



Board of Directors  
Meeting Minutes  
**Thursday, June 4, 2015**  
8:00AM-10:00AM  
Downtown

**Present:** Ana Alfaro, Luke Bronin, Julio Concepcion, Greg Davis, Andrew Diaz-Matos, Anne Melissa Dowling, Stephen Goddard, Jack Godsill, Edward Keith, 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; Andrea Figueroa, senior executive assistant; Karl Fisher, finance director, and Richard Frieder, communications director.

**Absent:** Marc DiBella

**1. Introduction:**

President Anne Melissa Dowling called the meeting to order at 8:10 a.m.

**2. Consent Agenda**

***Board Action:*** Motion was made and seconded to approve the consent agenda that included the meeting minutes of the April 1, 2015 meeting, the special minutes of April 10, 17, 22, 28, and the Development and Executive Committee minutes. The motion was approved.

**3. Presentations**

***Libraries Transforming Communities***

In April of 2014, Hartford Public Library was 1 of 10 public libraries in a cohort across the country selected to work on a new method of developing community conversations using the Harwood practice. At the last Board of Directors meeting, members asked that Richard Frieder update them on this project. Mr. Frieder described the Library's progress and that we were conducting community meetings to develop a better relationship between Hartford Police and neighborhood residents.

#### 4. New Business

##### ***Association of Library Boards (ACLB)***

The Library board was invited to join this organization especially with the Governance work the board is currently working on. The board will determine whether to join at a later date.

##### ***Resolution on Budget FY2016***

The City has approved the Library's funding at \$8.21 million.

**Action:** Motion was made and seconded to approve the FY2016 budget. The motion was approved.

##### ***Resolution on Regional School Choice (RSCO) Grant***

The CT Department of Education will fund the Library to hire a part time RSCO coordinator during the school choice application period.

**Action:** Motion was made and seconded to accept funding for the RSCO coordinator. The motion was approved.

##### ***Tuition Reimbursement Policy***

The union contract required the development of a tuition reimbursement policy. Union members and management staff worked together to develop the proposed policy that will apply to all employees. A fund account was developed to allow for two courses a year.

**Action:** Motion was made and seconded to approve the Tuition Policy. The motion was approved.

##### ***Weapons Policy***

The proposed Weapons Policy prohibits employees from carrying weapons in the library facilities and property.

**Action:** Motion was made and seconded to approve the Weapons Policy. The motion was approved.

## 5. Other Business

### ***Conflict of Interest Policy Revision***

The proposed revised policy addresses lines of authority and provides a clear delineation of duties when conflicts of interest arise.

Areas of change were on Page 4, Article VII, sections A, B, C, regarding process. Other changes were cleanup of language with respect to the certification and gifts documents.

**Action:** Motion was made and seconded to approve the revised Conflict of Interest Policy. The motion was approved.

### ***Board of Directors Retreat***

A Board retreat is on the calendar for Friday, July 10 from 12:30PM-4:00PM. Although a full agenda needs to be developed, the Strategic Plan will be one item for discussion. The Executive Committee will consider other agenda items.

### ***Board & Committee Meetings Calendar***

The regular board and committee meetings calendar was distributed. Andrea Figueroa will manage the calendar process. Regular board meetings will alternate between 8AM and noon every other month.

### ***Holiday Calendar FY 2015-16***

The Board of Directors is required to approve the holiday calendar for the next fiscal year.

**Action:** Motion was made and seconded to approve the Holiday Calendar. The motion was approved.

### ***Park Street Update***

HPL is applying to the State Library in June for a grant for the project. The City had not paid the architects so the project has been temporarily halted. We have decided to move forward with the project without a decision about who runs the cultural center in order to get the library built.

## 6. Executive Session

**Board Action:** Motion was and seconded to move into executive session at 9:35 a.m. The motion was approved.

**Board Action:** President Dowling reconvened the regular meeting at 9:50 a.m.

**7. Election of New President:**

**Board Action:** Anne Melissa Dowling resigned as the board president due to her new position in Illinois. A motion was made and seconded to appoint Greg Davis as interim President, effective June 15 through the annual meeting in October.

With no other business, a motion was made and seconded to adjourn the meeting at 10:00 a.m. The motion was approved.

Respectfully submitted,

Matthew K. Poland,  
Acting Secretary