



Minutes of the Special Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
April 28, 2014

Present: Ana Alfaro, Luke Bronin, Marc DiBella, Anne Melissa Dowling, Stephen Goddard, Edward Keith, William Large, and Thea Montañez.

Also present: Matthew Poland, chief executive officer; Mary Billings, chief public services officer; Donna Haghighat, chief development officer; Mary Tzambazakis, chief administrative officer, and Karl Fisher.

Absent: Julio Concepcion, Greg Davis, Connie Green, and Elizabeth Taylor

The meeting was called to order by President Thea Montañez at 8:20 a.m.

A special meeting of the Board of Directors was called for the purpose of ratifying the union contract and for an update on the FY 2014-15 budget status.

1. Budget FY 2014-15

Hartford Public Library has a budget gap of 1.6M driven largely by healthcare and pension increases. To help close this gap, the Mayor has agreed to cap healthcare expenses at the FY14 budget level for this year and next. The Mayor has also agreed to apply the value of in-kind services rendered to the BOE by the Library to a fund balance for the Library going forward (ED-001).

Mary Tzambazakis will be sending a letter to Jose Sanchez in regards to the ED01 money.

The Board will review itemized budget at the June 5 meeting at which board action is required to approve the budget.

2. Local 1716 Union Contract

Local 1716 has ratified a new contract with the Library.

Highlights:

- The union members' deductions made monthly are now to be made bi-weekly.

- A pay raise was negotiated for a 2% increase for January of this year. For FY 2015, 0% increase and for FY 2016, in January 2%.
- There was some language clarification on vacation requests. The employee wanted a week's notice of approval of their vacation and personal time. It was agreed to allow for a month to approve a vacation and personal time requests.
- FMLA was twenty-eight weeks in the current contract and was reduced to twenty-four weeks.
- There was some language clarification for leave of absence with designee approval. The employee wanted to have conference and training attendance paid for three days. It was agreed to one day for travel as required. They will need to provide union delegate names in advance. The Library has the discretion to approve the leave based on business needs.
- The Library received a slight increase in the health insurance beginning July 2014.
- Part time employees wanted to be included into the Library's pension plan. It was agreed that part time employees cannot be included in the pension plan.
- Tuition and reimbursement program committee will have recommendation ready for review in January 2015 contingent upon funding.
- Clarified language on emergency closings for the Library to make sure there was no ambiguity.
- The Library was paying for copies of the Union Contract and copies will now be made available on the staff intranet and they will make their own copies.
- Clarified language in agreement when employees are calling out sick they are to call 2 hours ahead before their shift begins.

Board Action: Motion to approve the Local 1716 union contract was made, seconded, and approved.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary