

**Board of Trustees**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, August 21, 2018, 5:30pm**

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope, Wendy Quinones, Library Director Deborah Kelsey, Assistant Director Beth Pocock, and guest Christine Armstrong (5:30 to 5:55)

**Not Present:** Barbara Braver, Bill Fonvielle, Carol Anne Healy, Mern Sibley, Katlin Wagner

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the July 24, 2018 minutes. Fred moved to approve the minutes with one adjustment; Simon seconded. James and Wendy abstained because they were not at the meeting. All else voted in favor and the minutes were approved.
4. Corporate Communications Committee (CCC) – Christine Armstrong.
  - a. Media Plan presentation. Christine presented an outline of CCC work to date, highlighting the events calendar they've put together. New website has launched; it is mobile-friendly. They have purchased a 10x10 booth for public events. They will allow people to fill out a library card application at most outreach events.
  - b. Exterior signs will be installed week of September 10.
  - c. They have designed bookmarks and put together some advertising ideas. Christine described scheduled advertising commitments for the year. Current advertising is focused on SFL in general; things can be altered to promote specific programs. They would like to get analytic details on website use. Staffing will be the sticking point for scheduling events. Simon suggested Board members take part.

5:55 Christine Armstrong left the meeting.

5. Financial
  - a. Treasurer's report
    - i. Fred has been working with Mary-Kathryn Gray to move funds to appropriate accounts.
    - ii. Fred is stepping down as Treasurer and Joe Grella will be stepping up. Fred moved to nominate Joe Grella to serve as Treasurer for the remainder of the term. Wendy seconded. Joe accepted the nomination and was approved unanimously.
  - b. FY18 Audit
    - i. The FY18 audit has begun.
  - c. QuickBooks restructure

- i. Joe will continue working with Mary-Kathryn. They will work on ever-improving reports and tracking of budgets for committees.
- ii. Restricted and unrestricted funds have been divided in the investments per the auditors' request.

## 6. Discussion and Action

- a. Officers of the Board
  - i. Treasurer – see above
  - ii. Secretary
    1. Priscilla has volunteered to fill the position. Fred moved to nominate Priscilla as Secretary to fulfill the term. Fran seconded, Priscilla accepted, and her nomination was approved unanimously.
  - iii. Liaison to the Friends
    1. Simon met with Gail Sarofeen (outgoing President of the Friends); she proposed the Chair of the Fundraising Committee serve as the liaison to the Board. Simon agreed to take this on as Fundraising Chair. Rebecca Aliberte is the new President of the Friends.
- b. Strategic Plan
  - i. Deborah has prepared a draft. John and Rich Weissman have reviewed it. They expect to have it to the Board with time to review before the September meeting. The action portion of the document will be ready for the October meeting.
- c. Fran and Fred met with Anne-Marie Anderson to discuss her joining the Board. She served on the Community Strategic Planning Committee. She has a marketing background. They will provide her bio to the Board for vote at the September meeting.

## 7. Updates

- a. Fundraising – Simon Paddock
  - i. Researching donor software with help from Mary-Kathryn.
  - ii. They are moving forward with forming the 501c3 foundation and have hired attorney Meredith Fine to help with bylaws, mission statement, etc. They are approaching people to serve as founding members of the board (thinking three to start and they can add more to the level they choose). Once papers have been filed with the State they can operate as if approved; could take up to six months for approval. They will need the Board to seed two years of salary to get started. Simon will have the entire package together to bring to this Board for approval.
  - iii. They are working on the annual fund mailing with the CCC and meeting with Mary-Kathryn and Christine Armstrong to plan something special.
- b. Library Building - Peter Feinstein
  - i. Meeting Monday with Dore & Whittier re: rebuilding vs. renovation. The current Owner's Project Manager is retiring.
- c. Saunders House – Deborah Kelsey

- i. Meetings have had to be rescheduled. Next meeting will be scheduled for September for the presentation of the final report from Spencer, Sullivan, Voigt Group.
      - ii. Fred reports that the source of the flooding in the basement has been discovered.
    - d. Technology upgrades
      - i. SideBand System cameras have been installed.
      - ii. Phone system: hardware has been installed; James met with staff for training on the system. Another connection needs to be made before the system is functional.
- 8. Concerns of Board Members
  - a. Safety personnel – Fran
    - i. Fran and Fred met with Joe Biondo of the AFSCME union to discuss hiring safety personnel. The meeting went well and we will be able to move forward. They will have details to present to the Executive Committee and at the next Board meeting. Likely to have a resolution in a month. Peter recommended letting the Gloucester Daily Times know when it has been resolved.
  - b. Landscaping – Fred Cowan
    - i. Building & Grounds has hired a new landscaper. We will continue to have volunteers help with weeding.
    - ii. Matthew Natti of Cape Ann Tree will take on care of the beech tree which is infected with two different maladies. He reported that these are controllable but not curable. Given the community’s affection for the tree CCC will promote this work.
  - c. Brief discussion of active life at SFL: teenagers using the Teen Space, families will be coming to Countdown to Kindergarten – a collaborative effort with City schools, Cape Ann Museum, and SFL.

9.

10. 6:30 Adjourn. There being no further business the meeting was adjourned.

11. Next meeting dates:

- a. September 18, 2018, 5:30 pm – monthly board meeting

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Fred moved to nominate Joe Grella to serve as Treasurer for the remainder of the term. Wendy seconded. Joe accepted the nomination and was approved unanimously.

Fred moved to nominate Priscilla as Secretary to fulfill the term. Fran seconded, Priscilla accepted, and her nomination was approved unanimously

**Actions Summary**

Fran and Fred will provide with Anne-Marie Anderson's bio to the Board to vote her to the Board at the September meeting.

Fran and Fred will have details of the arrangement to hire safety personnel to present to the Executive Committee and at the next Board meeting.