**Gloucester Lyceum & Sawyer Free Library**

**Executive Committee of the Board of Trustees – Meeting Notice**

**Wednesday, July 5, 2018, 8:30 am**

The monthly meeting of the Executive Committee of the Sawyer Free Library Board of Trustees was held on Wednesday, July 5, 2018 at 8:30 am in the Muzzey Room of the Saunders House. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Not Present**: n/a

1. 8:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the minutes for June 6, 2018. Fred moved that the minutes be approved as presented; Fran seconded. John suggested one change and with that change the minutes were approved unanimously.
4. Discussion / Report
   1. Budget, Finance, and Investment
      1. CASB is adjusting accounts as suggested by auditors; transferring of funds will ensue.
      2. There was discussion about monitoring the operating account balance to keep it above $10,000 at all times. No procedural changes will be put in place at this time.
   2. Library Building Project – Dore & Whittier (D&W) proposal, Mass. Board of Library Commissioners (MBLC) guidance
      1. We received written confirmation from MBLC re: new construction vs. renovation (see attached).
         1. We cannot use Saunders House for staff offices nor for programs outlined in our application.
         2. We can renovate Monell if renovations meet plans outlined in our grant application Library Program report.
      2. There was discussion about the best ways to proceed.
   3. Library Strategies recommendations – committee consolidation, 501(c)3 foundation
   4. July 24th Board of Trustees agenda
      1. Resolutions from the Building Committee
      2. Landscaping / Beech tree
      3. Security personnel
5. Next meeting Wednesday, August 1, 2018 at 8:30am
6. 9:15 Adjourn