:41 p.m.

Board Action: A motion to increase the salary of Matthew Poland Chief Executive Officer by 5% effective January 3, 2012 was made, seconded, and unanimously passed.

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary