

Gloucester Lyceum and Sawyer Free Library
Executive Committee Meeting Minutes
October 4, 2017

The monthly meeting of the Sawyer Free Library Executive Committee was held on Wednesday, October 4, 2017 at 8:30 AM in the Muzzey Room of the Saunders House of the Sawyer Free Library.

In attendance: John Brennan, Board President, Katherine Prum, Vice President, Kecia German, Secretary and Deborah Kelsey (ex officio).

1. Call to order:

The meeting convened at 8:38 AM in the Muzzy Room at the library.

2. Administration:

- The revised minutes of July 5, August 2 and September 6 were approved and will now be posted. Going forward, a draft of Executive minutes will be sent to the entire committee within 10 days for comments. The revised minutes will be presented to all just before the next meeting. Minutes can be less detailed for this committee per John.
- Deborah noted that the City does not post minutes on the official website. A person must request a copy of desired minutes.
- State financial reports are in progress including the annual report.
- Trustee terms will run from May to May and are renewable twice. The exception is when a vacancy is being filled. The Board should probably approve renewable terms.

3. Fund-raising:

Simon Paddock will be scheduling a meeting on October 10 at 4PM. The agenda will be sent to Deborah for posting.

4. Strategic Planning Consultant:

- A lengthy discussion took place on the wisdom and feasibility of hiring Katherine as our strategic planning consultant. State Ethics requirements would necessitate Katherine's resignation as VP. There would be no restriction on a return to the Board at a later date. The salary for the position will be capped at \$10,000.
- Possible interim VP candidates, including Fran Aliberte and Paul McGeary, were discussed should Katherine decide to accept this new position.
- Deborah and Katherine will meet to further define, refine and clarify the scope of this consulting role. Katherine would need to "lead from the outside by empowering people on the inside". Focus will be on process in the fall of 2017 with implementation in 1st and 2nd quarters of 2018.
- The strategic plan must be submitted to the MBLC on October 1, 2018. A committee will need to be formed and chaired by a SFL Board member.

5. Other:

- Air conditioning will be installed in the “vault” off the Friend Room to permit the storage of a new IT server. Fred has negotiated for the Sawyer Art Trust to move the art collection from the vault to Cape Ann Museum next week. Some valuable art currently on display should be replaced with a Giclee copy.
- A fall SFL newsletter is being drafted.

The meeting adjourned at 9:47 AM.

The next meeting will be on November 6, 2017 at 8:30 AM.

Respectfully submitted,
Kecia German, Secretary

Motions Summary:

- Minutes from July, August and September were approved.

Actions Summary:

- Deborah and Katherine will meet to define the specifics of the strategic consultant position.
- Katherine will need to decide her desired course of action on whether to remain as VP or resign to accept the new consultant position.
- A Strategic Planning Committee will be created to be chaired by a SFL Board member.