

Municipality: Gloucester

Gloucester Lyceum & Sawyer Free Library

Board of Directors - Meeting Minutes

Tuesday, October 17, 2017, 5:30 pm

The monthly meeting of the Sawyer Free Library Board of Directors was held on Tuesday, October 17, 2017 at 5:30 pm on the Mezzanine floor of the main library.

Attendance: Fran Aliberte, Barbara Braver (left at 7:15), John Brennan, Peter Feinstein, Bill Fonvielle, Samantha Low, Simon Paddock (left at 7:10), Katherine Prum, Wendy Quinones, Mern Sibley, Dana Tobey, Katlin Wagner, and Deborah Kelsey

1. Call to order 5:40

2. Welcome and introductions. This meeting is being recorded.

Food for the meeting will be provided by Board members on a rotating basis. Simon volunteered to provide food for the next meeting.

3. Approval of the September 19, 2017 minutes was tabled for the November meeting.

4. Discussion and Action

- a) Charge for each committee re: Open Meeting Policy (see attached). Please review.
- b) Board training to focus on three areas: Rules of a Board and working on a library Board with training from the Mass. Board of Library Commissioners (MBLC); and stewardship with training from Essex County Community Foundation. Deborah will check with the trainers and plan to schedule a half-day on a weekend before year-end.
- c) Annual Appeal: John, Deborah, and the Corporate Communications Committee, with help from Christine Armstrong, will handle the annual appeal this year.
- d) Fundraising planning: Paul McGeary joined the Committee. Other members are Simon (Chair), Katlin, and Samantha. They hope to recruit more people with fundraising experience. They will draft an RFP for hiring a fundraiser and send it out for edits.
- e) Annual Report to the City is due month end. Deborah will send it to the Board for review. This will inform the annual report to the Corporation.
- f) 6:00 Strategic Planning contract and budget (see attached). Katherine left the meeting.
 - a. The proposal was approved at the September meeting. The contract was sent for review in advance of this meeting. Katherine will step down from Board in order to do this work. Deborah spoke with MBLC lawyers re: ethics questions and will provide written confirmation of their opinions. Peter moved to approve the contract as submitted. Fran seconded.
 - b. Discussion:
 - i. Bill observed that the Scope of Work doesn't seem to have a role for the Board outside of review and comment. Per SFL by-laws all committees are chaired by a Trustee. This committee is to be composed of Trustees and members of the public; language to that affect will be added to the Committee Facilitation section.
 - c. Peter moved to add the amendment to his motion and Fran seconded. Bill voted against, all others voted in favor and the amendment was approved.
 - d. Peter moved to approve the amended contract. Bill voted against, all others voted in favor and the contract was approved.
 - e. 6:30 Katherine returned to the meeting. She submitted a letter of resignation from the board effective with the signing of the contract.
- g) Other:

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- a. Wendy nominated Fran to fill the now empty Vice Chair position. Peter moved to accept Fran's nomination and Mern seconded. The vote was unanimous in favor.
- b. Wendy moved to vote Katherine off as a check signer at the BankGloucester operations checking account and add Fran on. Barbara seconded and the motion was approved unanimously.
- c. Peter proposed uniformity to the size of committees, recommending 6-7 people to make each a more effective working group.

5. Ad Hoc Committee Reports

- a) Library Director's report (see attached). Deborah offered one correction: an intern will digitize vertical files.
- b) Building Committee – Peter Feinstein (see attached timeline)
 - a. We are an anomaly in not having the City fund the remaining 60% of the building funds. Because of that we need to figure the full cost of the project including building, fitting out, stocking, and staffing the building. This number will help with fundraising. We should have it by end of the year.
 - b. Peter met with David Porper, head of Historic District Commission who stated that their interest in the Saunders House is limited to the exterior.
 - c. The Committee continues to discuss the question of renovating vs. rebuilding and restoration of the Saunders House.
- c) Corporate Communications Committee – Wendy Quinones
 - a. Gloucester Conversations are moving to April and will focus on what programs people want included.
- d) Katlin suggested updating Peter's building timeline chart with all the related time-lines (fundraising, Gloucester Conversations, strategic planning, etc). Deborah and Katherine Prum will work on it.
- e) Brainstorming exterior signage ideas.

7:10-7:15 There was a brief break. Simon and Barbara left the meeting.

6. 7:30 Financial review

John Morse (Audit Committee Chair), with Christine Bruch and Vince Luccitelli of Lucitelli and Co. joined the meeting.

- a) FY17 Audit approval. The audited Financial Statement was distributed to Board. The Statement was previously reviewed with the Audit Committee.
 - a. Peter moved to approve the audit. Fran seconded and the audit was approved unanimously.
- b) Accounting Policy and Procedure Manual
 - a. Recommendations from the auditors:
 - i. The auditors recommended having two signers on checks over \$2500.
 - ii. They recommended setting a policy on a minimum dollar amount limit on accepting temporarily restricted funds.
 - b. Deborah will continue working with Mary-Kathryn Gray to finalize the manual and bring it back to the Board.
- c) Treasurer's report – see attached
 - a. Fred proposes that all committees assign project numbers (similar to a purchase order number) to projects with a budget for easier tracking.
 - b. We will be working up the Corporate budget for the next fiscal year. This will inform the budget to be presented to the City.
- d) Financial Form and State Aid Application (see attached)

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7. Other:

- The Library will be closed on the Friday and Saturday of Veteran's Day weekend.
- The Library will be closed on the Friday after Thanksgiving.

8. Next meeting dates:

Friends: Wed, Oct 18, 4 pm
Fundraising: Mon, Oct 23, 4 pm
Library Building: Wed, Oct 25, 4 pm
Fundraising: Thu, Oct 26, 4 pm
Executive: Wed, Nov 1, 8:30 am
Lyceum: Wed, Nov 1, 4 pm
Corporate Communications: Nov 7, 10 am
Closed for Veterans Day: Nov 10
Saunders House Stewardship: Nov 14, 10 am
Building & Grounds: Mon, Nov 13, 4:30 pm
Friends: Wed, Nov 15, 3 pm
Trustees: Tue, Nov 21, 5:30 pm
Closed for Thanksgiving Day: Nov 23

9. 7:45 Adjourn. There being no further business Peter moved to adjourn the meeting; Mern seconded and the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Peter moved to amend the Committee Facilitation section of the Strategic Planning contract with Katherine Prum to include language re: the make-up of the Committee (i.e., to be chaired by a Trustee and composed of Trustees and members of the public). Bill voted against, all others voted in favor and the amendment was approved.

Peter moved to approve the amended Strategic Planning contract. Bill voted against, all others voted in favor and the contract was approved.

Wendy nominated Fran to fill the now empty Vice Chair position. Peter moved to accept Fran's nomination and Mern seconded. The vote was unanimous in favor.

Wendy moved to vote Katherine off as a check signer at the BankGloucester operations checking account and add Fran on. Barbara seconded and the motion was approved unanimously.

Peter moved to approve the audit. Fran seconded and the audit was approved unanimously.

Actions Summary

Deborah will check schedule a half-day Board training before year-end.

John, Deborah, and the Corporate Communications Committee, with help from Christine Armstrong, will handle the annual appeal.

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The Fundraising Committee will draft an RFP for hiring a fundraiser and send it out for edits.

Deborah will write the Annual Report to the City and send it to the Board for review.

Deborah and Katherine Prum will update Peter's building timeline chart with all the related time-lines (fundraising, Gloucester Conversations, strategic planning, etc).

SFL Committee Meeting Procedures

Open Meeting Law applies to the posting of meeting notices, remote participation, and the recording and posting of minutes for all meetings of the Corporation, Board of Trustees, and Committees.

For regularly scheduled committee meetings, it would be helpful to know the dates for inclusion in our SFL calendar. If possible, please do not plan to meet in August as our Clerk for Committees is unavailable for transcription of minutes.

Meeting Notices:

Each committee should have a template of their generic agenda for meeting notices to be submitted by the staff liaison for applicable postings and filings. Advance written notice of regular meetings, special meetings, and committee meetings shall be provided at least two (2) days, fifty (50) hours, in a Word document, prior to the meeting in accordance with the Open Meeting Law, except in emergencies.

Agendas:

Specific agenda items should be sent to the committee chair, who in turn will add them to the agenda. Materials including an agenda of the items to be discussed and supporting materials shall be provided to committee members prior to the meeting.

Remote Participation:

Committee members may participate remotely, but their identity must be confirmed through audio and visual means.

Minutes:

The Clerk of Committees, staff liaison, or designee will transcribe draft minutes within ten (10) days following the meeting and email them to the committee chair and the staff liaison.

Please email your approved minutes to staff liaison and the library director, who will see to the applicable postings and filings.

Meeting Exceptions:

If members of a committee gather for a work session where less than a quorum is present, then there is no necessity to provide an agenda or minutes.

Strategic Plan Consulting Project Agreement
for
Gloucester Lyceum & Sawyer Free Library

This Independent Consulting Agreement (the "Agreement") is made as of October 18th, 2017 between Gloucester Lyceum & Sawyer Free Library, located at 2 Dale Avenue, Gloucester, MA (the "Library") and Katherine Prum, located at 37 Mount Vernon Street, Gloucester, MA (the "Consultant").

WHEREAS, Library requests Consultant to perform services for it and may request Consultant to perform other services in the future; and

WHEREAS, the Library and Consultant desire to enter into an agreement, which will define respective rights and duties as to all services to be performed as part of this engagement;

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NOW, THEREFORE, in consideration of covenants and agreements contained herein, the parties hereto agree as follows:

1. Consulting Services

Effective October 18, 2017, Library shall retain Consultant and Consultant shall provide Library with consulting services (the "Consulting Services"), to develop and deliver the 2020-2025 Strategic Plan.

Exact responsibilities and deliverables within this engagement shall be jointly defined and decided with the Library Director, and adjusted as the project unfolds. The primary objectives of Consultant's engagement are detailed in Schedule A of this Agreement.

2. Changes

- a) **Change Orders.** The Library, without invalidating this Agreement, may request changes to the work within the general scope of the Agreement consisting of additions, deletions, or other revisions.
- b) **Change Order Requirements.** All changes order shall be a written order signed by the Chair of the Board of Trustees and shall specify:
 - i. the elements of the Services to be changed,
 - ii. the impact, if any, that the requested change will have on (A) the compensation, (B) time for performance or (C) any other terms or conditions of this Agreement.
- c) **Adjustments to Compensation.** In the event that any such changes materially impact the cost to the Consultant of performing the Services or the time required for such performance, the parties shall negotiate in good faith a reasonable and equitable adjustment in the applicable Fees and schedule, as applicable.

3. Compensation

- a) **Amount.** The work performed by Consultant shall be performed at the rate of \$100 per hour. Total project maximum shall be \$10,000. Compensation will be based on reported billable hours.
- b) **Payment.** Invoices shall be issued to Library by Consultant monthly after performance of the Work, and payment shall be due 21 business days after receipt of invoices.
- c) **Taxes.** Library shall not be responsible for federal, state and local taxes derived from the Consultant's net income or for the withholding and/or payment of any federal, state and local income and other payroll taxes, workers' compensation, disability benefits or other legal requirements applicable to Consultant.
- d) **Times.** Consultant shall provide a written summary of hourly times and associated deliverables with each invoice.

4. Expenses

- a) **Payment.** Library shall reimburse Consultant for all pre-approved, reasonable and necessary expenses, including, without limitation, necessary travel, lodging and meal expenses incurred in connection with the Consulting Services.
- b) **Substantiation.** The Consultant shall provide Library with documentation supporting all expenses.
- c) **Payment.** Library shall reimburse Consultant for eligible and approved expenses within 21 days upon receipt of a request for reimbursement from the Consultant.

5. Independent Consultant Status

- a) **Status.** Consultant is an independent Consultant. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship.
- b) **No Authority.** Consultant shall have no authority to act as agent for, or on behalf of, Library, or to represent Library, or bind Library in any manner.
- c) **No Employee Benefits.** Consultant shall not be entitled to worker's compensation, retirement, insurance or other benefits afforded to employees of Library.

