



Minutes of the Meeting
of the Board of Directors
HARTFORD PUBLIC LIBRARY
October 4, 2012

Present: Gregory Davis, Marc DiBella, Stephen Goddard, Connie Green, Edward Keith, William Large, Thea Montañez, Brad Noel, Annette Sanderson, and Geraldine Sullivan.

Also present: Matthew Poland, chief executive officer; Mary Crean, chief development officer; Mary Tzambazakis, chief administrative officer; Mary Billings, technical services director; Jerome Myers, public services director, and Andrea Figueroa, executive assistant.

Absent: Ana Alfaro, Shelley Best, Julio Concepcion, and Anne Melissa Dowling.

1. Introduction: President Thea Montañez called the meeting to order at 12:13 p.m.

Ms. Montañez welcomed new board member Edward Keith.

2. Approval of Minutes

Board Action: Motion to approve the minutes of the September 6, 2012 meeting was made, seconded, and approved.

One abstention, Mr. Large was not at the September 6, 2012 meeting.

3. Committee Reports

Development

The committee met Tuesday, September 18, 2012. The committee discussed strategies on how to raise the remaining \$5,000 for the bookmobile. A table will be set up at the annual corporators meeting with pledge forms. Mrs. Sullivan will have a neighborhood block party on October 14.

The Annual Appeal is in November and Mrs. Sullivan reminded all the importance of 100% individual participation.

Ms. Montañez mentioned that the suggested contribution for board members is \$600. Board members were asked to “increase” their gifts through employer matching programs, if available.

Under considerations as guest speakers for One Big Summer Night are: Doris Kearns Goodwin, author and presidential historian; Salvatore Guinta, First Living Medal of Honor Recipient since the Vietnam War, Benjamin Carson, pediatric neurosurgeon, and Steven Colbert, entertainer/satirist.

Ms. Montañez suggested picking a theme for One Big Summer Night 2013. What does the Library want to focus on? Whether technology or immigration for example and how the speaker can strengthen that focus.

The Library has received 13 grants for a total amount of \$433,019 with 9 pending grants for \$338,500.

Executive Committee

The committee met as a follow up to the executive session meeting of September 6, 2012. The Governance Committee worked on trying to come up with a process to engage a consultant to work with Matt Poland to do an organizational assessment of the Library.

An RFP was developed which highlights the process and timeline to get the assessment done.

Board Action: Motion to issue an RFP and interview the recommended award of the RFP was made, seconded, and approved.

4. President’s Report

Ms. Montañez gave her report. Ms. Montanez gave a recap based on some topics raised during one-on-ones with the board earlier in the year:

- Selection of books for Spanish speakers – the Library has a significant selection of Spanish language selection of books. Targeted areas for Spanish book selections are the Downtown, Camp Field, Dwight, and Park.
- Café Space – the Mayor has agreed to use unexpended capital funds to help fund the Library’s café space. Billings Forge will give the Library its response by December 1. Second floor kitchen will be used as one of Billings Forge’s classroom. Construction process for the café will take about four months. Funds require the approval of Council.
- Leveraging the audience at Baby Grand Jazz – thoughts of showing the Library video before each performance, asking for contributions, providing tours before and after, and conducting mailings.
- Engaging Young Professionals – cultivating the new generation of donors and sustainability at the Library.

- Start Up Weekend – MetroHartford Alliance sponsored program of a weekend of courses online.
- Financial Health – endowment investments and future funding models and a focus on exploring increase funding opportunities verses just reviewing the budget.
- Programming – integrating STEM programming into overall programming efforts.
- Potential partnership with the Amistad and the Hartford History Center.

5. **Chief Executive Report**

The Chief Executive Officer presented a few highlights:

- Open House for CTWorks is October 11.
- Tours will be available at the Annual Meeting for the new Multi-touch table.
- Global Lens 2012 – foreign film series every Wednesday night. Attendance has been steady, but disappointing.
- One Book kicked off – A Wreath for Emmett Till.
- Dwight will open in October; grand opening in December.
- Programming Office is now in former CT Center for The Book office.
- A 3D architectural model of the City is on the first floor adjacent to the living room.
- Staff Day was a tremendous success.

6. **Staff Presentations**

Ms. Montañez introduced Mary Billings, Technical Services Director. Ms. Billings gave an overview on the Encore Integrated Library System and everything that goes on behind the scenes in Technical Services.

- Millennium is still the software that powers everything that is seen publicly.
- Encore allows for power searching.
- The CIRCA Inventory and Wireless Assistant – allows for more accurate reporting. This also allows scanning wirelessly every item the Library has on shelves.
- AIRPAC (OPAC for wireless devices) is the latest release for smart phones.
- Teleforms – email, phone notification or materials due and holds is fully implemented.
- Online patron registration is fully implemented.
- Encore delivers results more like contemporary web searching.

Ms. Montañez introduced Jerome Myers, Public Services Director. Mr. Myers reported on public programming. There have been films, performances, music, lectures, discussions, trainings, authors, and talks in the Center for Contemporary Culture. Since the opening of the room has been very busy and lots of interest in the use of the room. People like using the Library and a decision was made to open the program office where people from the outside can book their programs with the Library. Mr. Myers anticipates that by the end of the year the Library will receive about \$7,000 in unbudgeted income. Coming soon, NBC

wants to use the CCC Room with their meteorologists using a green screen to show the public how the weather is done. Just recently sound and audio in the room was enhanced for better performance during movie series and other programs.

7. New Business

No new business to report.

8. Other Business

No other business to report.

The meeting adjourned at 1:44 p.m.

Respectfully submitted,

Matthew K. Poland,
Acting Secretary