

**Minutes of the Meeting  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
March 4, 2010**

**Present:** William Breetz, Gregory Davis, Anne Melissa Dowling, Stephen Goddard, William Large, Thea Montañez, Brad Noel, Enid Rey, Annette Sanderson, Carlos Valinho, and Shawn Wooden

**Also present:** Matt Poland, chief executive officer; Irene Iwan, chief technology officer, Mary Crean, chief development officer, and Julio Molleda, chief financial officer.

**Absent:** Michael Gannon, Romulo Samaniego, Paul Shipman, and Gerri Sullivan

**Introduction:** President Greg Davis called the meeting to order at 12:06 p.m.

**Approval of Minutes**

***Board Action:*** Motion to approve the minutes of the December 10, 2009 meeting was made and seconded.

**Budget Presentation**

***Proposed Budget FY 2010-11***

Julio Molleda, chief financial officer, presented the proposed budget to the board. The budget was built based on level funding year over year. Guided by information from both the Mayor's Office and the Office of Management and Budget, creating a fiscal plan based on level funding was a prudent decision.

Unlike past years, the library is projecting only approved grants in the proposed budget, not pending grants, which would be significant sources of additional revenue for the next fiscal year if approved, according to Matt Poland, chief executive officer.

Board member Annette Sanderson asked how the city might respond to such an increase in other revenue. Poland responded that while accounting for such a significant increase in revenue may cause the City to consider the level of its own contribution, it was unlikely. The City has encouraged the Library to seek new sources of revenue to support expansion of services.

Board president Greg Davis asked if there were any increases or decreases in other revenue from the current year. Molleda responded that other revenue categories are relatively the same, except for One Big Summer Night from which the Library is expecting to raise an additional \$20,000 this year.

Board member Brad Noel asked whether the costs for maintaining the newly constructed Albany Branch affect the operating budget. Poland responded that no increases were anticipated in the Library's operating budget. Building and outfitting costs are built into the capital funding from the City and perhaps from a State Library grant, if available.

Davis stated that we should brainstorm about building reserves for technology and equipment because of its importance to the future of the Library. Davis asked if there were any ideas or plans on raising dollars for this purpose. Poland responded that there may be a device put into place that will allow the library to shift unexpended funds to a technology reserve; he also indicated that many grant applications include requests for technology, both software and equipment.

Davis also asked if the Library anticipates putting together a specific budget for technology costs. Poland responded that the strategic plan and the subsequent operating plan should address this issue.

### ***Strategic Planning***

The Board was briefed on the commencement of the strategic planning process post-board retreat. First steps include a review of the Library's current vision, mission and values.

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

The Chief Executive's report was distributed in advance. Poland highlighted these areas:

### ***Technology***

- Working on a diagnostic for Technology. Goal is to reduce the cost of technology here at the library.
- Working on scheduling system for the use of public computers.
- Looking at all software that enables the cataloguing system.

### ***Library Operations***

- Disposition of the "Dewey Collection" – 10,000 volumes are shelved in the archives that have not been in circulation or catalogued since 1979.
- Hartford Public Library is participating in the national Library Snapshot Day.
- A new Lending Policy recommendation for the organization will be presented at the next board meeting. Seeking to eliminate the need for two pieces of ID to get a library card.

## **President's Report**

President Greg Davis wanted to give special thanks to Bill Large, chair of the Personnel Committee for his work on the CEO search. He also thanked Board vice president Thea Montanez for the tremendous job she has done as chair of the Development Committee. Thea has helped with the organization and preparation of the board roles and responsibilities

document and the creation of the board annual giving process. Thea will also serve as honorary chair for the One Big Summer Night fundraiser. Davis thanked the entire board for their responsiveness whenever they are called upon.

Lastly, Davis mentioned that he is scheduling a meeting with the Mayor soon to talk about the budget.

Board member Anne Melissa Dowling asked if everyone on the board would be attending One Big Summer Night as a group or would they be expected to fill tables. Thea responded that there is an event committee working on the details for ticket sales and that additional direction would be forthcoming.

### **Other Business**

- The Board viewed a DVD of the Teen Leader program created for the program's primary sponsor, Travelers.
- The new event calendar was presented to the Board; Poland reported that the cost of production was reduced by about 70%. The new calendar will be published and distributed in a few days. The calendar will shift from bi-monthly to quarterly in July 2010.

### **New Business**

No new business.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,  
Matthew K. Poland  
Acting Secretary