

Minutes of the Meeting  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
**June 2, 2011**

**Present:** Gregory Davis, Connie Green, William Large, Brad Noel, Enid Rey, and Annette Sanderson.

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

**Absent:** William Breetz, Marc DiBella, Anne Melissa Dowling, Stephen Goddard, Thea Montañez, Paul Shipman, Geraldine Sullivan, Carlos Valinho, and Shawn Wooden.

1. **Introduction:** President Gregory Davis called the meeting to order at 12:15 p.m.

2. **Approval of Minutes**

*There was no quorum to approve minutes.*

3. **Committee Reports**

***Development***

The Development Committee has been working on the planning of One Big Summer Night. The goal was to receive \$75,000 in sponsorships from corporations, and as of this date the Library have received \$100,000. Program advertisements have reached \$14,500. The Library's overall goal is to net \$100,000.

The Bookmobile kick-off will be held the evening of One Big Summer Night. Mary Coursey will lead the kick-off. The Library will seek to raise \$150,000, \$50,000 of which represents the cost for maintenance and staffing for the first 2 years.

The donor reception was a fantastic success. Individual giving is also doing well. The fall appeal reached \$32,000 with an average gift of \$161, an increase of 34% from the previous year.

***Finance***

The Finance Committee met in May with Anthony Tranghese of Fiduciary Investment Advisors, to review the 4<sup>th</sup> QTR endowment. The endowment performance is exceeding expectations and is doing remarkably well.

#### **4. Executive Session**

The Board of Directors moved into executive session at 12:30 p.m.

Davis reconvened the meeting at 12:40 p.m.

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

President Greg Davis gave a brief report.

The budget hearing went extremely well and Davis wanted to give credit to Matt and Julio for the wonderful presentation. Davis also wanted to acknowledge that the Library was the only organization that presented a bilingual presentation.

Davis also commented on the donor reception being a tremendous event and wanted to thank and acknowledge Matt and the staff who helped put this event together. Davis received word from major donors at the event commenting on such a wonderful night. He also noted that the presence of Board members enhanced the evening.

Mr. Davis felt proud to be a board member of the Library when he attended the Naturalization Ceremony. Seeing 24 people from 15 different countries being sworn in as U.S. Citizens and hearing the impact of the Library and what takes place here was tremendous. Kudos to Matt and staff.

Mr. Davis raised a governance issue for review. The Board currently meets six times a year and he feels that the Board needs to meet eight times per year to cover its work adequately. Further discussion is necessary.

#### **6. Chief Executive Report**

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

- NBC30 will air the PSA for One Big Summer Night with comments from Mika and Joe on June 15.
- The e-rate matter has been resolved.
- Albany Branch is progressing well.
- Dwight will start the expansion project in the August time frame.
- Downtown – the City approved Capital Improvement Project for \$950,000 to complete the unfinished areas of the Downtown Library such as the X-Room, The American Place, and changes to the old service center area.
- Kitchens – The Library needs to have installed new hand sinks in the Creative Space and the Café Space.

- CT Explored – working on a new relationship for the magazine production. Connecticut Humanities Council (CHC) and the Library are to serve as co-publishers and to have recurring columns in the magazine that will draw attention to how the Library and CHC have information for further exploration on topics covered by the magazine.

## **7. Public Services Reorganization/Integrated Library System**

Marian Amodeo reported on the new reorganization due to early retirements. The following positions will be filled by the end of Summer: youth services director; public services director, a position that will supervise the day-to-day operations of the Downtown Library and branches, and a programming director who will have overall responsibility for the development of innovative programming throughout the library system.

## **8. New Business**

### *Hartford High School/Mark Twain Library*

The Library is making remarkable process with the school. The Library's goal is to have a Memorandum of Understanding (MOU) soon that will outline the relationship between the school and the library. The MOU is a temporary five year agreement between the Library and the Board of Education.

## **8. Other Business**

### *Holiday Calendar 2011-12*

The Board will have to approve the Holiday Calendar 2011-12 at a special meeting along with the MOU for Hartford High School/Mark Twain Library. To be scheduled in a couple of weeks.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary