



**Minutes
of the Board of Directors Meeting
August 3, 2023
Noon**

Present: David Barrett, *Chair*, Rick Costello, *Treasurer*, Ana Alfaro, Melvyn Colon, Carlos Galdamez, Suzanne Hopgood, Sara Lashetski, Sarah Needham, Mark Overmyer-Velazquez, Phyllis Shikora, and Tyrone Walker.

Also Present: Bridget E. Quinn, President and CEO; Gwen Cannon, Human Resources Director; Leticia Cotto, Customer Experience Officer; Gina Federico, Director of Corporate & Foundation Relations; Marie Jarry, Public Services Director; Brenda Miller, Executive Director, Culture & Communications; Gilda Roncari, Director of Donor Relations; Mary Tzambazakis, Chief Administrative Officer and General Counsel; Andrea Figueroa, Senior Executive Assistant, and Karl Fisher, Finance Director.

1. Call to Order

Chair David Barrett called the meeting to order at 12:03 p.m.

2. Consent Agenda

Board Action: Motion was made to approve the consent agenda that included minutes of the June 1, 2023, Board of Directors meeting, and minutes of the July 27, 2023, Executive Committee meeting. The motion was moved by Phyllis Shikora and was seconded by Suzanne Hopgood. The motion carried.

3. President and CEO's Report

Ms. Quinn gave an overview of the fourth quarter providing some highlights of her report which was distributed in advance.

Ms. Quinn talked about some information about the programs and activity at the branches. Branches have stepped up by shouldering the responsibility of hosting the entire public services at their locations. The report shows how many programs are happening at each library location. The Jazz Series was a well-received program, and Hartford's LIT is a partner program that helps host book discussion groups as well as writing workshops. Another service HPL has is the collections. The digital usage lagged for many years, but this quarter, ebook and audiobook circulations broke a new record of over 4,000 digital checkouts. Also, the World Book online encyclopedia had a 500% increase in use. The Digital Library Lab (DLL) is generating revenue. Looking to bring in some specialty marketing to help make sure

that people know about this service. The other major goal is to use this service as a training and experience learning opportunity. In grants, in the fourth quarter alone, brought in a million dollars in awarded grants. Total grants awarded this year are about \$3.5 million, an absolute record for HPL.

4. Mission Moment

Ms. Quinn shares updates on the design planning of the Downtown Library and the new logo and branding process.

5. Board Chair's Report

Mr. David Barrett mentioned the 250th anniversary. Mr. Barrett attended the committee meeting and there were many great ideas that came out of that meeting. Mr. Barrett attended the vision to learn event at the Albany Library this morning. Mr. Barrett also discussed the format and times with Board Members. The meetings have alternated between 8AM and Noon. Today, not so many Board Members work downtown and there is still some remote work. Mr. Barrett asked if an 8AM meeting makes sense. Members of the Board recommended keeping a noon meeting, as it is much easier to have just one time. There are six meetings, there will be three meetings in-person (with hybrid option) and three meetings on zoom.

6. New Business

State Library Construction Grant Submission

HPL is applying for a State Grant for the Barbour Library and this resolution authorizes the President and CEO to act on the organization's behalf.

RESOLVED, that the President and CEO, Bridget E. Quinn, is empowered to apply for a State Public Library Construction Grant and to execute and deliver in the name and on behalf of the Hartford Public Library a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

Board Action: A motion to approve the resolution for the State Library Construction Grant was moved by Suzanne Hopgood and was seconded by Rick Costello. Motion carried.

Banking Resolution

This resolution is adding a fourth signatory for more flexibility and Karl is added as the communicator with the banks and to have access to the accounts.

***WHEREAS**, Hartford Public Library is a non-profit, 501c3 organization under the Internal Revenue Code,*

***WHEREAS**, Hartford Public Library maintains a checking account #50179389 with Bank of America,*

***BE IT RESOLVED**, that the Hartford Public Library Board of Directors hereby authorizes the following individual(s) to become (or continue to be) authorized signers on this account:*

<u>Name</u>	<u>Title</u>
Leticia Cotto	Customer Experience Officer
Mary Tzambazakis	Chief Administrative Officer and General Counsel
Bridget E. Quinn	President and Chief Executive Officer
Gwen Cannon	Director of Human Resources
Karl Fisher	Director of Finance

Board Action: A modified motion was made to approve the Banking Resolution with additional language of including wire transfers. Suzanne Hopgood moved and was seconded by Carlos Galdamez. Motion carried.

Albany Quit Claim Deed

The City of Hartford is essentially asking HPL to quit claim so that HPL turns the property back to the City making it easier for them to move forward with the work.

Board Action: The motion was made to approve the Quit Claim Deed. Rick Costello moved, seconded by Phyllis Shikora. Motion carried.

7. Other Business

With no other business, the meeting was adjourned at 1:08 p.m.

Respectfully submitted,
Bridget E. Quinn
President and CEO