

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

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, and Library Director Deborah Kelsey

**Not present:** Kecia German

1. 8:30 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for April 11, 2018. Fred moved to approve the minutes as presented. Fran seconded and the minutes were approved unanimously.
4. Discussion/Reports
  - a) Budget, Finance, and Investment
    - i. Spending: Balancing HVAC system in the Children's Library is challenging. B&G is reviewing options. Main floors can be done fairly easily at a cost of ~\$4,000; adding a thorough update to the Children's Library system will raise the cost to ~\$20,000.
      - Discussion of the multiple issues with the lower level and Children's Library space (carpeting, child-friendly furniture, air quality in Friend Room, security issues, etc.). We need to weigh expense of current needs against timing of, and plans for, the Mass. Board of Library Commissioners (MBLC) building grant construction/renovation.
      - How to balance creating a better environment for Children's Library staff without excessive expense. For example, use of AC window units. John suggests deferring to staff for their preferences.
  - b) Security issues
    - i. Sideband Systems: Deborah has continued to work with them and has reached an agreement for \$27,000 (vs. original \$97,000). There's one more step in the process before bringing it to the Board.
    - ii. Staff attended safety training yesterday with Warren Graham (aka the "black belt librarian"). Staff found it very useful. John asked Deborah to present a synopsis at the next Board meeting.
    - iii. Security personnel and cleaning services:
      - Gloucester Municipal Administrators Association have helped negotiate for security personnel roles.
      - Deborah suggests adding dedicated SFL custodian and security personnel through the DPW union in the Corporate budget; they would report to Deborah. Would also add some *per diem* staff through the Corporate budget which would allow us to hold events and meetings outside of Library open hours. There was

Committee consensus on Deborah taking this suggestion to the DPW/union and City administration.

- c) Strategic Planning:
  - i. Community Strategic Planning: postcards have gone out; the online survey is up and running; the website is up as are the Facebook and Instagram pages;
  - ii. Staff are working on their part;
  - iii. Board workshop is schedule for June 16 at Beauport hotel.
- d) Annual Meeting
  - i. Will drop the activity and hold it as a separate piece.
  - ii. The Mayor accepted the invitation to speak.
  - iii. Fred is working with the caterer.
  - iv. John will present pieces from the Building Plan timeline prepared by Peter Feinstein and Paul McGeary.
    - Consistent message: Peter is writing up the story. We will have Corporate Communications Committee (CCC) and Library Strategies refine it to one page.
- e) May 15<sup>th</sup> Agenda for the Board of Trustees meeting
  - i. Prepare for Annual Meeting on May 21.
- f) Other
  - i. The City is creating Google groups for sharing documents with committees. For now, Tracy will send minutes to the Committee for review and edits. Deborah will have agendas posted on the City's and the Library's websites.
  - ii. CCC: the external signage application to the City was approved. The Historical District Commission puts a 20-day waiting period on the Middle Street and Dale Avenue sides. CCC is meeting today to discuss logistics of the job.

5. Next meeting Wednesday, June 6, 2018, 8:30am

6. 9:15 Adjourn. There being no further business Fred moved to adjourn and Fran seconded.

Respectfully submitted, Tracy Bowen

### **Actions Summary**

Deborah will present a synopsis of the safety training with Warren Graham (aka the "black belt librarian") at the next Board meeting.

Deborah will discuss with to the DPW/union and City administration her idea of adding dedicated SFL custodian and security personnel through the DPW union in the Corporate budget. We would also add some *per diem* staff through the Corporate budget which would allow us to hold events and meetings outside of Library open hour. All would report to Deborah.

Tracy will send minutes to the Committee for review and edits. Deborah will have agendas posted on the City's and the Library's websites.