



Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
March 12, 2013

Present: Marc DiBella, Anne Melissa Dowling (phone), Stephen Goddard, Connie Green (phone), Edward Keith (phone), William Large, Thea Montañez, and Geraldine Sullivan (phone).

Also present: Matthew Poland, chief executive officer; Mary Billings, chief public services officer; Mary Crean, chief development officer; Brenda Miller, chief cultural affairs and public programming officer; Homa Naficy, chief adult learning officer, Mary Tzambazakis, chief administrative officer, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Shelley Best, Julio Concepcion, Gregory Davis, Brad Noel, and Annette Sanderson.

1. **Introduction:** President Thea Montañez called the meeting to order at 5:40 p.m.

2. **Approval of Minutes**

No quorum for approval of the February 7, 2013 minutes.

3. **Committee Reports**

All committee reports were distributed in advance.

4. **President's Report**

Ms. Montañez presented some highlights:

- Acknowledged Landmark Partners who gave a generous contribution of \$5,000 for replacement of carpets at the Park Branch. Newest member of the Board Mr. Edward Keith facilitated the ask with his company.
- Thanks to Mr. Julio Concepcion for putting together the "I Like Big Books" forum. Three more forums are being planned.
- Had a conversation with Literacy Volunteers of Greater Hartford. They were very complimentary of HPL's librarians being the best referral source. Will meet with their executive director within a couple of weeks to discuss potential collaboration.

- Recently participated in a branch tour on February 20 along with other board members.

5. Chief Executive Report

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

- Introduced the new Senior Management Team. Brenda Miller, responsible for cultural affairs and public programming; Homa Naficy, responsible for adult learning and includes CTWorks; Mary Billings, responsible for the Downtown Library and Branches with a focus on customer service excellence; Mary Tzambazakis, responsible for Finance, technology and security, and Mary Crean, responsible for the development and fundraising area. Mary Crean is leaving to work for Achieve Hartford as chief development officer. HPL is currently looking for another chief development officer.
- Under Capital Improvement Plan, will be replacing entire computer center and renovating first floor bathrooms.
- The New Alliance Foundation gave \$5,000 to the Summer Learning Program.
- Travelers has accepted HPL's preliminary application for an increase of 32 per cent in the teen leader's project from \$50,000 to \$60,000.
- Two major author events coming up. Victoria Rowell, soap opera diva, will be here March 28 and Ms. Montañez will be interviewing her. Zane the popular urban fiction author for the urban population will be here on April 2.

6. Budget

Before discussion on the budget for FY 13-14, Mr. Poland gave an update on data of where we stand in the City and the top three community deficits we face. The Library participated in a survey of 166 public libraries with a population of 65,000 or more. Of those 166, Hartford ranked at #158 for unemployment, #162 for median household income, and #164 for level of poverty. Hartford Public Library ranks #30 in visits per capita, #124 for circulation per capita, #2 in program attendance per capita, and #1 in computers available per 10,000 citizens. There are 5.8 libraries per square mile which ranks us at number #9. As local revenue per library location we rank 121. This means that we have many facilities but they are not supported. We rank 127 in terms of staff per location, and #17 in hours per location.

Mr. Poland turned it over to Ms. Tzambazakis for the budget presentation.

Ms. Tzambazakis presented the following:

- Mission and Strategic Goals

- Budget Instructions
- 3 yr Forecast vs FY 14 Budget Request
- FY 14 Revenue Sources
- Personnel Expenditures
- Major Increases in Personnel
- FY 14 Endowment – Sources & Uses
- FY 14 Expenditures
- FY 13 and FY 14 Revenue & Expense Comparison
- Non-Personnel Budget Reductions
- Level Fund – Budget Mitigation Actions
- Level Funded Budget – Mitigation Impact
- Revenue Possibilities
- Collection per capita spend
- Mitigation 5% Reduction
- Mitigation 10% Reduction
- Next Steps – Senior Management Team
- Next Steps – Board of Directors

Ms. Tzambazkis reviewed the goals and objectives and based on the City's instructions, HPL was to prepare three different budgets. A level funded budget of 8.2M; a 5% reduction which would reduce the budget to 7.8M from the City, and a 10% reduction which would reduce the budget to 7.3M. As a result, budget to actual expenditures on a level funded budget the deficit would be \$754,194. The deficit for a 5% reduction would be 1.1M, and the 10% reduction is 1.5M.

Staff will bring the final proposed budget to the Financial Health Committee in a few weeks.

7. New Business

No new business

8. Other Business

No other business

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary