

Board of Trustees Executive Committee
Wednesday, April 11, 2018, 8:30am
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte, John Brennan, Fred Cowan, Kecia German, Library Director Deborah Kelsey, and guests Akiyo Nishimiya and Katherine Prum from the Community Strategic Planning Committee (attended from 8:30 to 9:10)

1. 8:37 Call to order

2. Welcome and introductions. This meeting is being recorded.

3. Approval of the Minutes for March 7, 2018. Fred moved to approve as presented; Kecia seconded and the minutes were approved.

4. Discussion/Reports

a) Community Strategic Planning (CSP):

- Katherine commented that it's a creative and dynamic team;
- A postcard inviting people to take the survey will be mailed to all households in the City;
- The survey will be finalized at tonight's CSP meeting;
- The website (thinkgloucester.org) is up. The EC took a brief online tour of the site;
- Any information gleaned will be shared with Library Strategies;
- Gloucester Conversations (GC) is available to host six meetings on various days of the week and times of day:
 - i. CSP pulled together a list of possible locations around the City;
 - ii. GC has offered facilitator training session for CSP committee members to help them be able to run breakout groups of small discussions in the Conversations. The training is open to SFL Trustees and staff. To be held Saturday April 21;
 - iii. Topics of conversation:
 1. What matters to you about living in Gloucester?
 2. What are your hopes and aspirations for Gloucester's future?
 3. How does the Library fit into that picture?
 - iv. Hoping for attendance by City councilors and SFL Trustees at the Conversations;
 - v. The EC brainstormed answers to anticipated questions re: building issues.

9:10 Katherine and Akiyo left the meeting

b) Strategic Planning Board Retreat

- To be held Saturday April 14.

c) Annual Meeting

- Corporate Communications Committee (CCC) is discussing the agenda today. They are considering providing permanent name tags for Board and staff.
- John proposes scheduling an earlier meeting – with a 6:00 start time – and a short agenda.
 - i. Food will be served starting at 5:00 on the main floor with the bar opening at 7:00 after the business meeting.
- EC suggests there be fewer speakers. Suggestions (in no particular order) include:
 - ii. No Lyceum or the Friends speeches;
 - iii. John will: present a brief Treasurer's report and approval of the 2017 minutes; acknowledge Bill Fonvielle for his years of service (assuming Bill steps down); report on the future of the library;
 - iv. Fran will present the proposed bylaws changes;
 - v. Elections of: Corporators; Trustees; Officers; Finance Review Committee;
 - vi. Beth Pocock will: thank the Lyceum, the Friends, and the City; and present the Volunteer of the year award;
 - vii. The Mayor will speak;
 - viii. Deborah will make a brief report;
 - ix. A special CSP activity will be introduced.
- Deborah will share the draft agenda with the Executive Committee.

d) April 24th Agenda for the Board of Trustees meeting

- Board self-evaluation. We need to decide what qualities we need represented on the Board: focus on finances; strengthening culture of the board/organization (create a Board-orientation document); succession planning; build up the Board.

e) Gloucester's 400th Anniversary:

- The planning committee has requested documents from the 300th anniversary celebration. Deborah is providing those.

5. Next meeting Wednesday, May 2, 2018, 8:30am

7. 9:32 Adjourn. There being no further business John moved to adjourn and Fran seconded.

Respectfully submitted, Tracy Bowen

Actions Summary

Deborah will share the draft agenda for the Annual Meeting with the Executive Committee.