

**Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Wednesday, July 27, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, July 27, 2016 at 5:30 pm in the Anderson Room of the Sawyer Free Library.

John Brennan	Fred Cowan	Meredith Fine
William Fonvielle	Howard Frisch	Kecia German
Emily Glover	Deborah Kelsey	Peter Feinstein, Building Committee Chair

1. 5:35 Call to order
2. Welcome, introductions, and personal sharing.
3. Call for additions to the agenda
 - Bill – Library Director evaluation survey
 - Emily – Volunteer luncheon
 - Kecia – forms for people who donate items
4. Approval of the June 22, 2016 minutes. Fred moved, Bill seconded and the minutes were approved unanimously.
5. Meet with Peter Feinstein, chair, Building Committee
 - The Committee consists of Joe Taormina, Deborah, Fran Aliberte, Fred Cowan, Paul McGeary, and Meredith. As Chair, Peter sees his role as coordinating the work of the OPM, the architects, and committee members.
 - Their goal is to build a library that is specific to the needs of the City. The grant application requires them to have researched at least one other location in addition to the current one. They have discussed I4C2 and worked with City to inventory other available spaces, but will most likely recommend staying in the current location. Ultimately the Board makes the decision.
 - The Committee reviews plans during the design process, focusing on programs and the use of the space (i.e., how much space is needed for programs, collections, meetings, etc.). Allocation of space will inform the space and the design.
 - They are currently drafting a budget in order to submit a plan to the state for approval of a \$10,000,000 grant from the state for construction. To do this they are matching the required square footage with how much money we can afford. Versatile allocation of space is a key player (i.e., space dedicated for a single need is a luxury).
 - Current discussion is around tearing down 1976 building, preserving Saunders House; 1913 building is unclear as it houses the mechanical systems.

- Next steps:
 - The architects will present a couple of ideas and we will ask for community feedback.
 - The Board submits a letter of intent with the state in October.
 - Will know in July 2017 if the grant is approved. Architects then create detailed schematic designs.
- Fundraising: The total project (all funding sources) = \$15-\$17 million. Of that, 40% comes from the state; we will draw on some investments, and plan on raising ~\$6,000,000 in fundraising.
 - We may hire a fundraising consultant to help identify our constituency and an approach.
 - Armstrong Branding and the Community Public Relations Committee are critical players to help to improve communication with the community.
 - We can begin the building blocks for a capital campaign now with a goal of having a concrete plan to unveil in the spring for fundraising. We can start by talking it up at the volunteer party in October. In addition, we might schedule a separate event for potential fundraisers with a model and plans from the architect.

6. 6:20 Discussion and Action Items

a. Goals FY17

- Meredith reviewed the Board goals that resulted from the Board conversation with Christine Armstrong last month. Fred moved to adopt the Vision Mission Goals document as presented; Kecia seconded and the motion passed unanimously.
- There was discussion about building community between Board and staff without feeling Big Brother-ish.

b. Library Building Committee

- See above

c. Development 101

- Tabled until September.

d. J. Ackerman resignation (personal reasons) effective immediately.

- Howard recommends giving a gift to outgoing Board members; he'll research a desk clock.

e. Library Director Evaluations – Bill

- On Tuesday Bill will email evaluation surveys out to: City managers, Board members, and staff. Responses are anonymous and will go to Bill.
- Governance will report all comments by group and meet with Deborah. Deborah will have some time to process it and then it will be presented to the Board.
- Meredith suggests conducting a board evaluation when this is done.

f. Library Party in October – Emily

- Emily, Kecia, and Fred are organizing another staff, Board, volunteer party in October (*a la* last year's party at MG).

g. Investment Report – Howard

- For Quarter ending June 30. Things are looking good and we still maintain the correct split on type of investments.

h. Treasurer's Report - John

- John distributed packet of reports including FY16 Profit and Loss, the FY17 budget, and a breakdown of investment funds. Discussion followed on Temp. Restricted and Restricted accounts.
- Distinction was made between the Sawyer Trust, and account housed in Rhode Island that provides interest income, and the Sawyer Art Trust, a local group that oversees an art collection.
- One of our accounts is a collection of small restricted accounts (Matz, Rhineland, etc).
- Bookkeeping requests more notice on large invoices – specifically building repairs.
- Deborah commented that we would like to get the City to fund the NOBLE network membership (essential to our services).
- We outspent our budget by more than \$200,000; this will be covered by investment funds. There was heated discussion on the best way to report on the deficit.

7. Reports - summarized in the Library Director's report

8. Concerns of directors to be addressed in the future

For medical reasons, Meredith is taking a three-month leave of absence as President. As Vice-President, Barbara Braver will take on her presidential responsibilities during the leave of absence.

Next meeting dates:

Lyceum: Mon, Aug 1, 4:30 pm

Executive: Wed, Aug 10, 8:30 am

Building & Grounds: Mon, Aug 8, 4:30

Governance: Monday August 15

Friends, Wed, Aug 17, 4 pm

Board of Directors: Wed, September 28, 5:30 pm, Library, Anderson Room (August meeting is cancelled)

8. 7:35 Adjourn. John moved to adjourn, Howard seconded. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Fred moved to adopt the Vision Mission Goals document as presented; Kecia seconded and the motion passed unanimously.

Actions Summary

Howard recommends giving a gift to outgoing Board members; he'll research a desk clock.

Bill will email evaluation surveys out to: City managers, Board members, and staff. Responses are anonymous and will go to Bill.