

**Gloucester Lyceum & Sawyer Free Library**  
**Executive Committee of the Board of Directors - Meeting Minutes**  
**Wednesday, July 5, 2017, 8:30AM**

The monthly meeting of the Executive Committee of the Sawyer Free Library Board of Directors was held on Wednesday, July 5, 2017 at 8:30AM at the Sawyer Free Library.

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**Attendance:**

Fran Aliberte, John Brennan, Fred Cowan, Kecia German, Simon Paddock, Beth Pocock, Katherine Prum, Wendy Quinones, and Mern Sibley.

1. Call to order

2. Library update – Beth Pocock

We are building a Makers Space on the first floor. It will have a 3D printer, network links, Roku, and other equipment.

3. Fundraising – Simon Paddock

Simon has been doing research and shared some of his thoughts to date. He will circulate a report on his findings.

- We will need to form a selection committee.
- He suggested we might want to hold a feasibility study to determine if our goals are reasonable.
- He will be interviewing people from other organizations on their process.

Discussion:

- Fundraising and PR: will they be responsible for both? Might depend on who we hire.
- A feasibility study will help us determine our goals to share with the fundraiser.
- Perhaps we would hire a firm that helps Boards figure these things out.
- One purpose of interviewing other organizations is to help us shape our wants and determine short-term and long-term goals. This will in turn inform the RFP for hiring a fundraiser.

4. MBLC award Response

The award, MBLC, and the announcement

- It's expected that we will receive the grant and be somewhere in the middle of the 10-year award cycle.
- We are not sure how and when we receive notification from MBLC.
- John drafted an announcement to let the community know about the award (see attached).
  - A suggestion that we specify that we would not seek tax payer contributions sparked strong disagreement. We do not want to limit ourselves in that regard.
- There was discussion on how soon after the award is announced we should make our public statement.

Corporate Communications Committee (CCC)

- The Corporate Communications Committee will draw up a list of who informs whom of the decision.
- They are working on a social media plan.
- The Our City/Our Library campaign will display portraits in the lobby to show the diversity of people who use the library.
- Wendy is drafting some FAQs for the staff. She will get language about the Saunders House from Mern. She will ask Beth and Katherine to review before giving it to staff.
  - Will also have copies available at the Circulation Desk for people to take.
- The Committee is meeting on Friday to finalize the FAQs and a document on announcing the grant.

#### Other

- John anticipates having some informal gatherings in the fall to answer questions from the staff.
- Fran stressed the importance of all Board members and staff giving consistent answers to questions.
- Peter Feinstein has called a Building Committee meeting for July 19<sup>th</sup> to address these issues. The group felt this was not the responsibility of the Building Committee. Katherine will ask him to reschedule the meeting.
- There has been a change in leadership at MBLC and it's expected that announcement of the awards will be delayed a few days.
- John will be away from July 10 to the 24. Katherine will address communications in his absence.
- Wendy will draft a press release for Gloucester Daily Times, Globe North, The Beacon and The Clam. AnnaKatherine will post on social media. The Friends will send an email to their list.
- Longer term, perhaps in September, John will write a My View column for the Gloucester Daily Times.

#### 5. Library Director Job Review – Fred Cowan

When the bylaws were revised this was moved from Governance to the President's purview. Fred has agreed to take this on with input from John. He would like to use the City's standard department head appraisal form. It's numerical and only requires a narrative on extreme high or low measurements. Fred plans to present it to Deborah before she comes back from medical leave.

#### 6. Saunders House Stewardship Committee (SHSC) – Mern Sibley

Includes two members of the Gloucester Historical Commission: Bill Remsen & David Rhineland.

- SHSC met on the 26<sup>th</sup> of June and the Commission met that same night; Bill and David mentioned the SHSC at the Commission meeting and suggested that the two entities work together and seek grants together. There was broad support for the idea on the Commission and Commission Co-Chair, Mary Ellen Lepionka wrote a letter of support.
- Meredith has been digging into the details of the deed and working to determine best course of action for the Saunders House as an entity. It seems clear that forming a separate 501(c)3 is not the best course.

- Fred suggested that until Meredith has completed that work, the SHSC function as part of the B&G Committee. He invited Mern to join the next meeting of the B&G Committee on Monday, July 10.

#### 7. Friends

- Membership runs October to October. Friends are preparing member renewal packets now for mailing in September. They will also solicit people who were members in the past but did not renew last year.
- There was talk of having the Friends take on the Annual Appeal. This is on hold for now.
- The Art Auction Committee meets on Thursday to coordinate the mailing to artists. The Matz Gallery is reserved for September to show the art. Traditionally the auction has been held on the first Wednesday in October.

#### 8. Christine Armstrong

Because she is no longer under contract there is some question as to who offers her direction for the work she continues to do. She's working on the website and social media with Beth and AnnaKatherine; she'll take guidance from the Corporate Communications Committee on this. She's also continued to work with Wendy and Fran.

9. 9:30 There being no further business, the meeting was adjourned.

Next meeting: Wednesday, Aug 2, 8:30 am

Respectfully submitted, Tracy Bowen

# Library Construction Grant Waitlisted

Wendy Quinones <wbquinones@comcast.net>

Thu 7/13/2017 8:06 PM

Sawyer Free

To:tracybowen@hotmail.com <tracybowen@hotmail.com>;



## FOR IMMEDIATE RELEASE

July 13, 2017

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Date: July 13, 2017

### Gloucester Lyceum and Sawyer Free Library Wait-listed for Library Construction Grant

NEEDHAM – July 13, 2017 – The Massachusetts Board of Library Commissioners (MBLC) voted to place the Gloucester Lyceum and Sawyer Free Library on a wait-list for a Provisional Construction Grant. The grant is part of the state-funded Massachusetts Public Library Construction Program (MPLCP) which helps libraries across the state meet the growing demand for library services with expanded and improved library facilities. Attendance at public library programs has increased 49% since 2006 and every 5.5 seconds a Massachusetts resident accesses the Internet through a public library.

Thirty-three libraries completed the grant round process. Through a rigorous review, nine libraries were identified to receive grants and twenty-four were placed on a wait-list. Wait-listed libraries will receive construction grants as the funding becomes available either through the existing bond bill or a future bond authorization.

“This is a very good result for us,” said Katherine Prum, Vice-President of the Board of Trustees. “It gives us the gift of time, a number of years in which to build community support, raise funds, conduct a strategic planning process, answer the questions regarding renovation vs new construction, and address concerns about the historic buildings, amphitheater, and gardens.”

"Our residents support the library and are using it more than ever. Obviously we would have preferred to be one of the nine initial recipients, but it was a highly competitive grant round. We're proud to have completed the process and we'll be ready when the funding becomes available for our library," said John Brennan, President of the Board of Trustees.

The proposed project would centralize all the library facilities in a single building, and reassert the library's role at the center of the city's culture and learning.

Funding for the MPLCP is authorized by the governor and the legislature. Funding for this grant round is part of the general governmental needs bond bill filed in March, 2013 which included \$150 million for the Massachusetts Public Library Construction Program. This funding was also used to award construction grants to 11 communities that had been on a wait-list for several years and will be used to support a future Planning and Design grant round.

The MPLCP was first funded in 1987. Since then, the program has assisted hundreds of communities in building new libraries or in renovating and expanding existing libraries. For more information about the program, please visit the MBLC's website <http://mblc.state.ma.us/>

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