

**Gloucester Lyceum and Sawyer Free Library
Executive Committee Meeting
November 01, 2017**

The monthly meeting of the Sawyer Free Library Executive Committee was held on Wednesday, November 01, 2017 at 8:30 am in the Muzzey Room of the Saunders House of the Sawyer Free Library.

In attendance: John Brennan, Board President, Fran Aliberte, Vice President, Fred Cowan, Treasurer, Kecia German, Secretary and Deborah Kelsey (ex officio).

1. Call to order:

The meeting convened at 8:35 AM in the Muzzey Room at the Library.

2. Administration:

- The minutes of October 4, 2017 were approved with revision to note that Bill Fonvielle will remain on the SFL Board. Board terms will begin and end in May. Bill and Barbara's terms expire in May 2019.
- Meredith Fine will be asked to chair the Governance Committee.
- Kecia will arrange to remove Katherine Prum and add Fran Aliberte as a check signer for our Bank Gloucester account. Also procedures need to be revised to only require one signature for checks under \$2500.

3. Committee Reporting:

Treasurer's Report:

- Fred summarized the prior Building & Grounds budgeting process. A request for a budget figure to encompass ordinary and emergency expenses was submitted. After Finance Committee deliberation, the number was cut in half for the initial appropriation with the understanding that the subject could be revisited when the first half was exhausted. After discussion and by unanimous consent, The Executive Board voted to restore the second half of \$150,000 originally appropriated for B&G.
- Fred will ask the Corporation's bookkeeper, Mary-Kathryn Gray, to prepare a report to advise committee chairs where they stand in terms of their budgets.
- John will research the audit issue relating to Cape Ann Savings accounts. The three accounts must remain separate.
- When a project number is assigned, the source of the funds to settle the forthcoming expense should be identified.

Fund-raising:

- John will create the Annual Appeal letter which will be processed by a vendor with a target mailing of 11/13/2017.
- Paul, Fran and Simon are working on the RFP. There will only be one capital campaign this year to avoid confusion. In the RFP we will ask for guidance on future action.
- Long-term goal is to raise \$500,000 annually for library operating expenses.

Strategic Planning:

- Deborah is courting Leane Ellis, a retired Wakefield librarian, for the position of Chair of the Strategic Planning Committee.

New Building

- The Building Committee will travel to the Reading, MA and Tiverton, RI libraries to discuss their building strategies and promote our own unity.
- The Saunders House Stewardship Committee will not be operating as an independent 501(c)3. Federal records of the SFL's classification cannot be found.
- The membership of the Corporate Communication Committees will be enlarged.

SFL Board Agenda – 11/21/2017

- Next SFL Board meeting is November 21, 2017.
- Action plan for 2019
- Recruitment of new Board members
- Discussion of Fundraising RFP

4. Other:

- John and Fran will meet with the Mayor on Monday and community outreach is in the planned discussion.
- Toilet seat in Boy's bathroom must be replaced as it was vandalized.
- Fountain sculpture will be moved to the SH basement for safe-keeping while work is being done.
- Protocol for sharp containers on premises needs to be defined.
- James Pope, our IT resource, has shown an interest in joining the SFL Board.
- Sad to report, Carol Ackerman has passed away.

The meeting adjourned at 9:40 AM.

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

Respectfully submitted,
Kecia German, Secretary

Motions Summary:

- The Board voted to restore funds for Building & Grounds.