

**Gloucester Lyceum & Sawyer Free Library**  
**Board of Directors - Meeting Minutes**  
**Wednesday, September 28, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, September 28, 2016 in the main lobby of the Sawyer Free Library. The meeting consisted of two parts:

- I. Presentation by Oudens Ello Architecture and Dore & Whittier Project Management to present the design concepts for the new library.
- II. Regular Monthly Board of Directors meeting.

Part I

1. Call to order: 4:40 PM
2. Barbara Braver: Welcome and introduction of Deborah Kelsey:
3. Deborah Kelsey: Project summary including brief history to this point and introductions of Architectural and Management teams:
4. Brad Dore:
  - a. Introduction of Key players including Oudens Ellos Architecture and Dorr & Whittier Project Management
  - b. Basic Process summary, timeline and budget
5. Matt Oudens:
  - a. Presentation of floor plans & existing conditions including precedents (i.e. amphitheater, tree, and Saunders House)
  - b. Powerpoint presentation of possibilities including interior and exterior elevations demonstrating interior spaces and how they connect to each other, and exterior spaces and how they connect to the community.
  - c. Questions & Answers: Including questions about the current foundation – where will it go?
    - i. Terrace open to the elements: snow and rain?
    - ii. Mary: Mechanicals – where will they be located? What will the heat source be?
    - iii. William Fonvielle: Will it be lead certified?
    - iv. Mary: will there be solar possibilities?
    - v. Helen: How will the parking be impacted?
    - vi. Mary: Is the cost of demolition, moving of the collections, etc. all included in the current estimate?
    - vii. Helen: how does the shelf space for the collections compare to current?
    - viii. Lisa: Will the current amphitheater be lost? Yes, replaced with a new concept. Concern for the tree root with work being done so close to the base.
    - ix. Mary: Concern over the future of the front of the library and the money already invested into the landscaping.
6. Meredith Fine: Thanks to Barbara Braver and recap in the financials (i.e. State Aid, Current Funding and money to be raised).
7. Motions made by Fred Cowan:
  - a. **Select the concept design B2 for future development - – voted unanimously to approve**

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- b. Approve a total project budget equal to \$17.5 million – voted unanimously to approve**
- 8. Meeting Intermission

Part II

In attendance:

Barbara Braver  
Fred Cowan  
William Fonvielle  
Kecia German  
Emily Glover

Scott Memhard (6:15)  
Dan Ottenheimer  
Dana Tobey

Peter Feinstein  
Deborah Kelsey, Ex-  
Officio

1. Call to order: 6:00
2. Barbara Braver: Call to order, welcome and a brief discussion why each Board member values the library and they are here.
3. Call for additions to the agenda: none
4. **Approval of the July 27, 2016 minutes.** They were unanimously approved.
5. **Treasurer's Report:** no motion made, it will be held until the meeting of October 12, 2016 for approval.
6. **Discussion and Action Items**
  - a. Motion to Approve FY 2018 Action Plan presented by Library Director Deborah Kelsey, Library Director – voted unanimously to approve **See attachment**
  - b. Discussions: Peter Feinstein: Fundraising Goals = 43% of the total 17.5M needed to build the new library. Approx. 7.5M grant and 10M to raise
7. Forward looking
  - a. Next week: Art Auction
  - b. Following week: Board Meeting with Christine Armstrong – Marketing and Branding
8. 6:40 There being no further business, the meeting was adjourned.