

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

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

1. 8:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for February 7, 2018. Fred moved to approve the minutes as presented. Kecia seconded and the minutes were approved.
4. Discussion/Report
 - a. Budget, Finance and Investment
 - The Budget & Finance Committee is meeting on the 15th. Fred is working with committees to create budgets.
 - b. Strategic Planning
 - The Community Strategic Planning group is moving forward with plans.
 - c. March 20th Agenda Board of Trustees meeting
 - Approval of Corporate and City budget proposals
 - Review the security proposal
 - d. April 24th Agenda Board of Trustees meeting (in preparation for Annual Meeting)
 - Slate of Trustees for election at the Annual Meeting
 - Financial Review Committee
 - Members of the Corporation
 - Review bylaw provisions
5. Other
 - a. City's request for volunteer contact info
 - The Mayor wants Library volunteers to review the City's personnel policies. The Committee discussed the appropriateness of the request for Corporate and library volunteers.
 - The Corporation could adopt the City's policies re: sexual harassment, hostile work environment, etc., and ask people to sign an acknowledgement that they received the policies.
 - We keep records of volunteer contact information; we will not share that information with the City.
 - Fran will meet with the Mayor.
 - b. Security

- Security Cameras
 - Fred, Kecia, and Deborah did a walk-about with SideBand security to discuss siting of cameras in all three buildings. They added six cameras to the original estimate (of \$87,000) to provide thorough coverage of building and grounds. The new IT system would be sufficient to power it.
 - Discussion on the wisdom of installing the technology and the five-year building plan: technology would be old and in need of updating by that time anyway; it would be cheaper to simply replace it at that time.
 - Security personnel: Even with cameras recording what happens, we would still need security personnel to alleviate issues.
- c. Rotary's upcoming Trivia Night (March 23rd): John suggested the Board sponsor a team of SFL staff (or staff and Board). Deborah will present the idea to the staff.

6. Next meeting Wednesday, April 4, 2018, 8:30am

7. 9:07 Adjourn. There being no further business Fred moved to adjourn. Kecia seconded and the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Fran will meet with the Mayor re: Library volunteers.

Rotary's upcoming Trivia Night (March 23rd): John suggested the Board sponsor a team of SFL staff (or staff and Board). Deborah will present the idea to the staff.