

**Gloucester Lyceum & Sawyer Free Library**  
**Board of Directors - Meeting Minutes**  
**Wednesday, November 16, 2016**

Attendance

Fran Aliberte  
John Brennan  
Fred Cowan

Meredith Fine  
Bill Fonvielle – left 7:10  
Wendy Quinones

Deborah Kelsey, Ex  
Officio  
Christine Armstrong,  
Armstrong Branding

1. 6:10PM Call to order
2. There not being enough board member present to reach a quorum there were no items voted on.
3. Treasurer's Report was reviewed by John Brennan, Treasurer
  - a. \$50,000.00 was moved from the Smogard account to the regular checking.
4. Discussed doing a title search on the Saunders Building to see if there are any restrictions or limitations in the Deed.
5. Discussed closing the library on the Saturday following the Thanksgiving holiday since the Mayor gave other city departments a half day off on Wednesday, and full days off on Thursday and Friday.
6. Discussed the new building plan and reviewed the drawings provided.
  - a. The new plan means there will be three (3) parking spaces lost, but the beech tree would be saved.
7. Christine Armstrong, Armstrong Branding, presented an update on the Sawyer Free Library brand development including the logo, and possible gift levels. How all of the branding will tie into the Annual Appeal as well all future outreach to the community.
  - a. Discussed ways to bring the Corporators and other important community people together to present the ideas of the new building.
8. Discussed payment to Armstrong Branding will be \$7K @ 6 months = \$42K
9. Discussed the number of mailers that would be going out for the Annual Appeal.
10. Discussed the need to have another person outside of city employees available to close the library when the custodians, Library Directors, and Assistant Library Director are not available to do so.
11. There being no further business the meeting was adjourned at 7:45PM