



**Town of East Hartford
Commission on Culture and Fine Arts
740 Main St.
East Hartford, CT 06108-3114**

East Hartford Raymond Library
840 Main Street
Meeting Minutes
October 12, 2023

Robert J. Bask

2023 OCT 16 PM 4:01

TOWN CLERK
EAST HARTFORD

Call to Order: Chair Roz White called meeting to order at 7:01PM

I. Roll Call:

Present: Amanda Ackley, Tamara Bryan-Chuchro, Michael MacDonald, Joan Coates, Lakisher Hurst, Glynis McKenzie, Susan Tukey, Thomas Lumpkin, Prescille Yamamoto and Chair Rosamond White

Also Present: Sarah Morgan, Library Director

Absent: Lisa Gold, Excused
Emilio Estrella

II. Acceptance of Minutes: Minutes of September 14, 2023

Motion by Com. Yamamoto and seconded by Com Lumpkin with one correction. Com. Hurst should be listed as present. All in favor, motion approved.

III. Chair's Report:

Reminder of upcoming event on October 21, 2023.

This meeting we will work on the grant applications and if time the by-laws.

V. Reports:

- Sarah Morgan, Library Director
- Library report
 - Wickham usage continues to grow. Libraries Without Borders has been canvassing the neighborhood and will return to continue the project October 24 – 26. 200 doors were knocked on and spoke with 50 people.
 - Parking lot is always full, sometimes being used by the police personnel. Literacy volunteers are there Tuesday/Thursday before we open, lot is full.
 - Raymond building use is at an all-time high. We are overwhelmed with requests to partner and share space. Question by Com. Lumpkin-how far in advance to book? It is limited to 5013C and must be based in East Hartford
 - On November 7, we'll show "The Breadwinner" as a tween/teen film (day off from school) as a co-sponsored program (thanks, Glynis!)
 - Staff updates:
 - Head of Cultural Assets & Reference Jason Pannone is on leave through December 26.
 - New hire Shantia Kendall started on October 8 as a weekend supervisor.
 - Makerspace supervisor Rebecca Livaich moved into a new role in September as our half-time technology librarian.

- In process: hiring a full-time employee to manage our \$250,000 FCC grant (through May 2025) to sign households in the Hartford area up for the Affordable Connectivity Program (\$30/month Internet subsidy)
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Com. McKenzie asks if Sarah has an update about Town Hall. It is gorgeous, on track to be complete in January; projected work is on schedule with a move in March.

- Indigenous People's Day: event information can be found here:
<https://easthartfordct.libcal.com/event/10947103>

Shared document of Boards and Commission Appointment Policy in hard copy at Connor's request. (updated guidelines including process for removal).

- Native American Culture -Oct 21

Thunder American Dance Troupe on front lawn of Raymond Library; if rain then will be held at Wickham Library indoors. Time: 1pm-2:30 pm

- Holiday Fest – December

Com. Yamamoto has an invoice for Paul Bisaccia, theme will be "Home for the Holiday in East Hartford". Chair White asks if help is needed for advertising. Contact Kate in the Mayor's office to have put on the website.

- Intl Film Series – Com. McKenzie reports the films are scheduled for the 3rd Saturday as follows: January 20, 2024; February 17, 2024; March 16, 2024; and April 20, 2024. The auditorium is booked in the Cultural Center and John Bacon is all set to run the films. All films will be at 7pm. May need to have help in March as I may be away. Chair thinks the film festival is wonderful and wants to promote it more. Have posters throughout town to entice more people to come.

- Immigration Events – find a different immigration group to focus on, to show the diversity we have in our town.

Com. McKenzie suggests something about the Indian Culture, our population has increased. Sarah Morgan can bring names of performers to next month's meeting.

Com. Tukey states she has been in contact with Susan Leonard or Merrimack Bell Ringers and will do a show in the Spring.

Also has a grant request from Maryann and Gary Roy of the WWII Legacy foundation-Traveling Iwo Jima Museum. Read background of the foundation. Requesting a grant to enhance and present the museum to EH Public school students, library and other organizations during Black History Month.

Chair comments that this is on the table. Discussion and questions ensued. Director Sarah Morgan states this is very useful to use as an example to have the grant proposal application refined. Once we have an actual form we can give it to the Legacy Foundation. We will use them as the prototype.

VI. Old Business:

Establishment of CCFA grants - Sarah Morgan

Operating Grant Application Form:

The rationale for these organizations to be a 5013C is accountability. Will edit the forms as we go over and discuss. Examples of who may apply; EH Branch of Cultural Murals, Summer CCFA minutes

Youth Festival can apply for staff salaries that are above and beyond what CCFA normally funds. Support Arts and Cultural groups to keep them afloat. Com. Hurst asks who the applicants reach out to if they have questions regarding the form. S. Morgan says we will have a workshop so any commissioner will be able to answer questions. When form is edited and complete Sarah will email it to Gary Roy for completion of his grant request.

Program Project Grant application form:

Application discussed and changes made. Sarah will edit the form and email the commissioners the link to the forms. Commissioners can fill out the form so they can see how it will work,

Chair goes over the Board and Commission Appointment Policy from Connor Martin, Chief of Staff.

Com. Yamamoto comments that all terms should be staggered. Sarah Morgan states that a new section for warnings regarding discipline, and removal process has been added.

discussion regarding political affiliations. If not affiliated with a party, how they apply for a board/commission open position and who decides. Up to the Mayor to assign a person; as a courtesy the Mayor's office should call the Political party and ask if they are willing to give up their vacant seat on the commission or board.

VII. New Business:

Establishment of CCFA grants – above
Black History Month – no discussion

VIII: Approval of bills:

Clerk fees recurring

Paul Bisaccia bill reconfirmed for \$850

Motion made last month by Com. Yamamoto to pay Paul Bisaccia \$850 and seconded by Com. Ackley. All in Favor. Motion approved

Film "Bread Winner" bill reconfirmed for \$150

Motion made last month by Com. McKenzie and seconded by Com. Bryan-Chuchro.

All in Favor. Motion approved

IX: Member's Concerns: none

X: Adjournment:

Motion at adjourn made by Com. Yamamoto and seconded by Com. Lumpkin. Meeting adjourned at 8:23 PM

Next meeting will be November 9, 2023, at the EH Library in Meeting Room 1

Minutes respectively submitted,
Sana Hart-Clerk