

**Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Wednesday, February 24, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, February 24, 2016 at 5:30 pm in the Anderson Room of the Sawyer Free Library.

In attendance:

Jerry Ackerman	Barbara Braver	John Brennan
Fred Cowan	Meredith Fine	Bill Fonvielle
Kecia German	Emily Glover	Scott Memhard
Dan Ottenheimer	Wendy Quinones	Deborah Kelsey
Mary-Kathryn Gray		

1. Call to order

2. Welcome and introductions.

- John introduced the new Bookkeeper, Mary-Kathryn Gray. They worked together several years ago at North Shore Art Association. Mary-Kathryn explained that she's been working to design readable reports that detail Corporation income and expenses for presentation to the Board, including tailoring classes in Quickbooks to better meet Board needs; with Deborah's help she's reworking the Chart of Accounts for the same purpose. She's also written up instructions for staff to ensure cash control consistency. Mary-Kathryn thanked Stella for her help.
- The Board thanked Mary-Kathryn for presenting an easy to understand financial report. She's still refining the format and explained that the current version presents only the Corporation finances; it does not include salaries and other expenses that are tracked by the City. With a little notice Mary-Kathryn and Deborah can supply a report from the City to present to the Board.
- Her next project is reviewing the temporarily restricted and restricted accounts.
- 7:50 Mary-Kathryn left the meeting.

3. Call for additions to the agenda

4. Approval of the October 19, 2015: pending. Approval of the January 26, 2016 minutes. Jerry asked for a correction to clarify that the Emergency Policy was drafted by Deborah and the staff. As procedures they do not need committee or Board approval. The committee nevertheless will informally review them for any possible omissions or conflicts and for clarity.

Bill moved to accept the minutes as corrected; John seconded. The minutes were approved unanimously.

5. Discussion and Action Items

a. Form 990 - John

- This is an informational federal tax return for non-profits. It is sent to the IRS and a copy is sent to the Attorney General with the annual Form PC. They will be posted on Guidestar.

- Ask Tracy if you'd like a copy.
- b. Library Building Program approval - Deborah
- The plan was submitted to, and approved by, the Mass. Board of Library Commissioners (MBLC). Rosemary Waltos will be working with us. See below for further discussion.
- c. OPM negotiation - Meredith
- She will be back in touch with Knight, Bagge, and Anderson (KBA) tomorrow regarding their proposal.
- d. Wright Industries settlement - Meredith
- The settlement was accepted. Many thanks to Scott and Dan McRitchie for their testimonies.
- e. MOU with the City – Fred
- Because the Library does not have an MOU with the City and is not written into the charter, the Building & Grounds Committee regularly runs into obstacles when asking the City for help with repairs. Fred feels an MOU would provide clarity on our relationship with the City and make it easier to get work done; he suggests meeting with the Mayor to discuss and MOU.
 - A discussion followed on the best way to draft an agenda for Executive Committee (EC) and Board meetings. Barbara spoke up for efficiency – thinks the EC should review items first and decide whether to add to it to the Board agenda (with pros and cons outlined) or ask the person making the request to get more information on the matter.
 - After some discussion it was decided that, in this instance, the conversation should be moved to a committee rather than become a detailed Board conversation. With that in mind, Meredith asked for a motion to refer the question of drafting an MOU to the EC to make a recommendation on how to proceed. Scott moved, Wendy seconded and the motion was approved unanimously.
 - The suggestion was made that the MOU discussion include a review of what other Libraries do.
- f. RFP to find a marketing consultant – Wendy
- Wendy gave a big thanks to Michelle Williams (Bill Fonvielle's daughter) for her work on the Community and Public Relations Committee. The Committee has drafted a three-part RFP to engage help in branding the Library: 1) figuring out what the branding should be; 2) how to do it; and 3) doing it.
 - They will bring the RFP to the EC meeting on March 9th for review. The EC will present it to Board for approval (sent ahead of time with the Board packet for review).
 - Meredith and Wendy will meet to discuss dates and timeline for the work.
- g. Lucille LePage Summer 2016 Stories, Songs, and More sponsorship appropriation – Deborah
- Last year the Board approved spending \$200 to sponsor one week of Lucille LePage's summer program at Stage Fort Park. Lucille is asking for support again.
 - Barbara moved to allocate \$200 of Corporation funds to sponsor one week of Lucille Page storytelling. Scott seconded. The motion was approved unanimously.

6. Reports

a. Art Advisory – Emily Glover, Liaison

- Emily is putting together a new Committee and asked the Board to send her suggestions.
- Deborah suggests combining with the Friends on this work. Emily will follow through with the Friends.

b. Budget & Finance – John Brennan, Chair

- See above discussion with Mary-Kathryn Gray.

c. Building & Grounds – Fred Cowan, Chair

- We have a revised set of plans for the Children's Room renovation options. Ask Deborah if you would like to see them.

d. Community Public Relations – Wendy Quinones, Chair

- See above.

e. Director – Deborah Kelsey (see attached)

- Will follow up with later discussion about Board/Staff liaisons.
- There was a question about the mention of drunken patrons. Deborah explained that it's actually less of an issue than it had been, but has been getting more attention than in the past. Deborah and Beth are working with staff on best ways to handle situations and on how to make the Library a safe environment for all patrons. She will continue reporting on this to the Board.
- Jerry thanked Deborah for her good work and for the survey on library hours. Survey results called for increased hours which would have a financial impact if Sunday hours are added or staff is increased. John and Deborah are working on addressing this issue. They will bring their findings to the Board before bringing it to the City.

f. Executive – Meredith Fine, Chair (see attached)

g. Friends – Kecia German, Liaison

- Some recent successes: Fiber Fest raised \$ 675; a successful membership drive with an increase in members.
- They are waiting for the EC to discuss the Friends seeking support from corporate memberships.
- Upcoming: Bird program with Mass Audubon

h. Governance – Barbara Braver, Chair

- The Committee is composed of Barbara Braver, Kory Curcuru, Meredith Fine, and Mary Jane McGlennon. Deborah is the staff liaison. In addition, Bill Fonvielle will help with the Executive Director review.
- See By-Laws 6.3 for the role of the Governance Committee.
- The Committee will hold an organizational meeting on March 17th.

i. Lyceum – Barbara Braver, Liaison

- Recent successes: the Charlotte Gordon event.
- Upcoming: The Gloucester Area Astronomy Club is offering a series of presentations on Saturdays in March and April; Susan Erony will be speaking on March 22nd in honor of Women's History Month.

j. Policy & Procedure Committee – Jerry Ackerman, Chair

- Members of the Committee are: Jerry Ackerman, Cynthia Bjorlie, Deborah Kelsey, and Courtney Ellis Peckham; they're seeking one more member from the Board.
- They have scheduled an organizational meeting for next Wednesday at 9:00 AM.

k. Records management – Emily Glover

- They had to cancel a recent meeting and will reschedule soon.

l. Investment report – John

- Nothing has changed since last month.

7. Library Building Program (LBP) – Deborah

The New Building Committee (name not finalized) has formed: Fran Aliberte, Peter Feinstein, Paul McGearry, and Joe Taormina.

- Deborah spoke with Rosemary Waltos who offered several suggestions including preferred dimensions for some of the spaces, and design of teen and children's spaces, as well as archive storage.
- Meredith asked for Board feedback on the report and a lively discussion ensued.
 - Suggestions:
 - Highlight that SFL is the only library on Cape Ann to offer reference services;
 - Stress safety and code issues;
 - Emphasize the Library as a community meeting place;
 - Address the needs of the 11% of Gloucester residents who are not native English speakers;
 - Address meeting needs for various City meetings which are often small meetings that might be better held at SFL than in the Kyrouz Auditorium.
 - Comments:
 - Curious to know what other communities did to achieve their dream libraries;
 - Staying in the current building is not only very doable, but also marketable to the community;
 - Concern that the current Children's Room would that have to move.
 - The LBP is a blank slate and it might be ten years before the work is done. We will keep improving current Children's Room while planning for the future;
 - Continue to visit other libraries that allow for small meeting space with limited access to the library and easy access to the outside.

- Bathroom requirements are based on program needs and collection size (to determine collection size, figure one square foot for every 16 items);
 - size of the collection should be based on the target service size.
 - The LBP is a space assessment tool and living document to help move the conversation forward.
- Discussion followed about the Saunders House. MBLC is not interested in funding an historic building that houses no library services. The Saunders House will need its own plan.
- Next steps:
 - The Board votes whether to accept the LBP.
 - Finish contract negotiations with the OPM (KBA)
 - Using an RFP and the City Purchasing Dept., the OPM and the New Building Committee select an architect;
 - The architect begins site assessments and discussions about design;
 - There will be a series of design charrettes for review by the Board and the Committee;
 - Deborah submits the design and cost estimates as part of the grant application to MBLC in January.

Jerry moved to accept the LBP; Kecia seconded. The Plan was approved unanimously.

8. Concerns of directors to be addressed in the future

Fred asked about seeing Committee meeting minutes. They can be posted in the Dropbox folders set up for that purpose. Deborah noted that the Library will be switching to a Google docs system which will make it easier to share documents.

Next meeting dates:

Wednesday, March 2nd at 9:00 am Policy & Procedure
 Wednesday, March 9th at 8:30 am Executive
 Monday, March 14th at 4 pm Building & Grounds
 Wednesday, March 23rd at 5:30 pm Board of Directors

9. 7:30 Adjourn. John moved to adjourn; Emily seconded. Done!

Kecia invited all to a Rockport Rotary wine tasting.

Motions Summary

Meredith asked for a motion to refer the question of drafting an MOU to the EC to make a recommendation on how to proceed. Scott moved, Wendy seconded and the motion was approved unanimously.

Barbara moved to allocate \$200 of Corporation funds to sponsor one week of Lucille Page storytelling. Scott seconded. The motion was approved unanimously.

Jerry moved to accept the LBP; Kecia seconded. The Plan was approved unanimously.

Action Summary

Meredith will contact Knight, Bagge, and Anderson (KBA) tomorrow regarding their proposal.

The EC will review the question of drafting an MOU with the City and make a recommendation on how to proceed.

The Community and Public Relations Committee will bring the draft RFP for a marketing consultant to the EC meeting on March 9th for review. The EC will present it to Board for approval (sent ahead of time with the Board packet for review). Meredith and Wendy will meet to discuss dates and timeline for branding project.

John and Deborah are discussing the financial impact if Sunday hours are added or staff is increased and how best to cover the added expense. They will bring their findings to the Board before bringing it to the City.

The EC will discuss the idea of the Friends seeking support from corporate sponsors.

Committee meeting minutes should be posted in the Dropbox folders set up for that purpose.