



Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
February 7, 2013

Present: Shelley Best (phone), Julio Concepcion, Gregory Davis, Stephen Goddard, Connie Green, Edward Keith (phone), William Large, Brad Noel, Annette Sanderson, and Geraldine Sullivan (phone).

Also present: Matthew Poland, chief executive officer; Mary Tzambazakis, chief administrative officer; Brenda Miller, curator, Hartford History Center, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Marc DiBella, and Thea Montañez.

1. **Introduction:** Vice-president William Large called the meeting to order at 12:10 p.m.

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the December 6, 2012 meeting was made, seconded, and approved.

3. **Committee Reports**

Development

Committee reports were distributed in advance. Mrs. Sullivan announced that Henry Winkler will be guest speaker at One Big Summer Night. She also asked for volunteers to help with the event.

Mrs. Crean mentioned that the "Save the Date" postcards are at the printers. Event will be announced through both traditional social media. Tickets will be priced at \$150.

Financial Health Committee

The Committee met Wednesday, February 6 to discuss the endowment portfolio with Anthony Traghese. The committee discussed market movements and impacts on the portfolio. Anthony Traghese was sent back with some questions and will report back at the next Financial Health Committee meeting. Recent quarters have experienced positive investment activity.

The Committee also reviewed preliminary budget for FY 13-14 with Mary Tzambazakis and established a timetable for the next several weeks. The Library is being asked to present a flat budget, a 5% and 10% reduction scenarios.

Governance Committee

The Committee met January 9 and discussed the progress of the organizational assessment. Mr. Davis reported that the online survey has gone out to all staff including board members. Leadership Greater Hartford will have the analysis and their recommendations ready by March 31.

There are currently two board vacancies, one is a council appointment and the second is a regular appointment by the board. Mr. Davis asked the board to make recommendations of possible candidates. The Governance Committee is putting together lists of needs and interests with areas of expertise of members and will be distributed soon.

Executive Committee

The committee had a 100% teleconference call Thursday, January 31. It worked out really well. The business of the Naming Policy came up. Mr. Poland passed out a draft Naming Policy with some changes.

The committee also discussed the issue of Board attendance. The bylaws state that if you miss half of the scheduled board meetings, it is assumed that you have resigned. Mr. Large is concerned that members are overwhelmed with their private and professional lives and cannot commit to participation on the Board. Ms. Montañez will have individual conversations to discuss interests and their intentions for more active commitment.

Mrs. Dowling asked about the status of Board giving. Mrs. Crean stated that the percentage is higher than last year but there are still some members who have not responded to a commitment, either with a pledge or a gift.

Mr. Davis mentioned that during Governance Committee meeting there was discussion about a Board expectation letter. This letter spells out the requirements of meetings, giving, and ask amount.

Mrs. Green suggested having a small gathering of new Board members. This will help with understanding the expectancy of giving as a new member of the Board. Mr. Davis stated that when a new member is being considered all information is discussed about meetings, financial contributions, etc before they sign on.

Mr. Goddard asked if a tour has been offered to new Board members. Mr. Keith reminded the Board that there is an upcoming tour of the library branches for February 21.

Mr. Large stated that when a potential member is brought in for a meeting, that is the perfect opportunity to offer a tour of the Downtown facility.

4. President's Report

There was no President's report

5. Chief Executive Report

Mary Tzambazakis gave a brief report on behalf of Mr. Poland:

- The Bookmobile is "under construction." The goal is to have the bus available at the One Big Summer Night.
- The Café is still moving forward on contract development.
- Capital Projects for this year, the Library was granted \$381,000. This will include an upgrade to the first floor mens/womans bathrooms. Roof repairs are also included for the Goodwin and Camp Field libraries due to leaks. Irrigation installations for Dwight, Camp Field and Goodwin to keep the landscaping alive. The Technology Center will have replaced computers.
- Currently working on the development of FY 2014 budget. The Library also needs to prepare different scenarios: flat funding and 5% and 10% reductions.

6. Staff Presentations

Mr. Large introduced Homa Naficy, Multicultural Services Manager. Ms. Naficy mentioned her recent visit with Matt Poland, Nancy Caddigan, and Richard Frieder to Kansas City Public Library as part of the Institute of Museum Library Services project on Immigrant Civic Integration. They have opened an invitation for those folks to come visit Hartford Public Library.

Ms. Naficy is looking to enhance The American Place with an educational component to offer more adult learner services. Ms. Naficy wants to secure Bureau of Immigration Appeals accreditation. This would allow the Library staff to provide immigration counseling. The Library currently receives over 50 people daily needing support with online forms. It's a much needed service.

7. New Business

Mr. Julio Concepcion talked about a new networking event slated for Tuesday, February 26 called "I Like Big Books" targeting young professionals. Ross Martin, Executive Vice President of MTV Scratch, will talk for an hour. The program is free but registration is required. Mrs. Crean mentioned that people can register on www.hplct.org.

8. Other Business

Due to impending blizzard the ArtWalk opening reception *Three Women: Visions and Contrast* was postponed to Friday, February 15.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary