

Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Tuesday, June 20, 2017, 5:30 pm

The monthly meeting of the Sawyer Free Library Board of Directors was held on Tuesday, June 24, 2017 at 5:30 pm in the Friend Room of the main library.

Attendance:

Board Members

Fran Aliberte, John Brennan, President, Fred Cowan, Treasurer, Bill Fonvielle, Katherine Prum, Vice President, Wendy Quinones, Mern Sibley, Dana Tobey (left at 6:45)

Invitees

Beth Pocock, Assistant Director

1. Call to order

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

- There will be no full Board meetings in July or August this year. The Executive Committee (EC) will meet, as usual, on the first Wednesday of both months; all Trustees are welcomed to attend.
- We will hear from MBLC about the Building grant in July. The EC will draft a communications plan and a simple announcement re: MBLC decision.
- The September Board meeting will deepen the conversation re: Building Plan and fundraising. In the interim we will work on a strategic vision plan and review the current Strategic Plan. Newer Trustees have not seen the current Strategic Plan – Beth will send it out.
- Per the bylaws, the Governance Committee must include a former President of the corporation. Deborah has asked Mary Jane McGlennon to serve; Katherine will follow up with her.

3. Board Membership: Samantha Low and Katlin Wagner. Because neither was able to attend the meeting the vote was tabled until the September meeting.

4. Approval of the May 24, 2017 minutes. John asked to change one word in the section on Investments. Fred moved to approve the minutes as amended; Bill seconded and the minutes were approved unanimously.

5. Treasurer's Report – John Brennan

We will have a deficit again this year because of the Building Plan, but that's considered money well spent. Fred moved to accept the Treasurer's report and Wendy seconded and the report was approved unanimously.

6. Discussion and Action

- a) Vote on officers. Fred moved to approve the slate as presented at the Annual Meeting. Wendy seconded and the slate of officers was approved unanimously.
John Brennan, Chair
Katherine Prum, Vice Chair
Fred Cowan, Treasurer
Kecia German, Secretary
- b) Bank Gloucester Check Signers: Current signers are John Brennan, Meredith Fine, and Scott Memhard. With Meredith and Scott no longer serving on the Board this will need to be updated. John suggested removing Meredith and Scott as signers and adding Fred Cowan (Treasurer), and Katherine Prum (VP) as new signers. Fran made the motion, Dana seconded. The motion was approved unanimously. New signers will be John Brennan, Fred Cowan, and Katherine Prum.
- c) John asked for a motion to include Fred Cowan and John Brennan as authorized signers of the Vanguard account at Cape Ann Savings Bank. Fran made the motion and Dana seconded. The motion was approved unanimously.
- d) Approve the Financial Policies and Procedures Manual – John Brennan
 - These are policies and procedures suggested by the auditor for best practices. John & Fred have reviewed and approved the document. Approval by the Board has been tabled until it can be circulated to the Board for review. Beth will send it to the Board.
- e) Accept FY18 Board Goals and Objectives (see attached)
 - The list of Goals and Objectives was sent to the Board for review. Discussion: All Board members should have the same talking points about the Building Plan. It was suggested the Board appoint one person to be the spokesperson for the Building Plan. Wendy will bring the issue to the Corporate Communications Committee for discussion. Fran moved to accept the FY18 Board Goals and Objectives; Dana seconded. Acceptance of the FY18 Board Goals and Objectives was approved unanimously.
 - Deborah shared a document for Board self-assessment. Discussion of the process will be added to the September agenda.
- f) Authorize Fish Box Derby donation of \$100
 - Fred moved to make the donation. Wendy seconded and the donation was approved unanimously.
- g) Accept Organizational Chart (see attached)
 - Fred moved to accept the Organizational Chart as presented. Fran seconded and the Chart was approved unanimously.
- h) Accept Annual Calendar
 - The Executive Committee meets on the first Wednesday of the month at 8:30AM; the Board meets on the third Tuesday at 5:30PM.
 - Fred requested we meet only in ADA accessible spaces.
 - John invited all Board members to attend Executive Committee meetings.
 - Wendy moved to accept the calendar with the ADA accessible meeting space addition. Fred seconded and the Calendar was approved unanimously.
- i) Elect past President to serve on the Executive Committee. John moved to appoint Fred to fill this role. Wendy seconded and the motion passed unanimously.

- j) The Saunders House Committee needs an official name. Fred moved to approve the name Saunders House Stewardship Committee. Mern seconded and the motion was approved unanimously.

7. Ad Hoc Committee Reports

a) Fundraising – Katherine Prum

- Simon and Katherine met with Fred and Deborah to discuss developing a plan for identifying and hiring a professional fundraiser. They drew up a list of people to contact from local nonprofits and other libraries known to have held a successful capital campaign. They are developing interview questions re: organizational challenges, and criteria for hiring, resources used, would they do it the same again? This person would raise funds for both the Building Plan and for operating expenses.
- Katherine and John met with the Building Committee to discuss the plan. Katherine found templates for fundraising proposals.
- Simon will chair the Committee. New members of the Board will be recruited with Katherine serving as a mentor.
- The Committee will present on progress in the fall with the expectation of having hired someone by January.

b) Building Committee – Fran Aliberte

- Fran will forward a copy of the Building Committee timeline to Beth to share with the Board.

c) Mold remediation – Fred Cowan

- Dan Ottenheimer and Fred met with Environmental Health & Engineering, Inc. (EH&E). They have inspected all three buildings. Mold has not spread to the Monell building except for a small patch in Children’s Library; that’s the number one priority for B&G. Tracy has recording of conversation to transcribe for the B&G minutes. They do not do the work, but only will suggest what needs doing.
- They suggested that the vault is not ideal for storing art. Once we have their written report we will bring it to the Art Trust for a conversation about moving the art; we should include the City and CAM in the discussion. Fred reminded us that part of the reason for the Trust keeping the art here is that the deed states that no admission be charged to view the paintings; he points out that we could ask CAM to display them for free. They will most likely need some restoration /conservation work at this point. John suggests a copy of the report go to the Art Trust. Tracy will type up the recorded conversation.

d) Saunders House – Mern Sibley (Chair)

- Other Committee members: Prudence Fish, Jane Mead, Bill Remsen, David Rhineland, Katelyn Vance, with legal advice from Meredith Fine. The first meeting was held on June 1.
- Meredith will analyze Saunders House deeds and records. The group did a tour on June 14th, led by Bill Remsen who is a preservation architect. He’s very knowledgeable on water infiltration issues and how to fix them.

- Determining the end goal for Saunders House is the purpose of the Committee. They would like to restore the Saunders House to historic quality to the ability feasible.
 - Both David and Bill serve on the Historic District Commission. Katherine wondered about having a City representative serve on the Committee. Bill recommends Jim Hafey of the DPW. Mern will reach out to Jim Hafey.
- e) Corporate Communications Committee – Wendy Quinones (Chair)
- They are currently working to update the list of Corporators. They have been able to update some of the contact information and have heard back from some people who no longer want to be on list. They suggest removing from the list: 1) anyone whose mailing was returned with no address update; and 2) anyone with no available Cape Ann contact info and no library connection. They propose asking Corporators to make phone calls to people we haven't heard from to update the information that was requested on the Annual Meeting reply card. Wendy, Beth, and Mary-Kathryn will work on making this happen. They hope to have a refined list by the September meeting.
 - They drafted a plan of action to follow up on the MBLC grant announcement.
 - i. Bring back the Gloucester Conversations re: desired library programs and services. People will want to talk about the building so the facilitators will need to work the conversation back to desired programs and services (which will inform the building design). Discussion: The Executive Committee can authorize expenditures for planning Gloucester Conversations. The Committee will create a plan over the summer to move this forward.
 - ii. John will be the spokesperson. He will be on vacation but will have a prepared statement for when the grant is announced.
 - iii. Beth reminded the Board that staff will be on the front line for questions as soon as the grant is announced. The Committee will compose a simple response for staff to use. Fran shared Christine's talking points to keep Board on the same page. Fran will share with Beth to send to the Board. It needs to be abridged; the Executive Committee will edit it.
 - iv. There was mention of Deborah Cramer's letter in the Gloucester Times re: carbon neutrality. The Board agreed we should build this into the building design. Deborah Cramer and Wendy will attend the Gloucester Clean City Commission meeting. Wendy will prepare a fact sheet on carbon neutrality for the September Board meeting.
 - v. John invited Wendy and Fran to attend the Executive Committee meeting to discuss how to move forward with public presentation of the grant announcement.

8. Concerns of Board Members

9. Next meeting dates:

Friends: Wed, June 21, 4 pm
Saunders House: Mon, June 26, 10:30 am
Library Closed: Mon, Jul 3 and Tue, Jul 4
Executive: Wed, Jul 5, 8:30 am
Lyceum: Mon, Jul 10, 4 pm
Building & Grounds: Mon, Jul 10, 4:30 pm
Executive: Wed, Aug 2, 8:30 am
Lyceum: Mon, Aug 7, 4 pm
Building & Grounds: Mon, Aug 14, 4:30 pm
Library Closed: Mon, Sep 4
Executive: Wed, Sep 6, 8:30 am
Lyceum: Mon, Sep 11, 4 pm
Building & Grounds: Mon, Sep 11, 4:30 pm
Trustees: Tue, Sep 19, 5:30 pm
Friends: Wed, Sep 20, 4 pm
Library Closed for Staff Training: Fri, Sep 29, 8:30-noon

10. 7:00 Adjourn There being no further business Fred moved to adjourn the meeting. Fran seconded and the meeting was adjourned.

Motions Summary

John suggested removing Meredith and Scott as signers on the Bank Gloucester account and adding Fred Cowan (Treasurer), and Katherine Prum (VP) as new signers. The motion was approved unanimously.

John asked for a motion to include Fred Cowan and John Brennan as authorized signers of the Vanguard account at Cape Ann Savings Bank. The motion was approved unanimously.

Acceptance of the FY18 Board Goals and Objectives was approved unanimously.

The Board authorized making a \$100 donation to the 2017 Fish Box Derby.

Fred moved to accept the Organizational Chart as presented. Fran seconded and the Chart was approved unanimously.

Accept Annual Calendar: The Executive Committee meets on the first Wednesday of the month at 8:30AM; the Board meets on the third Tuesday at 5:30PM. Fred requested we meet only in ADA accessible spaces. With that amendment the Calendar was approved unanimously.

John moved to appoint Fred to serve on the Executive Committee in the role of past-President. The motion passed unanimously.

Fred moved to approve the name Saunders House Stewardship Committee for the committee newly formed to look into Saunders House future. Mern seconded and the motion was approved unanimously.

Actions Summary

Approval of the auditor's suggestions for best practices has been tabled until the document is circulated to the Board for review. Beth will send it to the Board.

Deborah shared a document for Board self-assessment. Discussion of the process will be added to the September agenda.

Fran will forward a copy of the Building Committee timeline to Beth to share with the Board.

Tracy will type up the conversation Fred and Dan Ottenheimer had with Environmental Health & Engineering, Inc. This is to be shared with the Art Trust.

Mern will talk to Jim Hafey of the DPW about serving on the Saunders House Stewardship Committee.

Wendy, Beth, and Mary-Kathryn will work on updating the Corporator's list, including enlisting a few Corporators to call people on the list who did not respond to the Annual Meeting mailing.

Fran will share Christine Armstrong's Building Plan talking points with Beth to send to the Board.

The talking points need to be abridged; the Executive Committee will edit them.

The Board agreed we should build carbon neutrality into the building design. Deborah Cramer and Wendy will attend the Gloucester Clean City Commission meeting. Wendy will prepare a fact sheet on carbon neutrality for the September Board meeting.