

Minutes of the Meeting  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
**September 1, 2011**

**Present:** Gregory Davis, Marc DiBella, Anne Melissa Dowling, Stephen Goddard, William Large, Thea Montañez, Brad Noel, Geraldine Sullivan, Carlos Valinho, and Shawn Wooden.

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

**Absent:** Connie Green, Enid Rey, Annette Sanderson, and Paul Shipman.

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

2. **Approval of Minutes**

***Board Action:*** Motion to approve the minutes of the March 3, 2011 meeting was made, seconded and approved.

***Board Action:*** Motion to approve the minutes of the June 2, 2011 meeting was made, seconded and approved.

***Board Action:*** Motion to approve the minutes of the June 29, 2011 special meeting was made, seconded and approved.

3. **Committee Reports**

***Finance***

The Finance Committee met in August with Anthony Traghese of Fiduciary Investment Advisors, to review the 2<sup>nd</sup> QTR endowment results and the effects of recent swings in the market.

The committee will meet with the three fund managers/asset allocators on September 15 to discuss organizational investment philosophies and their approaches to managing our endowment.

4. **President's Report**

President Greg Davis gave a report.

Mr. Davis thanked Matt Poland, Mary Crean, and other staff for a very successful One Big Summer Night 2011.

On June 29, a special meeting took place to review and discuss the MOU for the relocation of the Mark Twain Branch.

In July, Mr. Davis and Personnel Committee chair Bill Large met with Matt Poland to review and discuss goals and objectives for FY 2011-12. Goals will be considered by the personnel committee which will in turn make a recommendation to the full board.

Mr. Davis attended the quarterly staff meeting in July. Davis mentioned that this was a good opportunity for him to meet and greet some of the staff and hear some of the issues on the board level.

In August, William Breetz resigned from the board and as a corporator. Mr. Breetz has retired and wants to enjoy his retirement by limiting his commitments. Davis thanked Mr. Breetz for his commitment and contributions to the Library and Board. The Board will begin to seek a replacement.

Upcoming events: Grand Opening of the Mark Twain Branch at Hartford Public High School, September 23, 2011 at noon. The Grand Opening of Albany will be announced soon.

## **5. Chief Executive Report**

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

- Summer Lunch Program served about 9,000.
- The City gave funding to organizations to work with youths in the summer with a condition that they connect with the library.
- Three new staff members with considerable expertise have joined the Library.

Davis asked if the Board can get some trending information about the Library's collections, i.e. circulation of hard copies versus online books. Poland stated that it is unfortunate that Hartford Public Library does not have e-books available yet. An e-books program will be released to the public this fall.

Poland and chief development officer Mary Crean are working on the next phase of the development plan: planned giving, estate planning and legacy giving. Will be getting some advice from Susan Clemow. Will work with an expert in educating the public about planned giving so that accurate information is coming out of the library.

Gerri Sullivan stated how thankful she is to the staff at Hartford Public Library and the resources provided to our customers.

Mr. Poland stated that quarterly staff meetings are very helpful. Eighty per cent of staff attends each quarter.

Mary Crean asked the Board to save the date for June 19 for the next One Big Summer Night.

The Bookmobile Drive has received \$25,000 this far; goal \$150,000.

Poland gave an advance screening of the Library's new website.

## 6. New Business

### ***Creating a Friends Group***

Marian Amodeo revisited a discussion she had with board on her interest in forming a friends group. There was some discussion around the table on the efforts the board had put into on working with the corporators and getting them more involved in library advocacy and development.

Ms. Amodeo and Mrs. Crean have been meeting with corporator Jennifer DiBella to help with the structure and legalities and to also serve on the steering committee.

Why form a Friends Group?

- To maintain membership of person supportive of HPL.
- To stimulate the use of the library's great facilities, resources, and services
- To encourage gifts, endowments, and bequests
- To focus attention on the library
- To support the freedom to read

Examples of what Friends can do for the library:

- Sponsor programs
- Help support youth services and technologies
- Organize trips of cultural interest
- Book sales on annual or semi-annual basis
- Sale book bags, mugs, note cards, etc
- Staff information tables, providing library card sign up at community events and voting places

A Friends group is an effective way to build volunteers who donate and solicit others to volunteer.

Thea Montañez asked if this is something that the board needs to vote on. Poland said that the Board would ultimately need to approve the creation of a Friends group; he hoped that the Board would see the advantages of establishing a Friends group.

Gerri Sullivan would like to volunteer in helping to work on the Friends Group. The Development Committee will consider the proposal and make a recommendation to the full Board.

## **7. Other Business**

### ***Resolutions***

- LSTA Grant in the category of Programs for Multilingual Populations “Family Welcome Initiative”
- LSTA Grant in the category of Community Needs Assessment
- LSTA Grant in the category of Programs for Older Adults “Cooking It Up: Hartford, Health and History”
- CT Explored Book Project

**Board Action:** Motion to approve all four resolutions as circulated was made, seconded and approved.

### ***Annual Meeting***

The Annual meeting will be held Thursday, October 20, 2011 at 5:30 p.m.

Mr. Goddard suggested having a board meeting devoted to the Hartford History Center so that the Board could learn more about the value of the Center to the overall library.

The meeting adjourned at 1:55 p.m.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary