

Gloucester Lyceum and Sawyer Free Library
Board of Trustees
Executive Committee
Wednesday, August 1, 2018, 8:30am
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA

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

Not Present: n/a

1. Call to order. This meeting is being recorded.
2. Welcome and introductions
3. Approval of the Minutes for July 5, 2018. Fred moved to approve the minutes as presented; Fran seconded and the minutes were approved unanimously.
4. Discussion/Report
 - a. Budget, Finance, and Investment
 - i. Online Banking: Fred requests online banking access for Mary-Kathryn Gray and the Christine from Lucatelli & Co CPAs for current and past checking account statements and for the ability to stop payment on a check. Deborah will create a generic SFL email (bookkeeping@...). Fred will talk to the bank to set up access and provide details to Mary-Kathryn and the auditor.
 - ii. Transferring funds: Cape Ann Savings Bank (CASB) money market account is unrestricted. Fred suggests moving it all to the BankGloucester operating account. John will check on signers on the CASB money market account and move the funds into the Operations account, if possible.
 - iii. Restricted and unrestricted accounts have been split.
5. Strategic Planning
 - a. Deborah has received the data and reports from the four areas of focus: Community, Staff, Board, and Building. These data will be addenda to the plan. She'll write the high-level executive summary of findings and goals and assemble leads (Katherine Prum, Beth Pocock, John Brennan, and Rich Weissman) to review individual sections. Deborah will have it to the Board for review at the August meeting and revised for approval at the September meeting.
 - b. There was discussion of expenses for the community portion of the process. One take-away is the thinkGloucester brand. Corporate Communications (CCC) will take this on. There was a suggestion to create a new magnet or decal for cars/windows perhaps using the thinkGloucester logo.

6. August 21st Agenda Board of Trustees meeting
 - a. Strategic Planning review
 - b. Contemplated consolidation of committees
 - c. CCC: media plan presentation and review of publicity policy
7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
 - a. Negotiations with unions/City HR re: security/custodial staff sparked by email from Larry Ingersoll of Safeguard Blue.
 - i. Discussion of some of the history and the best way to proceed. Fred and Fran will speak to union leader, Joe Biondo to explain that the intention is not to remove a custodial position but to create a new position at SFL.
 - ii. Fred will let Ingersoll know that we're pursuing a different approach.
8. Next meeting Wednesday, September 5, 2018, 8:30am
9. 9:25 Adjourn. There being no further business Fran moved to adjourn. Unanimous

Respectfully submitted, Tracy Bowen

Actions Summary

Deborah will create a generic email (bookkeeping@...) for BankGloucester online banking purposes.

Fred will talk to BankGloucester to set up access and provide details to Mary-Kathryn Gray and the auditor.

John will check on signers on the CASB money market account.

Deborah will write the high-level executive summary of the Strategic Plan and assemble leads (John, Katherine Prum, Beth Pocock, and Rich Weissman) to review individual sections. She will have it to the Board for review at the August meeting and revised for approval at the September meeting.

Fred and Fran will speak to AFSCME union leader, Joe Biondo about the proposed safety personnel position.

Fred will let Larry Ingersoll of SafeGuard Blue know that we're pursuing a different approach to enable the hiring of safety personnel.