

Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Wednesday, March 22, 2017

Attendance:

Board Members - Present

Barbara Braver, Vice-
President
John Brennan, Treasurer
Fred Cowan, President
Bill Fonvielle
Kecia German
Emily Glover, Clerk – left
7:45
Mern Sibley
Dana Tobey

Board Members - Not

Present
Scott Memhard
Wendy Quinones

Invitees

Deborah Kelsey, Ex
Officio
Simon Paddock, Potential
Board Member

1. Call the meeting to order at 6:00PM: Fred Cowan.
2. Rich Weissman submitted his resignation for the board due to personal reasons.
3. **A motion was made by Barbara Braver to elect Simon Paddock as a new member of the board to fill the uninspired term of Rich Weissman. Bill Fonvielle seconded. All in favor.**
4. **A motion was made by John Brennan to accept the minutes of the January 11, 2017 minutes. Seconded by Kecia German. All in favor.**
5. Treasurer's Report: John Brennan noted that we are on the course we anticipated currently running a deficit budget that was anticipated to the new building expenses. He requested that all committees submit their budget for FY18 as soon as possible so they can be incorporated into the overall library budget.
6. **A motion was made by Barbara Braver to approve the February Treasurer's Report. Seconded by Emily Glover. All in favor.**
7. **A motion was made by Emily Glover to approve funding for the lead remediation up to the amount of \$9,000.00. Seconded by Kecia German. All in favor.**
8. **A motion was made by John Brennan to approve \$3,500.00 from State Aid for relocation services. Seconded by Bill Fonvielle. All in favor.**
9. Deborah Kelsey, Library Director, reported that she submitted the FY18 budget to the city.
10. Fred Cowan discussed the need for internal controls within the accounting system, and that with the use of Purchase Orders and other standardization we would be able to track any donation to the purchase of the product the donation was intended for. He also reported that Horvitz & Frisch PC will submit a formal proposal for accounting services after their busy season ends (April 15).
11. Fred Cowan reported the need for a Clerk of the Board (and all committees). After discussing the duties the job would entails there was a motion made. **A motion was made by Kecia German to hire Tracy Bowen as Clerk of the Board at the rate of \$45.00 per hour. Seconded by Emily Glover. All in favor.**

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12. Fred Cowan discussed the need for Saunders House Stewardship. He will speak with Meredith Fine to see if she will submit a formal proposal for legal work that would need to be done to separate the building from the assets of the Saunders House.
13. Fred Cowan also discussed the details of the MBLC (Massachusetts Board of Library Commissioners) funding and how that would relate to the new building project. Even with 40% funding none of that money would be made available up front as all funds are on a reimbursement schedule. Other concerns are funding may be threatened due to unforeseen outside forces, and that many items within a project are exempt from the funding as well as allowances for certain items. There is also the issue of whether or not the building permit would have been issued if the Historic District was not in favor of the design. Without extensive fundraising above what was previously anticipated there would possibly be no money left for programming after the new building was built.
14. Deborah Kelsey discussed the need for strategic planning with the community to see what the future of the library will become.
15. Deborah Kelsey reported that Fred Cowan and Deborah will be interviewed on Cape Ann TV show Cape Ann Reports with Gregg Bover.
16. There being no further business a motion was made to adjourn at 7:46PM.

Respectfully submitted
Mary-Kathryn Gray