6. Representations and Warranties.

The Library and the Consultant respectively represents and warrants to each other that each respectively is fully authorized and empowered to enter into the Agreement and that their entering into the Agreement and to each parties' knowledge the performance of their respective obligations under the Agreement will not violate any agreement between the Library or the Consultant respectively and any other person, firm or organization or any law or governmental regulation.

7. Confidential Information

Consultant shall not, during the time of rendering services to the Library or thereafter, disclose to anyone other than authorized employees of the Library (or persons designated by such duly authorized employees of the Library) or use for the benefit of Consultant or for any entity other than the Library, any information of a confidential nature, including but not limited to, information relating to: any such materials or intellectual property; any of the Library projects or programs; the technical, commercial or any other affairs of the Library; or, any confidential information which the Library has received from a third party.

Information, comments or opinion gathered in the course of this engagement, and given with an explicit request for confidentiality, shall remain confidential and retained in confidence by Consultant.

8. Intellectual Property

- a) **Work Product.** During the course of performing the Consulting Services, Consultant may, independently or in conjunction with Library, develop information, produce work product, or achieve other results for Library in connection with the Consulting Services it performs for Library.
- b) **Ownership.** Consultant agrees that such information, work product, and other results, systems and information developed by Consultant and/or Library in connection with such Consulting Services (hereinafter referred to collectively as the "Work Product") shall, to the extent permitted by law, be a "work made for hire" within the definition of Section 101 of the Copyright Act (17 U.S.C. 101), and shall remain the sole and exclusive property of Library.
- c) **Assignment of Interest.** To the extent any Work Product is not deemed to be a work made for hire within the definition of the Copyright Act, Consultant, with effect from creation of any and all Work Product, hereby assigns, and agrees to assign, to Library all right, title and interest in and to such Work Product, including but not limited to copyright, all rights subsumed thereunder, and all other intellectual property rights, including all extensions and renewals thereof.
- d) **Moral Rights.** Consultant also agrees to waive any and all moral rights relating to the Work Product, including but not limited to, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use, and subsequent modifications.

9. Term

This Agreement shall commence on the date and year first above written and shall continue for a period of 12 months unless earlier terminated in accordance with this Agreement.

10. Termination

- a) **Notice of Termination.** This Agreement may be terminated by either the Library or the Consultant at any time for any reason, with or without cause, by giving 45 days from written notice of termination, which will establish an effective date of termination.
- b) **Payment Upon Termination.** The Library will pay Consultant for all Services and compensation under this Agreement performed by Consultant through the effective date of termination.

11. Indemnification

Library agrees to hold harmless and indemnify Consultant from any losses, claims, or damages caused by, related to or arising from the engagement, execution or use of the Work Product.

12. General Provisions

- a) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements, representations and understandings of the parties, written or oral.
- b) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.
- c) **Amendment.** This Agreement may be amended only by written agreement of the parties.
- d) **Notices.** All notices permitted or required under this Agreement shall be in writing and shall be delivered in person or mailed by first class, registered or certified mail, postage prepaid, to the

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address of the party specified in this Agreement or such other address as either party may specify in writing. Such notice shall be deemed to have been given upon receipt.

- e) **Assignment.** This Agreement shall not be assigned by either party without the consent of the other party.
- f) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Massachusetts, without regard to its conflict of laws rules.
- g) **No Waiver of Rights.** A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.

IN WITNESS WHEREOF, the Library and the Consultant have each executed and delivered this Agreement as of the Effective Date.

Approval:

Library Signature

Board Signature

Printed Name/Title

Printed Name/Title

Date

Date

Consultant Signature

Printed Name

Date

Schedule A

Scope of Work

The primary objectives of the project's Scope of Work are:

Project Management:

Design and execute process for reevaluating the Library's mission, vision and strategic activities, and define project timeline and deliverables.

Committee Facilitation:

Assist Strategic Planning Committee (a volunteer body representing the whole community) to execute community engagement activities, synthesize results, and identify the mission, vision, and goals.

Community Engagement:

Plan and execute the community engagement strategy to collect feedback to be incorporated into the Strategic Plan.

Communication:

Support Chair of the Strategic Planning Committee to communicate progress and findings where and as needed.

Deliverables & Timeline:

Project Design

Target: Month 1

Establish activities map and timeline for completion of project. Create project plan and deliverable dates.

Project Implementation

Target: Month 2

Finalize and begin implementation of project plan. Begin committee development and structure community engagement plan.

Committee Recruitment

Target: Month 3

Recruit, with Library Director and the Chair of the Strategic Planning Committee, members from the community to form a Strategic Planning Committee to guide and participate in the Strategic Planning process.

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Community Engagement

Target: Month 5

Implement Community Outreach strategy across the spectrum of the community to identify and clarify unmet and met needs, gather feedback, and determine priorities for library services.

Data Analysis

Target: Month 6

Analyze and evaluate findings from the community engagement process and develop recommendations for the Strategic Plan.

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Data Synthesis

Target: Month 7

Facilitate the Strategic Planning Committee in synthesizing and understanding of the key findings of the project to articulate and inform the mission, vision, and goals for the Strategic Plan.

Draft of Plan

Target: Month 8

Support the Library Director to write the draft of Strategic Plan and Executive Summary. Write draft of the Communication Summary of the Strategic Plan.

Strategic Plan Review

Target: Month 9

Support the Strategic Planning Committee Chair to present the draft of Strategic Plan and Executive Summary and Communication Summary of the Strategic Plan to the Board for review and comments.

Conclusion

Target: Month 12

Support the Library Director and the Strategic Planning Committee Chair to deliver final Strategic Plan document to Board for approval prior to submission to the State Library Commission.

**Gloucester Lyceum & Sawyer Free Library
Library Director's Report
October 17, 2017**

Summary:

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We are beginning a strategic planning process to engage every sector of the community, identify unmet needs, and hear what community members feel they need and want from their public library. This will take place throughout this year and next. The culmination will be a five year plan to be implemented starting in July of 2019, for FY2020-2024.

Budget, Finance, and Investment – Fred Cowan

Charge: fulfill a fiduciary role; ensure prudent use of the resources of the Corporation; oversee expenditures relative to budget.

- See separate reports of Treasurer and the monthly financials

Building and Grounds – Fred Cowan

Charge: Improve the facilities and grounds as needed, possible, and feasible.

- Olsen Irrigation to provide the irrigation plan
- Bob Whitmarsh will replace the lockset on the rear door of the Saunders House and complete the hardware on the Library Director's office door in the next few weeks.
- Working on replacing the soffit light bulbs. Three of the four sides have been done.
- Carpet replacement in Children's Room is on hold until a decision is made about constructing a family restroom in the room.
- Building closing on Saturdays at 5 pm will be done by library administrator or Fred Cowan until an alternative can be realized. We would like to train another trustee as backup.
- DPW to verify that the fire suppression system is in good working order. There still appears to be a leak.
- Repair damage to electrical transformer will be done by an outside vendor.
- Ceiling fans in clearstory have been replaced.
- Materials theft detection gates will be removed in phases.
- Exterior rear door was repaired and side door needs to be repaired by DPW.
- Bladders in new soap dispenser were replaced by the DPW.
- Fountain will be repaired by Kasprzyk Waterscapes, Lowe Brothers, and Skylight Studios
- New server will be housed in the “vault.” To prevent overheating, it will need to be air conditioned. Split unit is proposed by Preferred Air. Plumbing and electrical work will be required. Sawyer Art Trust paintings will be moved to a more secure location on Oct 18th. Work by Preferred Air will begin on Oct 19th
- Boston Mechanical installed new bubblers. One outside Children's Room needs to be relocated to the right of the door as it presents a hazard in its current location.
- Boston Mechanical is installing two new dehumidifiers for SH cellar.
- DPW touched up black paint on the metal railings on the grounds.
- DPW will touch up red paint on the fire doors.
- Department of Health will split the cost of AED.
- Sharps containers will be installed in restrooms by DPW.
- TE Snowden does not seem to be able to complete change order work. Another HVAC vendor will be identified.

Collections – Beth Pocock

Charge: Provide the most well-reviewed, current, popular materials in various formats with special emphasis on Local History and Art, organized for the best intuitive access.

- Weeding nonfiction has been fast-tracked to improve usability of the upper level.
- Began genre classification of audiobooks and DVDs
- Expanding non-English children's collection

- Weeding children's collections

Community

Charge: Forge supportive, functional, collaborative, sustainable working relationships with community organizations.

- National Endowment for the Arts Our Town Grant has been declined by the collaborating program partners.
- Continuing to strengthen the collaboration with Wellspring House
- A-K Amacker is representing the library at the Cape Ann Business Education Collaborative.
- Part of Cape Ann Cinema's Documentary Film Festival in Oct.
- Successful collaboration with Cape Ann Museum for the Thoreau Weekend
- Children's staff met with parents, principals and teaches at all five elementary schools during Meet the Teacher Night
- Children's staff are planning preschool visits throughout the city and bringing library services to the YMCA Preschool.
- C Rosso working with planning committee on the Middle Street Walk's 20th Anniversary
- Developing school library partnership with Beeman involving multicultural learning opportunities

Corporate Communications – Wendy Quinones

Charge: Raise the public profile of the library in the community.

- Working on exterior signage.
- Gloucester Conversations rescheduled for March 2018

Compliments/Complaints/Anecdotes

- MBLC Summer Reading Program is a partnership with the Boston Bruins. Beckett Swan-Hall of Gloucester was one of our library's nominees who won a hockey puck signed by Brad Marchand.
- The owners of Main Street Nails and Spa, a new small business, used the library's services to print business materials in order to complete the city and state's. They were thankful we offered easy and cheap printing/scanning and were open two nights a week.

Corporation

Charge: Provide public library services to the City of Gloucester.

Executive – John Brennan

Charge: Oversee the Corporation - Gloucester Lyceum and Sawyer Free Library, Inc.

Financial Review – Jon Morse

Charge: Conduct review annually of audit of the Corporation.

- Reviewed draft of Accounting Policies and Procedures Manual.
- Financial review of the FY17 audit was conducted.
- Require a Trustees who is not an officer to serve on Financial Review Committee. Fred Cowan fulfilled this role for FY17.

Friends – Kecia German

Charge: Enhance the library patron experience

Fundraising/Development – Simon Paddock

Charge: Raise funds to sustain the immediate, short and long term, and capital needs of the library through feasibility studies, fundraising planning, and donor development.

- Drafting RFP for a Fundraising Consultant

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- Considered Annual Appeal. Recommend suspending until after fundraising plan have been developed

Governance –

Charge: Recruit, develop, and support members of Board and Committees; develop annual Board action plan and evaluate outcomes; review annually the bylaws.

- Pending Board Training

Local History and Archives – Katelynn Vance

Charge: Provide access to well-curated, protected, collections of materials that are unique and local.

- Local History intern position will be funded by the Garland Gloucester Heritage Project (GGHP) if Helen Garland agrees to have the gift cover two semester internship, over two fiscal years. The intern will be responsible for digitizing the
- Obtained donations of sets of microfilm of the *Boston Globe* and the *New York Times*.
- Microfilm reader and computer technology have been ordered. Contracts for current microfilm readers have been canceled.
- Advisory Group is being formed for local history and archival collection management and to hire a consulting archivist as part of the LSTA grant.

Planning

Charge: Conduct a planning process and develop a strategic plan every five years; draft annual actions for Library and Board; realize Library Building Program.

- Library Building Project is pending next steps
- Additional stack ranges will be removed after nonfiction weeding for better collection navigation.
- Propose relocating periodicals to the upper level to create Makerspace area on the main level.
- Accept Strategic Planning Consultant Contract from Katherine Prum (Action Item)

Policies and Procedures – Deborah Kelsey

Charge: Develop policies and procedures identified as needed by the Library staff and Board.

- Pending Makerspace Policy
- Pending Local History and Archives collection policy
- Pending loan rule changes.

Programs & Services

Charge: Design, promote, and implement programs and services based on needs identified for all populations, especially the underserved.

Creating for take-home and new library registration packets 4"x8" card stock reminders for programs, book clubs, services, etc.

- The Lyceum – Barbara Braver
- Technology – Lewis Parsons
 - Continuing twice a month
 - Offering help sessions in Libby, the new app for OverDrive ebooks. First session was successful.
 - E-Book publishing class was not successful. Will collaborate with the Glo Writers Center and offer again.
- Multigenerational
- Children's – Christy Rosso
 - Library card application being translated into Brazilian Portuguese
 - Ongoing:

- Lego Club
- Dads and Donuts
- After-school Book Group
- Minecraft
- STEAM
- Science Fun
- Teens – AnnaKatherine Amacker
 - NaNoWriMo (National Novel Writing Month – November) writing workshops with the Glo Writers Center.
- Adults – Cindi Williams and Beth Pocock
 - Tess Gerritsen author talk on the holiday weekend was excellent.
 - Successful Thoreau weekend
 - Book groups:
 - World Mysteries - Wendy Quinones (Pleasant Street Tea),
 - Global Issues – Alex Jones (Library),
 - Cookbooks – Cindi Williams (Library),
 - Literature - Mary Weissblum (Library),
 - Speculative Fiction – Lewis Parsons (Happy Belly), and the newest
 - YA Literature for Adult Fans – A-K Amacker (Happy Belly)
- Underserved – AnnaKatherine Amacker and Cindi Williams
 - Working with Wellspring to provide library services to ELL and their families
 - Hosting ECCO's Legal Aid Clinic for immigrants
 - Foster Care info sessions were help by the Department of Children and Families.

Records Management – Kecia German

Charge: Organize and maintain the records of the Library and the Corporation, e.g. facilities, donors, financial, personnel, contracts, and minutes.

- Please submit final drafts of committee minutes to kelsey@sawyerfreelibrary.org
- [Draft minutes will be sent to the committee before the next meeting for corrections](#)

Saunders House Stewardship – Mern Sibley

Charge: Identify the facility's needs in terms of protection, stabilization, preservation, and use.

- Identifying an architect to evaluate the building for ADA and use.
- Developing a budget
- Cape Ann Museum will scan 1913 blueprints

Staff:

Charge: Facilitate the maximum use of the library, its programs and services, virtually and physically through curation, community collaboration, best practices, professional standards and ethics, trends, outreach and understanding of community needs.

- Staff training in Readers' Advisory with Leane Ellis, a resident of Gloucester, and librarian at the Beebe Library in Wakefield is continuing. Learned about the Reader Interview and Mystery benchmark book in September. Will be forming a genre study group.
- Diana Cummings continues on FMLA
- Library hours proposal not signed off by Jim Destino nor negotiated with the Union through impact bargaining.
- City Senior Management, including Deborah Kelsey, are participating in Fundamentals of Leadership training through Endicott Gloucester, for five four hour sessions.
- C Williams, L Parsons, and B Pocock attended training in Libby, the new OverDrive e-book app

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- A-K Amacker and B Pocock attended training in ListMaker, the NOBLE tool for collection management reports
- H Freeman and B Pocock attended a webinar on LibraryAware, EBSCO's customer contact newsletter app

Technology – Lewis Parsons

Charge: Identify and provide up-to-date technology for use by the staff and the public

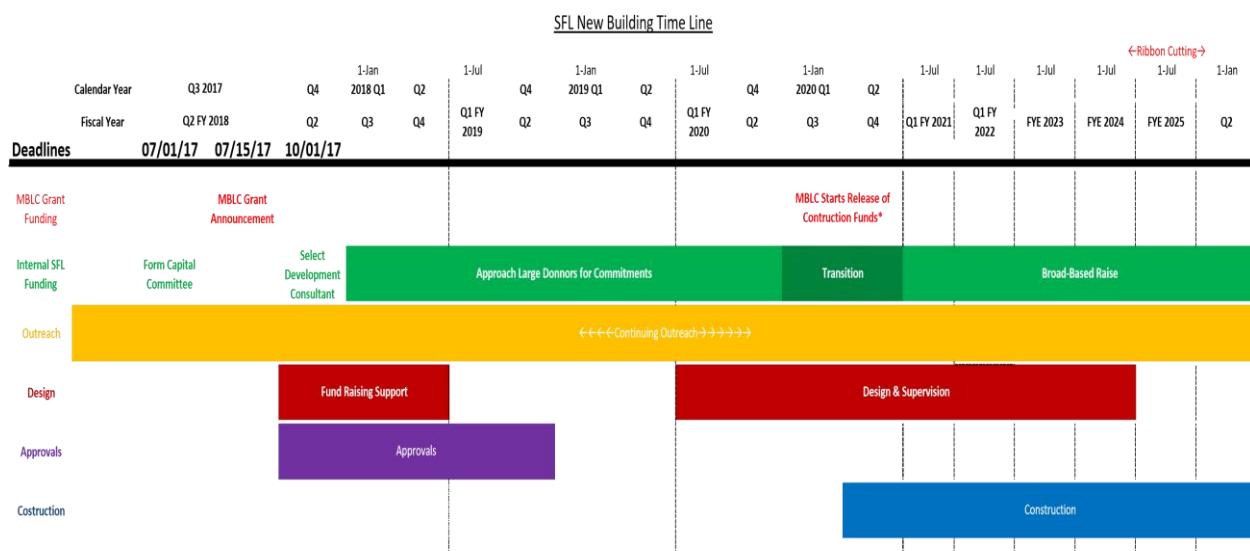
- Migration of staff email system to Google will commence on Wed, Oct 18th. This will allow a better cloud-based communication environment for staff and volunteers.
- Makerspace is being considered by staff.
- Technology plan is being rewritten to reflect current and future priorities.

Other

- Alex Jones administered NARCAN to an unresponsive adult male in the public restroom on Mon, Oct 16th in the morning. Emergency response was excellent.

Respectfully submitted,

Deborah Kelsey



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Treasurer's Report
October 17, 2017

No unusual financial transactions in September.

I'd like to review the procedure for allocating a Committee's Budgeted Funds.

1. If a proposal is to become a Library Corporation Project, it must be recorded in the Committee Meeting's Minutes that the proposal was nominated for Project Status by a motion made by a Committee Member. That motion must be seconded and approved for discussion.
2. If the Project requires the allocation of the Committee's Budgeted Funds the minutes must record that a motion to approve a Project's Budget was made and seconded by a Committee Member and therein a value was approved. That can be for a specific dollar amount or for a sum expressed as "Not to exceed \$s".
3. When the minutes are being prepared or reviewed by the Clerk of Committees, that's when (A) a Project Number is assigned and notated by the Clerk within the body of the minutes and (B) it's determined by the Bookkeeper what source of Corporation Funds will be debited.
4. After reviewing the meeting's minutes, Board Chairs are then responsible for notifying the vendor of that Project Number and seeing to it that the number appears on all correspondence relating to the Project.

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5. To be paid by the Bookkeeper, an original, unaltered invoice bearing the Project Number must be approved by the Committee Chair and the Library Director.

2014 Population Estimate: 29,590



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

FY2018 STATE AID TO PUBLIC LIBRARIES

FINANCIAL REPORT

The municipality of Gloucester is submitting a report of annual appropriations and expenditures. This report is documentation for the Compliance Application Form for State Aid to Public Libraries. The undersigned assures the Massachusetts Board of Library Commissioners that the information submitted on this report is "certified by the librarian and subject to an audit by the state auditor" [M.G.L. Ch. 78, s. 19B] and is correct and true to the best of the librarian(s) knowledge.

Municipality:	Gloucester		
Library:	Gloucester Lyceum & Sawyer Free Lib		
Street Address:	2 Dale Ave.		
Mailing Address:	2 Dale Ave.	Gloucester	01930-5906
Telephone #:	(978)281-9763	Director's Phone/Ext:	Fax: (978)281-9770
Population Served By Library	29,590		
Automated Network:	NOBLE		
Person Completing Survey: Deborah Kelsey			

Municipality: Gloucester

Email Address: kelsey@sawyerfreelibrary.org	Phone # #: 9782819943 x 23
Director/Acting Director Name: Deborah Kelsey	
Director/Acting Director Signature:	Date: ID S
Director/Acting Director Email: kelsey@sawyerfreelibrary.org	
Trustee Chair Name: John Brennan	
Trustee Chair Email: john.rennan@castrust.com	
Trustee Chair Signature:	Date: 10/5/17

Print, sign, and postmark by October 6, 2017

Return to attn. Uechi Ng

Contact Mary Rose Quinn (x220 or marvrose.quinn@state.ma.us) or Liz Babbitt (x227 or liz.babbitt@state.ma.us) with any questions.

Massachusetts Board of Library Commissioners
98 N. Washington St., Suite 401, Boston, MA 02114
P: 800-952-7403 (in-state only)
P: 617-725-1860
F: 617-725-0140

mass.gov/libraries
(consumer portal)

mass.gov/mblc
(agency site)

A. FY2017 TOTAL APPROPRIATED MUNICIPAL INCOME

	OPERATING	CAPITAL
1. Municipal Income	\$943,453	\$0
2. Revolving Fund Income	\$0	
3. Dog Tax Income	\$0	
. TOTAL APPROPRIATED MUNICIPAL INCOME	\$943,453 (TAMI) enter on p 2, line D	\$0

B. FY2017 RETROACTIVE SALARIES INCOME FROM MUNICIPAL APPROPRIATION

	OPERATING
1. Retroactive Salaries Income	\$0

C. FY2017 TOTAL NON-RECURRING APPROPRIATED INCOME

	OPERATING
1. Appropriated non-recurring municipal income	0

D. FY2017 TOTAL NON-APPROPRIATED INCOME

not from municipal

	OPERATING	CAPITAL
1. Trust and Endowment Income	\$122,788	\$0

Municipality: Gloucester

2. Monetary Gifts	\$95,321	\$0
3. State Aid to Public Libraries	\$30,296	\$0
4. State Grants (e.g., Arts Lottery)	\$500	\$0
5. State Construction Grant		\$0
6. Federal Grants - LSTA	\$0	\$0
7. Other Federal Grants	\$0	\$0
8. Other Grants (e.g., Mott Foundation, Gates)	\$0	\$0
9. Income received from Friends Group	\$10,000	\$0
10. Fines and Fees	\$12,679	\$0
11. Other Income Please Specify:	\$0	\$0
12. TOTAL NON-APPROPRIATED INCOME	\$271 ,584	\$0

E. FY2017 TOTAL PERSONNEL EXPENDITURES - paid from the library's total operating budget

	OPERATING	RETROACTIVE	PAID BY ANOTHER TOWN DEPARTMENT
1. Salaries	\$756,805	\$0	\$0
2. Benefits (see definition)	\$23,866 Enter on pg.4, sect 5, line B	\$0	\$71 ,476
3. TOTAL PERSONNEL EXPENDITURES	\$780,671	\$0	\$71 ,476

F. FY2017 STIPEND EXPENDITURES

	OPERATING
1. Stipend Expenditures	

G. FY2017 TOTAL MATERIALS EXPENDITURES

	PAID FROM LIBRARY OPERATING BUDGET	PAID ON BEHALF OF THE LIBRARY BY FRIENDS, FOUNDATIONS, OR TRUSTEES
1. Books in print format	\$55,221	\$3,827
2. Print serial subscriptions	\$8,388	\$0
3. Audio	\$16,333	\$0

Municipality: Gloucester

4. Video	\$20,650	\$868
5. Network membership fees for e-content	\$0	\$1,801
6. Ebooks, downloadable audio and video	\$7,602	\$453
7. Materials accessed electronically (CDROMs, video games)	\$3,656	\$0
8. Electronic Collections and Databases	\$9,672	\$0
9. Other materials	\$2,680	\$0
10. TOTAL MATERIALS EXPENDITURES	\$124,202	Enter on pg. 4, Sect. 5, line G Enter on pg. 4, Sect. 5, line H

