

Gloucester Lyceum & Sawyer Free Library
Executive Committee of the Board of Trustees – Meeting Minutes
Wednesday, June 6, 2018, 8:30 am

The monthly meeting of the Executive Committee of the Sawyer Free Library Board of Trustees was held on Wednesday, June 6, 2018 at 8:30 am in the Muzzey Room of the Saunders House.

Attendance: Fran Aliberte, John Brennan, Fred Cowan, Kecia German, and Library Director Deborah Kelsey

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the minutes for May 2, 2018. Fred moved to approve the minutes as presented. Fran seconded and the minutes were approved unanimously.
4. Discussion / Report
 - a. Annual Meeting debrief
 - i. Fran heard positive feedback from the Mayor and from City Councilors. People liked the concise agenda for the business meeting. 85 people signed in. Fred praised Beth's comments about volunteer recognition.
 - ii. Logistic suggestions for next year: Kecia suggested sign-ins at all doors. We need to verify contact information for all Corporators. We sent 420 postcards with no returns; Kecia will check with the Post Office to ask if they were considered second class mail and if address corrections were not provided.
 - b. Budget, Finance and Investment
 - i. Discussion of posting acknowledgement of donors. Fran will bring the question to the Corporate Communications Committee (CCC) to address.
 - ii. Transferring Funds: The Executive Committee needs to authorize the expense first. Fred and Bookkeeper, Mary-Kathryn Gray send an email to Dean Murray at Cape Ann Savings Bank to request a transfer from one account to another; John suggests they give 90 days' notice if possible. Fred moved to transfer \$150,000 from the Vachros fund. John amended the motion to increase the amount to \$175,000 from the appropriate investment account – to be determined by Fred and Mary-Kathryn. Kecia seconded and the motion was approved unanimously.
 1. Fred will meet with Mary-Kathryn on Thursday to discuss details.
 - iii. Anticipating large expenses in July.
 - iv. Deborah has a letter specifying restrictions on the Sawyer Trust quarterly contributions.
 - c. Fundraising Workshop: June 16th from 7:00 to noon at Beauport Hotel
 - i. We are expecting 20 attendees out of 66 invitees.
 - ii. Karen Rose, of Library Strategies, is meeting with Deborah, Christine Armstrong, and Katherine Prum in advance of that meeting.

- d. Mass. Board of Library Commissioners (MBLC) Building Specialist visit
 - i. Rosemary Waltos (with whom we've been working) is retiring. MBLC has reviewed the Saunders House work done by Spencer, Sullivan, Vogt (SSV). They are steadfast in refusal to include the Saunders House as part of the Building Plan, not even as offices for SFL staff; we would have to submit a site change request on the grant. Mern Sibley (Saunders House) and Peter Feinstein (Building Committee) have been informed, as has architect firm Dorr & Whitter. We are meeting with all architects on Monday. We will present details at the July Board meeting.
 - 1. Discussion ensued.
 - ii. Discussion of possible uses for the Saunders House: an independent cause or community center; co-working space; profit center to support SFL needs; rooms for use by the Friends.
 - 1. As an aside Kecia raised doubt about wisdom of continuing with the Friends' annual book sale, stating that it was too little return for too much work. The Committee supported her in raising the issue.
 - iii. The question of the future use of the Saunders House needs to be remanded to the Saunders House Stewardship Committee.
- e. Storage of gasoline engines in the basement
 - i. Fred had arranged for storage outside the building at the Fire Department, but the custodian has brought them back in. John suggests disposing of the gas-powered machines (snow-blower, landscaping tools) and purchasing new electrical equipment.
 - 1. Fred will talk to Mike Hale at DPW to ask if they'll take the old gas machines. Fred, with back up from Fran, will address the issue with the DPW and with Matt Theken. Fran moved to authorize Building & Grounds to dispose of gas-powered equipment and purchase electric replacements. Kecia seconded and the motion was approved unanimously.
- f. June 19th Agenda Board of Trustees meeting facilitated by Rich Weissman
 - i. Board of Trustees evaluation
 - 1. Deborah will work with Mr. Weissman to have this sent ahead of time for Trustees to consider.
 - ii. Board of Trustees Strategic Plan with FY19 goals
- g. Other
 - i. Carol Ann Healey is considering stepping down as a Trustee.
 - ii. John will be away on the date scheduled for the July meeting. There was consensus to reschedule the meeting to July 24th.
 - iii. We are interviewing to fill the archivist position. Their time will be split 50/50 with SFL and the City, but the job description with the City has been revised so they will serve only as an archival consultant to the City.
 - iv. The budget approval process with the City seemed to go smoothly.
 - v. Northeast Documentation Center is coming in to evaluate the City's and SFL's records. Deborah is hoping we will have an archivist in place by then.
 - vi. Community Strategic Planning and ThinkGloucester: We have received 400+ survey responses to date; attendance at Gloucester Conversations is increasing;

community interviews are being conducted. Attendance at multi-lingual focus groups with Wellspring has been great.

- vii. Signage: CCC has an invoice for exterior signage. Before we invest any money Fred would like written assurance from Building Inspector, Bill Sanborn that the design meets City requirements. Fran pointed out that the contractor will arrange for the permit from the Building Dept. Fran will talk to the Building Dept. We will have to go back to the Historic District Commission for approval on free-standing kiosks on the parking lot side of the building. Fred and Fran will work on this.

5. Next meeting July 5, 2018, 8:30AM

6. 9:40 Adjourn. There being no further business Fran moved to adjourn the meeting; Kecia seconded.

Respectfully submitted, Tracy Bowen

Motions Summary

Fred moved to transfer \$150,000 from Vachros fund to the operating account. John amended the motion to increase the amount to \$175,000 from the appropriate investment account – to be determined by Fred and Mary-Kathryn Gray. Kecia seconded and the motion was approved unanimously.

Fran moved to authorize Building & Grounds to dispose of gas-powered equipment and purchase electric replacements. Kecia seconded and the motion was approved unanimously.

Actions Summary

Kecia will check with the Post Office to ask if the Annual Meeting postcard invitations were considered second class mail and if address corrections were not provided.

Discussion of posting acknowledgement of donors. Fran will bring the question to the Corporate Communications Committee (CCC) to address.

Fred will meet with Mary-Kathryn on Thursday to discuss details on transferring funds. And email Dean Murray at Cape Ann Savings Bank to request a transfer.

We will present details on the MBLC and Saunders House situation at the July Board meeting.

Fred will talk to Mike Hale at DPW to ask if they'll take our gas-powered machines. Fred and Fran will address the issue with DPW and with Matt Theken.

Deborah will work with Rich Weissman to have the Board self-evaluation sent ahead of time for Trustees to consider.

Fran will talk to the Building Department to ensure the exterior signs will meet City permitting requirements.