

**Gloucester Lyceum & Sawyer Free Library**  
**Executive Committee of the Board of Trustees - Meeting Minutes**  
**Wednesday, December 13, 2017, 8:30 am**  
**Muzzey Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA 01930**

Attendance: Fran Aliberte, John Brennan, Fred Cowan, Peter Feinstein (left at 9:40), Kecia German, and Deborah Kelsey

1. 8:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for November 1, 2017. Fred moved that the minutes be approved as presented. Fran seconded and the minutes were approved unanimously.
4. Discussion/Report
  - a. Board recruitment
    - New members: Fran presented a draft of guidelines for nominating someone to the Board. Kecia will edit it to include by-laws language and re-circulate it.
    - Existing members: Per the by-laws, if a Trustee misses three meetings the President will approach him/her to gauge continued interest in remaining on the Board.
  - b. Communication between committees
    - Touched on in the above conversation; tabled for a future meeting.
  - c. Committee effectiveness
    - Touched on in the above conversation; tabled for a future meeting.
  - d. Fundraising
    - The Committee will ask two of the applicants for the fundraising position to put together presentations and will present candidates at the Board meeting.
    - Selection Committee will consist of the Fundraising Committee, a representative from Corporate Communications Committee (likely Wendy), and John.
    - Kudos to Simon for pulling this together.
  - e. Strategic Planning
    - Looking for a volunteer to chair the committee.
    - Deborah will draft something for the Strategic Planning group to review and present to the Board in January.
  - f. December 19<sup>th</sup> Agenda and Location for Board of Trustees meeting
    - December 19th Board meeting location: Friend Room.
  - g. Other
    - Skylight cover (Fred): Glass cover was removed from the skylight on the Dale Avenue porch which creates a leak, and is a safety issue with ice forming in the winter. Fred presented several solutions suggested by George to cover the existing hole. Kecia moved

to approve George Leavitt have the simplest option done at a cost not to exceed \$4,250. Fran seconded and the motion was approved unanimously. (project #S7617028)

- Building Plan: Feasibility study is pending decisions re: Saunders House. The Saunders House Stewardship Committee has hired a renovation architect to conduct space usage/library utility and ADA compliance surveys, and list construction needs.
- Installation of security cameras and a service desk off the Children's Library to solve a few problems:
  - Time-monitoring the bathrooms;
  - Answering the phones until we migrate to a new system when the IT server is installed;
  - Limit the door (facing Dale Avenue Apartments) to exit only.
- Jewelry stolen from the Friends' collection in the staff area on the bottom floor of the Saunders House. Kecia will let the Board know in her Friends report. Also, a wreath was stolen off the front porch in mid-day.
- Sawyer Art Trust removed Lane paintings from Monell building and the walls were painted.

5. Next meeting Wednesday, January 10, 2018, 8:30 am

6. 9:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Kecia moved to approve George Leavitt cover skylight on the front porch at a cost not to exceed \$4,250. Fran seconded and the motion was approved unanimously. (project #S7617028)

### **Actions Summary**

Fran presented a draft of guidelines for nominating someone to the Board. Kecia will edit it to include by-laws language and re-circulate it.

The Fundraising Committee will ask the applicants for the fundraising position to put together presentations and will present candidates at the Board meeting.

Deborah will draft something for the Strategic Planning group to review and present to the Board in January.