

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, September 25, 2018, 5:30pm

Attendance: Fran Aliberte, John Brennan, Peter Feinstein, Joe Grella, Priscilla Malboeuf (left at 6:57), Simon Paddock, James Pope, Mern Sibley, Library Director Deborah Kelsey, and guests Deborah Cramer, Beth Pocock, and Katherine Prum (left at 6:00)

Not Present: Barbara Braver, Fred Cowan, Bill Fonvielle, and Wendy Quinones

1. 5:33 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the August 21, 2018 minutes. Fran moved to approve the minutes as presented. Joe seconded and the minutes were approved unanimously.
4. Financial
 - a) Treasurer's report: Joe presented actuals vs. budget for the fiscal year-to-date and a statement of activity for August.
 - b) FY18 Audit progress: The auditors finished today and will write up the report for review at the next meeting.
 - c) Accounting Policy and Procedure Manual Action Item: The updated Manual was distributed for review in advance of the meeting. Joe noted an important change to the check-signing policy: we will still require two signers, but the signers will be officers of the Board. There was discussion and consensus re: having back-up signers for when two officers are not available. Joe will update the policy for approval at the next meeting. We have added language on how to manage the budget. Approval will be deferred until next month.
 - d) Approval of the Treasurer's report: Fran moved to approve the report. Mern seconded and the report was approved unanimously.
5. Discussion and Action
 - a) Strategic Plan – Katherine Prum
 - i. Katherine led the Community Strategic Plan process. Joe asked for clarification on the comment in the report about cultivating leadership. Katherine said this has to do with positioning SFL as a leader within the community as well as cultivating leadership within SFL among staff and Board. John commented that the Strategic Plan is general and will be complemented by a list of actions items.
 - ii. John asked for a call to approve the Strategic Plan. Fran made the motion. Simon seconded and the Plan was approved unanimously.
 - iii. Discussion and major points of what we learned about public perception of the library through the community strategic planning process.
 - Needs to be better at partnering with other organizations.

- Katherine explained that, though it was not mentioned by everyone, when the building was mentioned it was stated that it is not welcoming and needs upgrading.
- Katherine pointed out that everyone who participated in the survey was enthusiastic about the library; she feels that public support is strong.
- Major concerns: should be a place for learning, information exchange, community gathering, reaching out to served and under-served populations alike.

6:00 Katherine left the meeting.

- b) Board members resigned: Kecia German, Carol Healy and Katlin Wagner have submitted their resignations. Peter moved to accept their resignations. Joe seconded and the motion passed unanimously.
- c) Board member proposed: Anne-Marie Anderson. She was a member of the Community Strategic Planning Committee. Her bio was circulated in advance of the meeting. Fred Cowan and Fran met with her to talk in-depth and recommend her for the Board. Fran moved to elect Anne-Marie Anderson to serve as a Trustee. Simon seconded and approval was unanimous. Fran will let her know.
- d) Fundraising Committee – Simon Paddock
 - i. Foundation Development: The Fundraising Committee is writing the application for the new 501(c)3 with the help of Meredith Fine. Simon is meeting with Trustees individually for input on the what the new 501(c)3 will mean.
 - The Board will review the application before it's submitted.
 - We need to ensure there's both a distinction and a relationship between SFL and the new 501(c)3.
 - Attorney agreement: Meredith recommended Elizabeth Reinhardt. John and Deborah spoke with her. John recommends we hire her to represent SFL in the application process. Fran moved to approve hiring her. Peter seconded and the motion passed unanimously.
 - ii. Simon met with the Friends in his role as liaison. They encouraged the Trustees to attend the art auction on October 3rd.
 - iii. Annual Appeal: This is a joint effort with the Corporate Communications Committee (CCC).
 - iv. Donor software: Purchased Bloomerang. Bookkeeper, Mary-Kathryn Gray shared our data with them to input. That will take two weeks and they'll return the file to us.
 - v. New Committee member: Joan Pohas. She has experience in development. Simon proposes we hire her as a contractor to help with developing a fundraising plan in the future. Library Strategies is advising, but not working on the application. John asked to see Joan's CV; Simon will share it with the Board and the Executive Committee will discuss the idea.
- e) Library Building
 - i. Gloucester Historic District Commission and Gloucester Historical Commission letter, dated August 28, 2018, signed by Mary-Ellen Lepionka, Co-Chair of the Gloucester Historical Commission: John spoke with her in response to the letter and suggests inviting them to a meeting to brief them on where things stand now and to share our thoughts on how we plan to do something good for the community. We can answer questions raised in the letter.

- Brainstorming: We have shared the Building Plan slideshow Peter created with the Historic District Commission; include Dore & Whittier (D&W) in the conversation; include Mern to talk about Saunders House; meet quarterly to update; provide more frequent updates to the public on the Building Plan status. John suggests structured and regular communication with a format to be decided by Executive Committee to be approved at the next Board meeting.
 - John will call Ms. Lepionka to tell her we'd like to plan a meeting and ask her what sort of approach would work for them.
- ii. Dore & Whittier proposal – Peter Feinstein
- The proposal was approved at the Building Committee. The Board needs to approve funding. They propose a full-scale review of Monell to weigh the pros and cons of renovating and adding-on versus building new.
 - Details of the proposal: Proposed expense of \$139,850. This will not include creation of architectural plans of a building, but will include a study of the building by an architect and engineers, funding of marketing materials, hiring an outside engineering firm to study floor loadings, capacity of Monell to meet the Mass. Board of Library Commissioners (MBLC) grant, how to add 10K sq. feet to the existing structure, and a topographical survey.
 - We approved \$100,000 so far. They've spent about \$10,000. We approved but have not allocated \$30,000 for drawings. Peter requested approval to spend the full amount of \$139,850. Simon moved that the Board accept the recommendation of the Building Committee to approve the D&W proposal. Priscilla seconded and the motion passed unanimously.
- ii. Deborah Cramer – an SFL Corporator. She spoke at the Building Plan public meeting in favor of a new building. She agrees with a letter written by Dick Prouty of TownGreen 2025 and Tim Greiner, proprietor of Pure Strategies that the City incorporate carbon-neutral building in moving forward with their plans. She is concerned because D&W doesn't have a track record with carbon-neutral building and stressed that carbon-neutral planning needs to be part of the process all along. Peter will continue the conversation with her outside of the meeting.

6. Updates

a) Corporate Communications

- i. Rotary Trivia Night: We would like to have a team. Talk to Wendy Quinones if you're interested.
- ii. Wendy and Fran will meet with the Historic District Commission to request approval for a new sign kiosk for Dale Avenue.

b) Friends

- i. Art Auction: October 3rd.
- ii. Music CD: Musicians, Jeanie Lynch and Peter Phillips have donated a CD that the Friends will be selling as fundraiser.

8. 7:00 Adjourn. There being no further business the meeting was adjourned.

9. Next meeting dates: October 16, 2018, 5:30 pm – monthly Board meeting.

Respectfully submitted, Tracy Bowen

Motions Summary

Fran moved to approve the Treasurer's report. Mern seconded and the report was approved unanimously.

John asked for a call to approve the Strategic Plan. Fran made the motion. Simon seconded and the Plan was approved unanimously.

Peter moved to accept resignations from Kecia German, Carol Healy and Katlin Wagner. Joe seconded and the motion passed unanimously.

Fran moved to elect Anne-Marie Anderson to serve as a Trustee. Simon seconded and approval was unanimous.

John recommends hiring Elizabeth Reinhardt to represent SFL in the application process for the new 501(c)3 foundation. Fran moved to approve hiring her. Peter seconded and the motion passed unanimously.

Simon moved that the Board accept the recommendation of the Building Committee to approve the D&W proposal. Priscilla seconded and the motion passed unanimously.

Actions Summary

Joe will update the check-signing policy for approval at the next meeting.

Fran will let Anne-Marie Anderson know she's been elected to the Board.

Simon will share Joan Pohas' CV with the Board. The Executive Committee will discuss hiring her as a contractor to help with developing a fundraising plan in the future.

John will call Mary-Ellen Lepionka of the Gloucester Historical Commission to tell her we'd like to plan a meeting and ask her what sort of approach would work for them.