



Board of Directors  
Meeting Minutes  
**Thursday, October 2, 2014**  
7:30AM  
Camp Field Branch

**Present:** Ana Alfaro, Luke Bronin, Julio Concepcion, Greg Davis, Anne Melissa Dowling, Stephen Goddard, Connie Green, 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; Brenda Miller, chief cultural affairs and public programming officer; Homa Naficy, chief adult learners officer; Mary Tzambazakis, chief administrative officer, Andrea Figueroa, executive assistant, and Isabel Acosta (guest).

**Absent:** Marc DiBella

**1. Introduction:**

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

**2. Customer Presentation**

Artist Isabel Acosta shared with the Board how she had to adjust to the way of living in the United States. The services and staff at Hartford Public Library helped her find the resources and information to move forward with services for her family and with her education. She was recently selected for an exhibition of her work on the ArtWalk; this was her first show in the United States.

**3. Consent Agenda**

***Board Action:*** Motion was made to approve the minutes of the August 7, 2014 meeting and the committee reports. All motions were made, seconded, and approved.

**4. President's Report**

Ms. Montañez talked about the work of the Governance Working Group. Reviewed several documents such as the bylaws, the current board composition, existing description of the roles and responsibilities of the Board, library funding streams, and an assessment of the board practices of local non-profit organizations.

These documents will be sent electronically to all board members for review and approval.

Ms. Montañez informed the board that this would be the last meeting she would chair as President.

## **5. Chief Executive Officer's Report**

The Chief Executive Officer's report was distributed in advance.

Mr. Poland presented some highlights:

- Ended with a slight surplus at end of fiscal year.
- Computer usage has gone up 36% and there was 16% increase in library card registration during the quarter.
- USCIS gave the Library a \$250,000 grant to continue work with immigration.
- Find Your Voice grant from the IMLS will focus on the stories of historical figures in Hartford as an educational tool.
- YOUmedia is finally opening Friday, October 3.
- One Book One Hartford will be featuring the graphic novel by genre.
- New performance management system has been developed and will be introduced to all staff soon for beta testing and will go live July 2015.
- Park Street branch is moving forward.

## **6. Announcement**

Ms. Montañez gave a brief announcement in regards to the passing of Iris Maxwell.

Because she was a union steward, the union will be putting up a plaque in Iris' honor at their offices on Memorial Day.

## **7. New Business**

The Board Retreat scheduled for November 1, 2014 has been cancelled. A new date will be scheduled shortly.

## **8. Other Business**

The Annual Meeting is scheduled for October 16 at 8AM with special guest Doug Glanville. Ms. Montañez asked all board members to attend and to bring at least five guests.

Beth Taylor from the school board has not been able to commit to the board attendance at this time so she has officially resigned. Mr. Poland will work with Board of Education Chair Richard Waering to fill that position.

**Board Action:** A motion to nominate Marc DiBella to serve a second term, motion to nominate William Large for another term, and Jack Godsill to a new term was made. The motion was made, seconded, and approved.

**Board Action:** Motion to elect Andrew Diaz-Matos to complete the vacated position of Shelley Best was made. The motion was made, seconded, and approved.

**Board Action:** Motion to nominate Anne Melissa Dowling as president, Julio Concepcion as vice-president, Eddie Keith as treasurer, and William Large as secretary was made. All motions were made seconded, and approved.

The new slate of officers will become effective October 17, 2014 after the annual meeting.

## 9. Adjourn

Meeting adjourned at 9:10 a.m.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary