

**Gloucester Lyceum & Sawyer Free Library**  
**Board of Directors - Meeting Minutes**  
**Wednesday, May 24, 2017, 5:30 pm**

The monthly meeting of the Sawyer Free Library Board of Directors was held on **Wednesday, May 24, 2017 at 5:30 pm** in the Anderson Room on the second floor of the Saunders House.

---

Attendance:

Board Members

Barbara Braver, Vice-President, John Brennan, Treasurer, Fred Cowan, President, Bill Fonvielle, Simon Paddock, Katherine Prum, Wendy Quinones, Mern Sibley

Absent: Kecia German

Invitees

Deborah Kelsey, *Ex Officio*

Fran Aliberte, potential Board member

1. Call to order

2. Welcome and introductions. This meeting is being recorded.

3. Board Membership: Nomination of Fran Aliberte

Fran & Fred left the room during the discussion and vote. Barbara proposed Fran for election to the Board, noting his humor, spirit, and dedication to SFL. Barbara moved to approve his nomination. Bill seconded, citing Fran's long-time volunteer contribution to the Library. Fran was unanimously voted on to the Board.

4. Approval of the April 26, 2017 minutes

A couple of corrections were made to future meeting dates. With those changes Wendy moved to accept the minutes; Simon seconded and the amended minutes were approved unanimously.

5. Treasurer's Report

**Investments**

- John provided a Portfolio Summary for Board review; despite drawing down some funds the balance only dipped a little over the year due to growth in the market.
- For the benefit of the new members he described the accounts that are included in the summary (namely: Smogard and Vachros and some smaller accounts for some older restricted gifts).

**FY18 Budget**

- Deborah provided an overview of the SFL budgeting/financing idiosyncrasies:
  - The City pays salaries, utilities, trash removal, custodians, building repairs;
  - ~13% of the budget (~\$30,000) comes via state aid.
  - The Budget & Finance (B&F) Committee deals with the \$6,000,000 in investment funds, keeping in mind restrictions on some of the funds.
  - The annual budget is just under \$600,000 with income of about \$150,000 coming from fines, merchandise sales, the annual appeal, and the investment income.

- We are spending down our funds. The Committee is examining whether funds are being spent wisely.
- DK led the Board through the proposed budget.
  - Details include, but are not limited to:
    - Scheduling changes for library hours;
    - Sharing an IT person with the City;
    - Receiving money from the Friends for programs;
    - Dues & Membership expenses (large increase in NOBLE dues);
    - Staff development;
    - Planning and design for the Building Plan (budgeted, but not spent last year);
  - We are operating at a deficit. Will need to fundraise to meet expenses.
    - John pointed out that for the past couple of years we've been utilizing investments to cover expenses.
- Katherine moved to approve the proposed budget; Fran seconded and the FY18 budget was approved unanimously
- John noted that the Policies & Procedures Committee is rewriting the manual which will include a section on bookkeeping practices and procedures. Deborah will provide a revised draft for the Board to review.

#### **Fundraising issues**

- Getting the MBLC building grant at 40% will mean raising remaining funds.
- The Committee is planning to hire a fundraiser who would focus on both Building and operating funds.
  - This would mean spending ~\$150,000 or greater to raise \$10,000,000 for the Building.
    - We aspire to have an annual ongoing appeal for \$500,000.
    - We need to address public confusion re: giving to the Friends versus giving to annual appeal.
    - Friends often do the grassroots fundraising (and build community).
    - Board would address the Building capital campaign and the annual fund/larger ongoing operational support.
    - We should unite efforts around a common core: branding and clarifying the different fundraising efforts (i.e., "Where is your money going?").
  - There was talk at an earlier meeting of forming a joint committee to include/coordinate with Friends and the Corporate Communications Committee (previously the Community Public Relations Committee).
  - Deborah suggested talking to Concord or Natick libraries – both of which are configured similarly to SFL - as to how they address fundraising.
  - Moving forward with April decision to hire a fundraiser, the B&F Committee will begin the research process and bring some suggestions back to the board.

#### **6. Discussion and Action**

##### **Nominations for Officers – Fred Cowan**

- At the end of the fiscal year Fred will step down as President and has asked John to step up.

- John said a few words about what his vision and goals as President would be. They included:
  - To get firm in our own minds who are the varying facets of SFL (Friends, Board, City, etc.);
  - To work on public perception of who we are and what we want to do – in general and as regards the Building Plan;
  - To engage the public in the Building Plan, including safety and other issues with the Saunders House;
  - To bring back the Executive Committee;
  - Not to attempt to do everything himself and to enlist a strong VP to compliment his efforts and be willing and able to take on some of the responsibilities.
- Proposed slate for officers for the Annual Meeting
  - John, Fred, Barbara will meet to draw up the slate; if anyone's moved to take on a role, let them know. They will have the slate prepared within the next week.
  - Tom Queeney and Steve Dexter have agreed to continue serving on the Audit Committee, but we need one more person to serve.

### **Building Plan**

- Deborah spoke with Rosemary Waltos at MBLC to discuss the question of redesigning the building now that the proposal has been submitted. Based on MBLC policy, she will not be able to discuss this with us until July after the grant decisions have been made.
- Rosemary did caution us to wait for the grant decision before changing plans. If we get the grant, no matter where we are on the list, we can start moving forward; we will be able to change anything except the site and cannot design a smaller plan (can design bigger).
  - If the Saunders House is conjoined it would need to come up to ADA compliance.
- She also suggested we retain the original architect to avoid having to start the funding process from scratch with the funding process (OPM, etc).

### **Bylaws revision to potentially increase the size of the board to 24 – Fred Cowan**

- Smaller size constrains our ability to foster sustainable leadership on the Board. We want to increase Board mentoring and include a broader demographic on the Board. Thus we are proposing a maximum number of 24.
- After discussion on the ideal number to serve on the Board, Fred called for a show of hands. The majority voted in favor of changing the maximum number to 24.
- John then moved to amend the by-laws to change the Board maximum from 15 to 24. Wendy seconded and the motion passed unanimously.

### **Generous Gardeners donation \$200 – Fred Cowan for Kecia German**

- Generous Gardeners volunteers provide summer upkeep of our gardens. Fred suggested we make a donation of \$200 to Generous Gardeners as a thank you. Barbara moved to make the suggested donation. John seconded. The motion was approved unanimously.

### **Sponsorship policy – Wendy Quinones**

- Historically we've had two corporate sponsors and items: Carroll Steele Insurance bookmarks and Cape Ann Savings Bank bags.
- The proposed policy would increase funding opportunities and outline the benefits and limitations of sponsorship. Wendy distributed the draft policy to the Board.
  - The sponsor's information cannot take up more than 25% of the material;

- The nature of goods (size, look, length of run) are under control of the library.
- The Committee will institute a procedure for drawing up a contract.
- Simon moved to approve the policy as presented. Barbara seconded. John abstained from voting because he works for bank; all others voted in favor and the policy was approved.
- The Board thanked Wendy for her work on this.

## 7. Ad Hoc Committee Reports

### **NEA grant:**

- We received a \$50,000 NEA grant to write Gloucester's story from multiple perspectives, using arts and culture as a means of telling the story.
- Gloucester Arts, which sought the grant, is folding in the next few weeks and the Program Manager will be out of work.
- We are fiscal manager for the grant, collaborating with five other organizations, but do not have the resources to take on oversight of the project.
- Deborah consulted with the Mayor who said the project is moving forward despite the loss of Gloucester Arts. The City is not contributing, but will support the effort.
- We will not spend any funds until the \$50,000 match is met. SFL will provide an in-kind match.
- If there is no manager there will be no grant. For now we'll have to wait and see.

### **Mold remediation** (see Building & Grounds minutes for greater detail)

- Dan Ottenheimer has identified a professional team to assess the situation in Saunders House and in the library as a whole (forced-air heating for 1st floor of '76 originates in the Saunders House basement). The cost is \$2,500 for the assessment.
- Treatment of Gloucester Daily Times historic papers (391 volumes) is estimated to cost \$37,000.
  - DK is considering how to proceed and is checking if the issues have already been microfilmed.
- Wellspring has been kept apprised of the situation
- Fred has a lead on someone who can assess water damage and leakage remediation in the Saunders House basement to avoid problems in the future.
- Deborah has embargoed the basement; nothing is allowed in or out until the problem is alleviated.

## 8. Concerns of Board Members

### **Annual Meeting** – Wendy

- We will have check-in tables at both front and back entrances with the list divided alphabetically for check in. Board members will staff the tables and have people check that their contact information is up to date.
- People can RSVP with the reply card or via the online survey.
  - Couples received one response card in the invitation, so we will have extra cards available at the meeting.
- Wendy will send details to Board on participation.

## 9. Next meeting dates:

Library closed: May 29, June 5-10

Communications Working Group; Tue, May 30, 10am  
Website Redesign Working Group: Tue, May 30, 11am  
Lyceum: Mon, June 5, 4:30pm  
Building & Grounds: Mon, June 12, 4:30pm  
Annual Meeting: Mon, June 12, 7pm  
Community Public Relations: Tue, June 6, 10am  
Website Redesign Working Group: Tue, June 6, 11am  
Executive: Wed, June 14, 8:30am  
Friends: Wed, June 21, 4 pm  
Board of Directors: Tue, June 20, 5:30 pm

10. 8:10 Adjourn

Respectfully submitted, Tracy Bowen

### **Motions Summary**

- Fran Aliberte was unanimously voted on to the Board.
- Katherine moved to approve the proposed FY18 budget; Fran seconded and the budget was approved unanimously
- John moved to amend the by-laws to change the Board maximum from 15 to 24. Wendy seconded and the motion passed unanimously.
- Simon moved to approve the Sponsorship Policy as presented. Barbara seconded. John abstained from voting because he works for bank; all others voted in favor and the policy was approved.

### **Actions Summary**

John noted that the Policies & Procedures Committee is rewriting the manual which will include a section on bookkeeping practices and procedures. Deborah will provide a revised draft for the Board to review.

John, Fred, Barbara will meet to draw up the slate of nominees of officers; if anyone's moved to take on a role, let them know. They will have the slate prepared within the next week.

Kecia suggested (via Fred) that we make a donation of \$200 to Generous Gardeners as a thank you. Barbara moved to make the suggested donation. John seconded. The motion was approved unanimously.

The Policy and Procedures Committee will institute a procedure for drawing up a contract for sponsorships.

Wendy will send details to Board on participation at the Annual Meeting.