

Board of Trustees
Executive Committee
Wednesday, September 5, 2018, 8:30 am
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte (via Skype), John Brennan, Fred Cowan, Joe Grella, Priscilla Malboeuf, Library Director Deborah Kelsey and Beth Pocock

Not present: n/a

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the minutes for August 1, 2018. Fred moved to approve the minutes with one clarification. Fran seconded. Priscilla and Joe abstained; all others voted in favor and the minutes were approved.
4. Discussion/Report
 - a) 8:35- 8:40 Custodian, Matt Theken: Raised concerns about overlap of responsibilities between him and contractor, George Leavitt. Matt feels George has been doing some of the duties that have, in the past, been Matt's responsibility and fall within his purview. 8:40 Matt left the meeting and the Committee discussed. Fred explained that George is brought in when repairs are needed and works with the item until it is running properly at which point responsibility returns to Matt. All Building & Grounds decisions (B&G) will be shared with Matt moving forward.
 - b) Foundation Development: The Fundraising Committee is moving forward with the application to the state. They would like a pledge of \$1,000,000 seed money from the Corporation. They anticipate \$275,000 in expenses per year for the first three years, with the foundation ultimately paying for itself with fundraising. The requested seed money will be drawn down on an as-needed basis. The attorneys for the foundation and for SFL will work out the details. Deborah will arrange for a conference call.
 - c) Strategic Plan Draft: John met with Beth Pocock, Akiyo Nishimiya, Katherine Prum, and Rich Weissman to review the draft. They returned it to Deborah with some suggestions for finalizing it. She will have a draft for approval at the next Board meeting.
 - d) Library Building Project: Deborah and John received a letter from the Gloucester Historical Commission and the Gloucester Historic District Commission raising some questions about the Building Plan and requesting a meeting. John will reach out to Mary-Ellen Lepionka, co-Chair of the Gloucester Historical Commission, and the person who wrote the letter.
 - e) Building & Grounds:
 1. Fire suppression system: Fred met with the Fire Chief to discuss his concerns about the system and reached out to MetroSwift, who does the annual inspection,

to request a thorough inspection and a written report submitted to B&G and the Fire Chief.

2. HVAC: We have switched to local vendor, Preferred Air, for repair and maintenance of the rooftop unit and ventilation.
 3. Landscaping: We have hired a JPL Landscaping.
 4. Security personnel: Fran and Fred met with AFSCME union rep, Joe Biondo to discuss union concerns about the position. They are reviewing the job description to take out overlapping duties.
- f) Corporate Communications Committee:
1. Fran thanked the group that staffed the SFL booth at Maritime Heritage Day over Labor Day weekend.
 2. We are one of the sponsors for the Lone Gull 10K in early October.
 3. The Committee is helping with the Art Auction, and has asked Christine Armstrong to post some ads in the GDT.

5. Next meeting Wednesday, October 3, 2018, 8:30 am

6. 9:15 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Actions Summary

All Building & Grounds decisions (B&G) will be shared with Matt Theken moving forward.

Attorneys for the newly forming foundation and for SFL will work out the details of the 1,000,000 pledge. Deborah will arrange for a conference call so this can happen.

Deborah will have the final draft of the Strategic Plan ready for approval at the next Board meeting.

John will reach out to Mary-Ellen Lepionka, co-Chair of the Gloucester Historical Commission, in response to a letter from that Commission and the Gloucester Historic District Commission.