

Board of Trustees Executive Committee
Wednesday, February 7, 2018, 8:30am
Muzzey Room, Sounders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte (via Skype), John Brennan, Fred Cowan, Kecia German, and Library Director Deborah Kelsey

1. Call to order. This meeting is being recorded.
2. Welcome and introductions
3. Approval of the Minutes for December 13, 2017 and January 10, 2018. December: Fred moved to approve the minutes as presented; Kecia seconded and the minutes were approved. January: one date was corrected; Fred moved to approve the minutes as amended; John seconded. Kecia abstained from voting; the minutes were approved.
4. Discussion/Report
 - a. Budget, Finance and Investment - Fred
 - Fred met with Simon Paddock (Fundraising) and Wendy Quinones (Corporate Communications) re: establishing FY19 budgets for their committees.
 - He will check in at least quarterly throughout the year with all committees.
 - The group discussed moving money from a bequest and the Annual Appeal Children's Library fund to a separate checking account at Cape Ann Savings Bank to be dispersed to BankGloucester checking account when needed for payments. Fred will talk with our Bookkeeper, Mary-Kathryn Gray to decide how best to accomplish this.
 - b. Fundraising - Fran
 - Review of the MOU with Library Strategies
 - Their experience and skills are a good fit.
 - Their feasibility study will determine next steps re: fundraising.
 - At their January meeting the Board approved contracting with Library Strategies. John signed the contract.
 - c. Strategic Planning – John
 - The Board Strategic Planning retreat is scheduled for April 14;
 - Staff Strategic Planning is proceeding;
 - Community Strategic Planning has started meeting every other week.
 - d. Saunders House - Deborah
 - Review of the proposal from Spencer & Vogt for Preservation Assessment
 - At 63 pages the proposal is too long for the entire Board to read; the Committee would like to have an Executive Summary prepared in advance of the Board meeting.

- Kecia questioned the \$52,500 cost and asked if the five-month duration could be shortened.
 - The Saunders House Stewardship Committee (SHSC) meets this Friday to discuss the revised proposal.
 - Mern Sibley, SHSC Chair, will bring an Executive Summary of the revised proposal to the next Board meeting for approval.
 - This assessment is necessary for the Building Plan process and fundraising aims.
- e. Fire Suppression System – Fred
- Fred spoke with the Fire Chief re: changing from a water-based fire suppression system for the vault to protect the electrical server and artwork. James Pope cited a cost of \$19,000 to install a similar system at City Hall.
- f. Staff safety with opioid crisis – Fred
- Risk to by-standers and Library staff with the opioid OD situation when even breathing Fentanyl dust is dangerous. Fred has asked the City’s Public Health nurse to offer a training/description to staff to be updated on a regular basis. Fred proposes a moratorium on SFL staff treating with NarCan.
 - The Committee asked Deborah to speak with staff, urging them to proceed with caution and prioritize their own safety (two people approach a situation, masks).
 - Training will follow from the Board of Health.
- g. Security system – Fred
- Fred, Kecia, and Deborah had a walk-through with Rob O’Donnell and Jack Davis of SideBand Systems and electrician, John Essery to discuss placement of security cameras. SideBand Systems will provide a proposal.

5. Next meeting Wednesday, March 5, 2018, 8:30am

6. 9:15 Adjourn. There being no further business Fred moved to adjourn; Kecia seconded and the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Actions Summary

Fred will talk with our Bookkeeper, Mary-Kathryn Gray on how best to set up a checking account at Cape Ann Savings Bank to house a bequest and the annual appeal Children’s Library donations.

Deborah will speak with staff, urging them to proceed with caution and prioritize their own safety (two people approach a situation, masks) in potential overdose situations. Staff training will follow from the Board of Health.