H. FY2017 TOTAL OTHER EXPENDITURES

	OPERATING	CAPITAL	PAID BY ANOTHER TOWN DEPARTMENT
1, Building maintenance	\$28,165		\$11,730
2. Energy (gas, electric, oil)	\$0		\$39,538
3. Other utilities	\$0		\$0
4. Network membership (excluding e-content)	\$37,865		\$0
5. Other (see definitions)	\$33,966	\$128,485	\$0
6. Capital outlay		\$0	
7. Construction		\$191,605	
8. TOTAL OTHER EXPENDITURES	\$99,996	\$320,090	\$51,268

ROUND ALL NUMBERS TO NEAREST DOLLAR

1. FY2018 PROJECTED TOTAL APPROPRIATED MUNICIPAL INCOME TAMI for operations

	OPERATING
1. Municipal Income	\$955,802
2. Revolving Fund Income	\$0
3. Dog Tax Income	\$0
4. FY2018 PROJECTED TOTAL APPROPRIATED MUNICIPAL INCOME (TAMI) for operations	\$955,802 (TAMI) enter on pg 2, line I

ADDITIONAL INFORMATION

1. Is the library hosting a summer reading program during the current calendar year?	Yes
2. How many children (11 and under) participated in the library's current calendar year summer reading program?	177
3. How does your library primarily use state aid to public libraries? Select one.	Capital items
. Please briefly list one use of your state aid not in the above.	Technology
5. Does your library have an up-to-date Disaster Plan that deals with collections, people, and the building?	No
6. Do you have staff trained to implement the Disaster Plan?	No

code: GLOUCESTER
Population Estimate: 29,590
Munic
2014

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

FY2018 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

The municipality of Gloucester is applying for FY2018 State Aid to Public Libraries. It submits herewith this application and compliance form as required by the Board of Library Commissioners to measure compliance with the requirements specified in M.G.L. Ch. 78, sections 19A and 19B (as amended by current budget language) and in 605 CMR 4.00.

The undersigned assures the Massachusetts Board of Library Commissioners that the information submitted on this compliance form is "certified by the librarian and subject to an audit by the state auditor" [M.G.L. Ch. 78, s.

19B] and is correct and true to the best of the librarian's knowledge.

Libra : Gloucester Lceum & Sa er Free Lib		
Please complete the following: Person Completing Survey: <i>Deborah W. Kelsey</i>		
Title: <i>Library Director</i>		
Email Address: <i>Kelsen sawyer free library</i>		
Phone (finr9)	Fax	<i>977-20</i>
Best Days/Times to Reach:		
X Library Director's Signature:	<i>[Signature]</i> Date:) C. 5.17	
X Trustee Chair's Signature:	<i>f5Q--</i>	Date: 10/5/17

emark by October 6,
2017
Return to attn. Uechi Ng

code: GLOUCESTER

Population Estimate: 29,590

Contact Mary Rose Quinn (maryrose.quinn@state.ma.us) or Liz Babbitt (liz.babbitt@state.ma.us) if you have any questions about this application, waiver application forms, or the State Aid to Public Libraries Program. Telephone: 617.725.1860 or 800.952.7403.

Massachusetts Board of Library Commissioners
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mass.gov/libraries mass.gov/mlbc
(consumer portal) (agency site)

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FY2018 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

MUNICIPAL APPROPRIATION REQUIREMENT (MAR) WORKSHEET

When calculating the FY2018 MAR:

- The Total Appropriated Municipal Income (TAMI) OR the Municipal Appropriation Requirement (MAR) whichever is higher, is used in any year the municipality was certified.
- The TAMI is used in any year that the municipality was not certified.

		Calculation Figures	Certification Status
A. FY2015		\$ 850,126	Certified
B. FY2016		\$ 864,830	Certified
c. FY2017 MAR	\$ 872,187		Certified
D. FY2017 TAMI as reported on the FY2018 Financial Report	943,453		
E. Enter whichever is higher, the FY2017 MAR on line C or the TAMI on line D		943,453	
F. Add lines A + B + E		2,658,409	TOTAL
G. Divide line F by 3		886,136	AVERAGE
H. Multiply line G by 1.025 to calculate FY2018 MAR			FY2018 MAR
Enter your FY2018 Projected Total Appropriated Municipal Income (TAMI) as reported on the FY2018 Financial Report.	Rss \		FY2018 TAMI

If Line I (TAMI) is less than Line H (MAR), your library did not meet the Municipal Appropriation Requirement:

Please review enclosed details about the waiver process, including how to apply for a waiver, how the Board grants waivers, and how a library can appeal a waiver decision by the Board.

Complete and return the enclosed FY2018 MAR Waiver Petition postmarked by October 6 2017 along with this application and the Financial Report

All supporting documentation for the Waiver Petition must be postmarked by November 10 2017. See Waiver Packet for details.

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FY2018 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

1. OPEN TO ALL RESIDENTS

M.G.L. Chapter 78, section 19B (1); 605 CMR 4.01 (1).

In FY2017, Gloucester's library was "...open to all residents of the commonwealth," and "all residents of the commonwealth had access to reading and reference rooms under the same conditions as residents of the community."

2. MAKE NO CHARGE FOR NORMAL LIBRARY SERVICES

M.G.L. Chapter 78, section 19B (2); 605 CMR 4.01 (2).

In FY2017, Gloucester's library "...[made] no charge for normal library services" that is, "no charges were levied on residents of the local community for the withdrawal of library books in the regular circulating collections of the community's public library or libraries."

3. BE KEPT OPEN A MINIMUM NUMBER OF HOURS PER WEEK M.G.L.

Chapter 78, section 19B (3); 605 CMR 4.01 (3).

Report number of hours open per week between Labor Day and Memorial Day (not summer schedule hours).

Do not report average hours open per week. If hours varied, report for weeks with lowest number of hours open except weeks with holidays, emergency closures, etc.).

Any number of hours open per week after 5 PM meets the evening hours open requirement.

For Gloucester's library

Full compliance (100%) is 59 hours per week and 6 days per week, including some evening hours.

- Mid-level compliance (90%) is 53.10 hours per week.
- Minimum compliance (80%) is 47.20 hours per week.

Compliance Period FY2017 Hours and Days Open Per Week	
Hours Open Per Week	
Days Open Per Week	(D)
Evenings (after 5:00 p.m.) open per week	

ROUND TO TWO (2) DECIMAL PLACES ONLY. IF THE LIBRARY DOES NOT MEET AT LEAST THE HOURS OPEN LEVEL, THE MUNICIPALITY IS INELIGIBLE TO APPLY FOR FY2018 STATE AID TO PUBLIC LIBRARIES.

SEE THE ENCLOSED ADJUSTED AWARDS TABLE TO DETERMINE STATE AID AWARDS ACCORDING TO COMPLIANCE LEVELS.

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4. EMPLOY TRAINED LIBRARY PERSONNEL

M.G.L. Chapter 78, section 19B (4); 605 CMR 4.01 (4).

o Permanent library directors in communities of more than 10,000 must have a Master's Degree in Library Science or its equivalent from an ALA accredited library science university program.

o The library is ineligible to apply to be a part of the State Aid to Public Libraries Program if the library has had an acting library director for three or more years from the date the position became vacant.

Deborah Kelsey was Director of Gloucester's library as of June 30, 2017. The director was appointed on 08/01/14, holds an MLS and holds Certificate # P5341.

Please list anyone other than the above who was acting director or permanent director between 7/1/2016 and 6/30/2017.

Director	Date Appointed	Education	Certificate #	Acting
Library Director	Date Appointed	Education	Certificate #	

IF THE LIBRARY DOES NOT MEET MINIMUM STANDARDS FOR TRAINED LIBRARY PERSONNEL, THE MUNICIPALITY IS NOT ELIGIBLE TO APPLY FOR FY2018 STATE AID TO PUBLIC LIBRARIES.

5. EXPEND A REASONABLE PORTION OF THE LIBRARY'S TOTAL BUDGET ON LIBRARY MATERIALS

M.G.L. Chapter 78, section 19B (5); 605 CMR 4.01 (5).

Materials Expenditure Requirement Worksheet Round to 2 decimal places only	
A. FY2017 Total Appropriated Municipal Income (TAMI) for operating expenses (from Financial Report)	943,453
B. FY2017 employee operating benefit expenditures that may have been part of TAMI (from Financial Report)	23,866
C. Subtract line B. from line A. This is your TAMI to be used for this worksheet.	919,587
D. Multiply Line C by 13.0% . This is the Full-Compliance (100%) Materials Expenditure level.	Sid L
E. Multiply Line C by 11.70% This is the Mid-Level Compliance (90%) Materials Expenditure level.	
F. Multiply Line C by 10.40% . This is the MinimumCompliance (80%) Materials Expenditure level.	
G. FY2017 Materials Expenditure From Library's Operating Budget (from Financial Report)	124,202
H. FY2017 Total Materials Expenditure by Friends, Foundation On Behalf of Library (from Financial Report)	6,949
Total Materials Expenditure for Compliance	131,151

IF THE LIBRARY DOES NOT MEET AT LEAST THE MATERIALS EXPENDITURE LEVEL, THE MUNICIPALITY IS INELIGIBLE TO APPLY FOR FY2018 STATE AID TO PUBLIC LIBRARIES. SEE THE ENCLOSED ADJUSTED AWARDS TABLE TO DETERMINE STATE AID AWARDS ACCORDING TO COMPLIANCE LEVELS.

6. LEND BOOKS TO OTHER LIBRARIES IN THE COMMONWEALTH

M.G.L. Chapter 78, section 19B (6); 605 CMR 4.01 (6).

In FY2017, Gloucester's library "[lent] books to other [certified] libraries in the commonwealth and [extended] privileges to the holders of cards issued b other certified ublic libraries in the commonwealth on a reci rocal basis."

7. REPORT NONRESIDENT CIRCULATION

M.G.L. Chapter 78, section 19B 605 CMR 4.01 (7) and 4.02.

Gloucester re orted the number of eli ible FY2017 nonresident loans on the FY2018 ARIS

6,781.00	117,448.00
5,099.51	943,453.00
	928,954.58
	912,568.22
5,099.51	943,453.00
	928,954.58
	912,568.22

** END OF REPORT - Generated by Grace Macan **



08/10/2017 13:29 | CITY OF GLOUCESTER, MA
gmacan | NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20183 FY2018 BUDGET MASTER COPY

ACCOUNTS FOR:

CITY GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 PCT ADOPTED CHANGE
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0161051	LIBRARY PERSONAL SERVICES					
0161051	511000 SALARIES	706,660.25	754,340.00	748,036.58	744,763.19	.00
0161051	511300 WAGES	15,852.83	36,569.00	19,844.00	15,360.49	.00
0161051	514004 SHIFT DIFF	2,601.55	3,296.00	3,296.00	2,600.35	3,144.00
0161051	514006 LONGEVITY	14,921.38	16,500.00	16,579.45	16,579.45	-12.5%
0161051	519010 SICK BUYBK	6,249.18	10,800.00	10,720.55	5,686.74	9,450.00
0161051	519024 SICK INCEN	2,033.32	4,500.00	4,500.00	1,600.00	-11.9%
144,610.19	TOTAL LIBRARY PERSONAL SERVI	748,318.51				
0161052	LIBRARY ORDINARY MAINTENANCE					
0161052	551004 BOOKS	116,781.00				
1						
8						
8	TOTAL LIBRARY ORDINARY MAINT					
	TOTAL CITY GENERAL FUND					
826,005.00	27,162. GRAND TOTAL					

117,448.00	125,978.00
802,976.58831,547.00	928,954.58
	912,568.22
117,448.00117,448.00	
802,976.58831,547.00	
	928,954.58
	912,568.22

125,978.00

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FOR PERIOD 99