

**Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
September 2, 2010**

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

Also present: Matthew Poland, chief executive officer; Marian Amodeo, chief public services officer; Mary Crean, chief development officer, and Julio Molleda, chief financial officer.

Absent: Michael Gannon, Stephen Goddard, Romulo Samaniego, Paul Shipman, and Geraldine Sullivan.

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

2. **Approval of Minutes**

Board Action: Motion to approve the minutes of the June 3, 2010 meeting was made and seconded.

3. **Committee Reports**

Finance

Anne Melissa Dowling, committee chair, reported that the Finance Committee had received a presentation from Tony Tranghese of Fiduciary Investment Advisors (FIA) regarding a future inflation hedge strategy.

Tranghese outlined historical periods of inflation and their leading indicators. The Committee discussed the relevance/risk of those to its perceived current economic environment in the context of the HPL endowment.

FIA recommended that HPL invest in a ***diversified*** allocation to inflation hedging strategies in advance of future inflation as it is too late once inflation presents itself. There is not one single strategy that serves as an inflation hedge. Inflation is not deemed to be imminent, but some historical pre-inflation pressures are building.

Specifically, Tranghese suggested to the Committee that we invest in the Van Eck Global Hard Asset Fund (mutual fund) and the Vanguard Inflation Protected Securities Fund (heavily weighted to TIPs). The rationale was dual: these would provide an inflation hedge AND provide long term performance due to the long term demand for commodities and raw materials.

The Committee discussed the existence of overlap with other investments in the HPL endowment.

Nominating

Brad Noel, committee chair, reported on the recently appointed corporators Emma Rose and Ann Cronin. Ms. Rose and Ms. Cronin, both residents of Hartford, were notified of their appointment and have been invited to the Annual meeting on October 14, 2010.

Three board terms expire this year, William Large, Michael Gannon and Geraldine Sullivan. Mr. Gannon will not continue as a board member since he no longer resides in Hartford County. Hartford resident Marc DiBella has accepted an invitation to join the Board of Directors, and will replace Mr. Gannon for a four year term. Mrs. Sullivan and Mr. Large have been recommended for an additional four year term.

Board Action: Motion was made and seconded to present to the corporators at their annual meeting on October 14, 2010, William Large, Geraldine Sullivan and Marc DiBella for terms as Directors.

Strategic Planning

Matt Poland reported on behalf of Geraldine Sullivan on the activities of the strategic planning committee.

Over the past few months, several key activities took place including: assessment of the current state of the library, documentation of current and future customers, development of program evaluation tools, discussion on HPL's leadership strategy, service delivery model, program partnerships, and funding strategy.

In addition, since the last interim report to the Board, the Strategic Planning Committee and staff team has reviewed and developed directions in the following areas:

1. Management/Infrastructure and Culture/Behavior Strategy: How can we do better in our core business so that we leverage our strengths, become more innovative, flexible and customer focused?
2. Financial/ Governance Strategy: How can we better organize and deploy the board to support the strategic plan, serve as ambassadors and become more focused on fund development?
3. Advocacy Strategy: How can we ensure that the community understands that the Library is a vital and indispensable asset and then proactively advocates on its behalf?

4. Chief Executive Officer's Report

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

- Completed the development of the new executive team: Mary Crean, chief development officer; Julio Molleda, chief financial officer, and Marian Amodeo, chief public services officer. Based on the decision to outsource technology hardware, the position of chief technology officer was eliminated. Desktop support functions were assigned to Julio Molleda. All hardware operations will be outsourced by the end of the year.
- The Library continues to meet with community leaders, local neighborhood leaders, political leaders and corporate leaders. Poland met with John Larson about partnering with him on connecting the library with an initiative with the Library of Congress.

Development

Development opportunities have increased exponentially under the leadership of Mary Crean, chief development officer, and Thea Montanez, vice president and chair of the Development Committee. One Big Summer Night's net revenue increased from \$17,000 to \$73,000. Individual giving in 2008-2009 the library raised \$20,000 and through the close of this last fiscal year individual giving reached \$51,000.

Annette Sanderson asked about the primary sources of increased individual giving, specifically whether it was Hartford-based. Mary Crean responded by saying that most of our increase comes from the suburbs.

Shawn Wooden asked what the average gift size was. Poland answered his question by saying that last year it was \$50 and this year is slightly over \$100.

Facilities

- The Albany Branch Construction Project contract was signed and groundbreaking is scheduled for mid-September. Construction should be complete by the end of October 2011.
- The Parkville Branch Expansion Project, which had been stalled due to funding issues, is underway. The project will begin this fall with expected completion by November 2011.
- The City has approved submission of grant to the State Library to build out the X-Room that is used for functions of various sizes, such as debates, job fairs, college fairs, etc. Potential revenue stream here.

- Enid Rey asked if there have been any conversations about the ideas of having multi-purpose buildings and co-locations. Poland stated that he and Marian Amodeo will be meeting with the Superintendent on September 16 to discuss, among other things, how the common use of buildings for Library and school services might operate.

Connie Green underscored the importance of understanding and considering the both the differences and similarities between the missions of the public library and the public schools. Green suggested that the lessons learned from Sand/Ropkins would be a great place to start.

- William Breetz asked about the status of the union negotiations. Poland gave an update on negotiations thus far. Board members had a brief, general discussion about the negotiation process.

5. Other Business

I. Poland presented the new Lending Policy approved by the Finance Committee for ratification.

Board Action: Motion was made and seconded to approve the new lending policy for the Library.

II. Matt Poland presented the following resolutions for Board approval:

- a. Connecticut State Library Construction Grant
- b. Authorization to sign grant contract for Connecticut Explored
- c. LSTA Grants
- d. Arts and Archives: Master Classes in the Arts and Humanities for Older Adults
- e. Community Needs Assessment
- f. Picture Book Science, Picture Book Math
- g. Reinvestment Fund (PolicyMap)

Board Action: Motion was made and seconded to approve all resolutions as presented.

III. Annual Meeting

The Annual Meeting of the Corporators will be held on Thursday, October 14, 2010. Wilson Faude, former Executive Director of the Old State House will be the keynote speaker. His topic will be the Vital Records transfer from City Hall to the Hartford History Collection.

IV. Fromson Sculpture

Howard Fromson will donate his sculpture called "***Skin and Bones***," twin thirteen foot obelisks that will be installed in the Library's" bistro area" during the month of September.

6. New Business

I. *Infrastructure Investment: III/Millennium*

The Library will present to the Finance Committee a project to update and transform its integrated library system (ILS).

II. *Collection Development Policy*

The Library staff will begin updating the collection development policy during September. A new proposal will be made to the Board for consideration and approval at its December 2010 meeting.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary