



Minutes of the Meeting  
of the Board of Directors  
HARTFORD PUBLIC LIBRARY  
Mark Twain Branch  
55 Forest Street  
**March 6, 2014**

**Present:** Luke Bronin, Julio Concepcion, Greg Davis, Anne Melissa Dowling, Stephen Goddard, Connie Green, William Large, and Thea Montañez.

**Also present:** Matthew Poland, chief executive officer; Mary Billings, chief public services officer; Donna Haghghat, chief development officer; Brenda Miller, chief cultural affairs and public programming officer; Homa Naficy, chief adult learning officer, Mary Tzambazakis, chief administrative officer, Andrea Figueroa, executive assistant, and George Kingsley-Annan.

**Absent:** Ana Alfaro, Marc DiBella, and Edward Keith

1. **Introduction:** President Thea Montañez called the meeting to order at 7:40 a.m.

2. **Customer Presentation**

Guest speaker George Kingsley-Annan talked about his experience coming to America and his discovery of Hartford Public Library. Mr. Kingsley-Annan is an artist and teacher and was looking for a place that could help him improve his English speaking. He liked visiting the Library and meeting people from different origins. While taking English classes at the Library, what amazed him was that he was able to take out DVD's, books, attend jazz festivals, sign up for computer classes, citizenship classes, etc. He is one of the featured artists in the "We Belong Here" book. The Adult Learning staff helped him design his own website, business cards, and also reached out to other resources that helped him find a new place to live. The Library is like a family to him. He expressed how he would be lost if the Library was no longer providing the services he receives.

3. **Approval of Minutes**

***Board Action:*** Motion to approve the minutes of the December 5, 2013 meeting was made, seconded, and approved.

4. **Committee Reports**

All committee reports were distributed in advance.

## 5. President's Report

Ms. Montañez acknowledged Hartford Public Library as being a finalist for a 2<sup>nd</sup> year for the 2014 National Medal Award. In other great news, the Library has received funding for the summer lunch program. The Library has also been featured in a few articles including a blog catered to moms in Connecticut.

The Library's Hartford Board of Education appoints one member to the Library's Board. Mrs. Brad Noel is no longer on the school board therefore the Board of Education has appointed Dr. Elizabeth Taylor to the Library's board. Dr. Taylor is a professor at the University of Hartford and has a child in the Hartford Public School system.

During the Governance Committee meeting, the committee chatted about ways of making the board meetings more efficient. It was recommended to move forward with consent agenda, which consolidates any action items under one motion. If there are items under the consent agenda that should be discussed separately, it allows the board to remove an item from the consent agenda and also may allow more time to focus on other agenda topics.

## 6. Election of Officers

Ms. Montañez presented the following new slate of officers:

Thea Montanez, *President*  
Anne Melissa Dowling, *Vice President*  
Edward Keith, *Treasurer*  
Julio Concepcion, *Secretary*

**Board Action:** Motion to approve the new slate of officers was unanimously approved.

## 7. Chief Executive Officer's Report

Mr. Poland presented some highlights:

- Meeting with Mayor on the budget to find ways on how to close the gap. More than half the gap is healthcare insurance
- As part of the organizational assessment, HR functions are under review in process
- Conversation with Susan Herbst about becoming sponsor for OBSN
- George Jepsen to confirm in the next week in being honorary chair of OBSN 2014
- Finished negotiations with Union and have come out with a cost to the Library of 2.5 per cent over the next three years

8. **New Business**

**Board Action:** Motion to approve the Social Media Policy for Employees. The motion was seconded, and approved.

**Board Action:** Motion to approve the Social Media Policy for the Public. The motion was seconded, and approved.

The meeting adjourned at 9:02 a.m.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary