

These minutes are subject to the approval of the Board of Directors at their next meeting.

**Draft**  
**Minutes of the Meeting**  
**of the Board of Directors**  
**HARTFORD PUBLIC LIBRARY**  
**February 12, 2009**

Present: Gregory Davis, Stephen Goddard, Michael Gannon, William Large, Jackie Lilly, Thea Montanez, Brad Noel, Cynthia Reik, Paul Shipman, Geraldine Sullivan, and Carlos Valinho

Also present: Jenny Benedict, Matt Poland, Interim Directors, Office of the Chief Librarian

Absent: Anne Melissa Dowling, Connie Green, Enid Rey, Romulo Samaniego, Annette Sanderson

1. President Geraldine Sullivan called the meeting to order at 12:05 p.m.
2. Approval of Minutes

**Board Action:** Motions to approve the minutes of the December 4, 2008 meeting was made, seconded, and approved.

3. Internet Safety Policy—Public Comment

Jackie Lilly presented a recommendation from the Strategic Planning committee on the Internet Safety Policy. No members of the public were present for comment. Jenny Benedict outlined the procedure that accompanies the new policy for submitting incorrectly blocked sites for review, and for overriding the filter. She also described the process that had been undertaken to create the policy by the M.L.S. professional staff of the Library, who reviewed CIPA requirements and sample policies from other libraries. She stated that the revised policy had the support of administrators, senior managers, and staff of the Library.

**Board Action:** Motion to adopt the Internet Safety Policy as presented was made, seconded and approved.

4. Announcements and Communications

Matt Poland announced that the Library had received \$10,056 from the Connecticut State Library from its annual state aid program. Since the City's contribution in FY 09-10 will fall below the average of the last three years, the Library will not be eligible for this funding in the next fiscal year.

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Jenny Benedict announced the intention to start a five member advisory board for the Hartford History Center, on which Steve Goddard has agreed to serve. Benedict also proposed that having Board members serve as champions for individual programs of service be considered. Cynthia Reik offered to serve on the Hartford History Center advisory board.

Benedict mentioned that the 2Q reports would be presented at the next Board Meeting, Thursday, March 5.

## 5. President's Report

President Sullivan reported on her visit to the Mayor with Greg Davis. The Mayor understood the need for the Library to proceed with hiring a Development Director. He also expressed some concerns about the Library's Capital Campaign and whether the target had been met. Matt Poland has followed up and assured the Mayor that it has.

## 6. Committee Reports

### *Development*

Greg Davis gave the Development Committee report. Susan Clemow will deliver the revised development plan that combines the short-term and long-term plans by the end of February.

Davis presented the Development Committee's recommendation for staffing that will be required to implement the plan. Paul Shipman proposed the Finance Committee's recommendation for funding the Development Director from the Capital account. Large requested clarification on the balance of the Capital account to assure that the funds were available.

**Board Action:** Motion to authorize the Interim Directors to proceed with the hiring of a Development Director with funds from the Capital account was made, seconded and approved.

### *Finance*

Paul Shipman presented the Finance Committee report. He expressed the Committee's appreciation for the clarifications on the Capital Campaign spending, and the commitment from Benedict and Poland to follow the approval process that the committee has put in place.

Shipman outlined the goals for the development of the FY 09-10 budget: no reductions in public service hours, no branch closings, and no staff reductions. He shared that methods used to meet the City's target included: elimination of open positions; reductions to the collection/acquisition budget; and reduction of expenditures for non-personnel items throughout the system.

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Board members discussed the proposed reductions by category. Benedict reported that direct programming costs were continuing to be shifted under grant funding. Poland explained that the reduction in acquisitions had been made based on recommendations from staff directly responsible for managing the purchases, and largely impacted electronic resources that are not heavily used.

Davis requested a line by line comparison to FY 08-09, which Poland will provide.

**Board Action:** Motion to authorize the Interim Directors to proceed with preparing documents for submission to the City based on the proposed budget was made, seconded and approved.

#### 7. New Business

Poland presented four resolutions for approval:

- Designation of \$3,000 of unrestricted funds raised as part of the 100 Friends of Hog River Journal 5<sup>th</sup> anniversary campaign to be used as partial funding for “Expanding Audiences for Hog River Journal.”
- Authorization of Carol Poehnert, Interim Business Manager, to serve as fiscal agent for contracts with the Hog River Journal.
- Authorization of Matthew K. Poland, Interim Director, to act on behalf of organization regarding unclaimed property held by State of Connecticut in amount of \$14,632.94.
- Authorization for Matthew K. Poland and Janet Benedict, Interim Directors and Carol Poehnert, Interim Business Manager, to have power and authority to effect funds transfers for the endowment and capital campaign accounts.

**Board Action:** The resolutions were each moved, seconded and approved.

#### 8. Executive Session

President Sullivan moved the meeting to Executive Session for discussion of personnel matters at 12:50 p.m.

Respectfully submitted,

Jenny Benedict, Acting Secretary

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