

**Board of Trustees**  
**Executive Committee**  
**Wednesday, November 7, 2018, 8:30 am**  
**Byers Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

**Attendance:** Fran Aliberte, John Brennan, Joe Grella, Priscilla Malbeouf, Library Director  
Deborah Kelsey

**Not Present:** Fred Cowan

1. 8:40 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for October 3, 2018. Tabled for the next meeting.
4. Discussion/Report
  - a) Budget, Finance and Investment – Joe Grella
    - i. Joe shared an update for the month of October. A little over \$100,000 was transferred to the BankGloucester operating account to cover payables. Just under \$30,000 was transferred to the Friends from the art auction.
  - b) Library Building Project – Deborah Kelsey
    - i. Trustees have had a series of meetings with stakeholders. We have scheduled a public meeting for November 15<sup>th</sup>.
    - ii. A green engineer will attend the November Board meeting to help with decision-making.
  - c) Fundraising – John Brennan
    - i. The Committee is meeting later today.
  - d) November 27<sup>th</sup> Board of Trustees meeting agenda:
    - i. Audit Committee and the auditors;
    - ii. Environmental considerations and the Building Plan;
    - iii. Fundraising Committee and a vote on creating a fundraising entity;
    - iv. Approval of the Action Plan 2019 stemming from the Strategic Plan (due to the state on December 1st);
    - v. Approval of the safety personnel contract
      - 1) John will bring it to Meredith for one correction before the meeting.
  - e) Items not reasonably anticipated by the Chair 48 hours in advance of the meeting

- i. Decision on acceptance and distribution of Adele Ervin's gift restricted to capital expenditures; Fran moved to accept the gift. Priscilla seconded and the motion was approved unanimously. There followed discussion of best practice for managing funds between the Library corporation and the proposed Foundation.
- ii. Communication within the Board outside of meetings: useful for disseminating information, not for discussion.
- iii. Discussion re: contracting for needed repairs and renovations and pursuing a memo of understanding with the DPW. Joe moved to pursue an MOU with the DPW re: interactions with the Library. Fran seconded and motion was approved unanimously.
- iv. We received a Library Services and Technology Act (LSTA) grant of \$30K from the Mass. Board of Library Commissioners to digitize and preserve City records. Deborah asked for and received permission to request from the City that the records remain in possession of the Library in a secure system.

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

6. 9:40 Adjourn: Fran/Joe

Respectfully submitted, Tracy Bowen

**Motions Summary**

Fran moved to accept Adele Ervin's gift restricted to capital expenditures. Priscilla seconded and the motion was approved unanimously.

Joe moved to pursue an MOU with the DPW re: interactions with the Library. Fran seconded and motion was approved unanimously.