



Board of Directors  
Meeting Minutes  
**Thursday, February 4, 2016**  
8:00AM-9:30AM  
Downtown Library

**Present:** Ana Alfaro (phone), Arunan Arulampalam, David Barrett, Greg Davis, Andrew Diaz-Matos (phone), Marc DiBella (phone), Anne Melissa Dowling (phone), Stephen Goddard, Jack Godsell, Connie Green, Edward Keith, and Geraldine Sullivan (phone).

**Also present:** Mary Tzambazakis, interim chief executive officer; Mary Billings, chief public services officer; Homa Naficy, chief adult learner officer; Karl Fisher, interim chief administrative officer, Andrea Figueroa, senior executive assistant, and Mimi Lines, Robinson & Cole.

**Absent:** Gislaine Ngounou

**1. Introduction:**

President Gregory Davis called the meeting to order at 8:07 a.m. Mr. Davis thanked Mary Tzambazakis, interim chief executive officer and the senior team for the tremendous work prior to and since Matt Poland's departure. Mr. Davis also wanted to give thanks to Honorable Luke Bronin and Julio Concepcion for their service on the board. Both resigned from the board in December 2015. Thea Montañez was selected as Chief of Staff for Luke Bronin. As a result, she submitted her resignation effective immediately.

Mr. Davis introduced the three newest members on the board: Arunan Arulampalam, David Barrett, and Geraldine Sullivan (via phone).

**2. Consent Agenda**

All documents were sent to the Board in advance.

***Board Action:*** Motion was made and seconded to approve the consent agenda that included the minutes of the December 3, 2015 board meeting, the financial health committee minutes of January 11, 2016, the transition committee meeting of January 27, 2016, and the executive committee minutes of January 28, 2016. The motion was approved.

**3. New Business**

There was no new business to report.

#### **4. Other Business**

##### ***UConn***

Mimi Lines of Robinson & Cole presented updates on the term agreements with UConn and Hartford Public Library. There are two agreements; a construction agreement which governs UConn's obligations with respect to the Library space and UConn space, and an operating agreement which deals with the long term partnership between the Library and UConn. There are a few open issues which require follow up. One issue relates to the term of agreement, how long the partnership is going to last. The City of Hartford has to weigh in on that issue because the Library is a city owned building. There is another issue relating to insurance and remedies waiting for the state to weigh in. The material terms of agreement need to be reviewed by the Mayor. Terms of agreements will then be submitted to City Council in February or March. Agreements will be referred out to a standing committee and will go back to City Council for final approval; the earliest will be April 2016. The Library's Board of Directors will have to approve the terms of the agreement before the final Council approval in April.

##### ***Budget 2016***

As of December 31, 2015, the Library is 48% spent. The OTPS is a bit high at 59% due to encumbrance of contracts in the beginning of the year. Total revenue is 45% collected. The Library does not receive the quarterly endowment check until January, as well as a bulk of development revenue which comes in the second half of the year. In the beginning of the fiscal year, the Library started with a \$772,994 risk. Identified post budget expenses about \$67,000 bringing the risk gap down to \$840,000. The Library has identified about \$675,000 in savings with a remaining gap of \$165,000.

##### ***Budget 2017***

The internal preliminary budget process began in November 2015. The City of Hartford issued the Library instructions as of February 1, 2016. The draft budget will be reviewed with senior team, and a presentation will be scheduled for the Financial Health Committee. Expected to present to the full board in April and present to City Council in May. The Library will continue to analyze any budget impacts. The Library will be working on contingency plans in the event that the City cuts the Library's budget.

##### ***Financial Audit***

The Library had its first initial audit in 2012. There were no audit findings this year.

### ***Park Branch Project***

The Library has applied and received \$1M grant from the State. In order to be able to put that item onto the agenda for state bonding commission, the Library needs to have a signed letter from the City of Hartford's Finance Director by March 4, 2016. There are questions about how much money will be allocated in next year's budget for the project. There is an additional \$6.5M needed. The total project is approximately \$14M.

### ***Itty Bitty Hartford Project***

The Library is moving forward with the project. Met with architects and project manager to discuss what has to happen to go through City process. Final construction documents and designs will be completed by March 4, 2016. Project was originally \$800,000 and was scaled down to \$500,000.

### ***New Hires***

The Library had a few series of new hires: Joan Baker, Rea-Mae Gacad, Greg Jackson, Marie Jarry, Donna Larcen, Raymond Mabry, Kara Morse, Mark Parrino, and Ermina Udovcic.

### ***Union Negotiations***

A letter was sent to the union to begin negotiations. The union sent the library their letter indicating that they want to bargain. A date will be set around the first week of March for initial meetings and will be led by attorney Mike Spagnola.

## **5. President's Report**

Mr. Davis presented some items:

- Transition and CEO search – making sure that Mary Tzambazakis and team have the support they need.
- UConn Project
- Park Street Project
- Board Composition – hope to have three new members to consider by the April 2016 meeting. Looking for experience in Finance, Strategic Planning, and Development. Also looking to increase the Latino/Hispanics on the board.
- Will be reaching out to board members for their consideration in serving as Vice President and Secretary.

## **5. Executive Session**

**Board Action:** Motion was made and seconded to move into executive session at 9:05 a.m. The motion was approved.

**Board Action:** President Davis reconvened the regular meeting at 9:25 a.m.

With no other business, a motion was made and seconded to adjourn the meeting at 9:25 a.m. The motion was approved.

Respectfully submitted,  
Mary T. Tzambazakis,  
Interim Acting Secretary