

**Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Wednesday, December 21, 2016**

Attendance

John Brennan
Fred Cowan
Meredith Fine
Kecia Germain
Emily Glover
Bill Fonvielle
Wendy Quinones

Peter Feinstein, Chair
Building Committee – left
6:30
Deborah Kelsey, Ex
Officio
Matt Oudens, Oudens Ello
Architecture leave 6:30

1. 6:00PM Call to order
2. Meredith Fine, President, introduces Matt Oudens, Oudens Ello Architecture, who presented a PowerPoint presentation on the refined plans and estimating for the new library project.
3. Peter Feinstein reviewed the timeline for the grant and project.
4. Board of Directors meeting minutes from November 2016 were reviewed.
A motion was made by Bill Fonvielle to accept the November minutes with corrections as noted. John Brennan seconded. Kecia Germain abstained. All others in favor.

A motion was made by Fred Cowan to accept the October minutes. Meredith Fine seconded. All other in favor.

5. John Brennan presented the November Treasurer's Report.
6. Policy reviews
 - a. Promotional Materials Policy
A motion was made by Wendy Quinones to accept the Promotional Materials Policies as presented. Kecia Germain seconded. All other in favor.
 - b. Teen Area Policy
A motion was made by Emily Glover to accept the Teen Area Policy as presented. John Brennan seconded. All in favor.
 - c. Library Customer Service Policy
A motion was made to table the policy for further review. Emily Glover seconded. All in favor.
 - d. Technology Policy
A motion was made by Emily Glover to approve the policy as amended. Fred Cowan seconded. All in favor.
 - e. Branding Tag Line (Logo)
A motion was made by Wendy Quinones to approve the logo and tag line as presented. Fred Cowan seconded. All in favor
 - f. Armstrong Branding Contract
A motion was made by Meredith Fine to approve the six (6) month contract for the period from December 1, 2016 to May 1, 2017 for \$42,000.00. John Brennan seconded. All in favor.
 - g. Mary Jane McGlennon Contract

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A motion was made by Meredith Fine to approve a maximum expenditure of \$3,600.00 plus actual expenses as outlined in her contract. Fred Cowan seconded. All in favor.

7. Board vacancies discussion included the need to fill up to five (5) board positions in the upcoming months and the need for qualified and interested people to join.
8. Review of the Library Director's Report.
9. There being no further business the meeting was adjourned at 7:25PM.

Respectfully Submitted,

Mary-Kathryn Gray