

**Board of Trustees, Gloucester Lyceum and Sawyer Free Library**  
**Mezzanine Level of the Main Library, 2 Dale Avenue, Gloucester, MA 01950**  
**5:30 pm, Tuesday, November 21, 2017**

Attendance: Fran Aliberte, Barbara Braver (left at 7:15), John Brennan, Fred Cowan, Peter Feinstein, Bill Fonvielle, Kecia German, Simon Paddock, Wendy Quinones, Mern Sibley, Katlyn Wagner (joined us at 6:00)

Guests Deborah Kelsey and James Pope (candidate for the Board); Library Assistant, Alex Jones joined the meeting briefly at 7:00

1. Call to order

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

- James Pope, candidate for the Board. He is the IT coordinator for the City. At 5:45 James left the meeting.
  - Discussion: propriety of having a City employee serve on the Board; future decisions need to follow procedure: nominees should come through the Governance Committee and need to be entered on the agenda ahead of the meeting.
  - Simon moved to vote to approve Mr. Pope's candidacy for the Board pending approval from the state Ethics Commission. Kecia seconded. Unanimous. Simon will call the Ethics Commission. Fred will speak to the Mayor. 6:00 Deborah invited James to return to the meeting as a visitor.

3. Approval of the September 19 and October 17, 2017 minutes

- September. Peter moved to approve the minutes as presented; Fred seconded. The minutes were approved unanimously
- October. Barbara suggested a spelling change. Fran moved to present the minutes as amended. Fred moved; Mern seconded. Kecia abstained. The minutes were approved.

4. Financial

a. **Treasurer's report** – Fred Cowan

- Working with Mary-Kathryn Gray to track expenses by project and by account.

b. **Accounting Policy and Procedure Manual** approval

- The Manual was reviewed by the Audit Committee and the auditors. Peter moved to approve the manual dated November 21, 2017. Simon seconded. Not having seen the Manual, Wendy abstained. All others voted in favor and the Accounting Policy and Procedure Manual was approved.

c. **Other**

- Change to the check signing policy: Any check under \$2,500 will require only one signature. BankGloucester has all the paper work. Officers should go to the bank and sign the forms.

## 5. Discussion and Action

### a. **Big Picture** – John Brennan

- Listed Board accomplishments. Recognized Fred for multi-year project of making the buildings ADA compliant.

### b. **Action Plan FY19** – Deborah Kelsey (see attached)

- Staff helped shape the plan. Initiatives of the Library need to be in line with the available grants. The Action Plan starts in July of 2018. Fred moved to approve. Peter seconded and the Plan was approved unanimously.

### c. **Recruitment to Board and Committees** – Deborah Kelsey

- Would hope to have committees of seven in order to have working groups of three. Committee members are not required to be Board members. Deborah will draft job descriptions to fit needs; she'd like input on this from committee members. Recruit!

### d. **RFP Fundraising** – Simon Paddock

- The RFP is written and published with multiple listservs. Deadline for application is December 11; this might need to be adjusted. We need to form a selection committee; would like to have members of other committees serve on the selection committee.
- We need more members on the Fundraising Committee. The Board tasked Simon with checking out others' events (Pathways, Open Door, etc) at the Library's expense.

### e. **Historical Commission** (see attached) – John Brennan

- John, Peter, Deborah will work with the Commission with the goal of building community and cooperation.

### f. **Possible future expenses: custodial, security, clerical** – John Brennan

- Invited staffer Alex Jones to attend the meeting in recognition of his service in administering Narcan. Alex spoke briefly, describing a recent event at the Library. The Board thanked him and he left the meeting at 7:10.
  - Security issues: Our building is ungovernable.
- Clerical issues: Records management needs a lot of time. An intern is coming on board to sort through the records currently stored in the 3<sup>rd</sup> floor of the Saunders Houe. Need more clerical help to backfill minutes of past board and committee meetings.
- Cleaning the building: relationship with DPW and with the custodian. Option 1: DPW suggests SFL custodian money be transferred from DPW to SFL. Option 2: leave as is (not advised). Option 3: hire an outside business to clean. Consider shifting from a custodian to a security person. Peter moved and Fred seconded to get quotes on security, clerical, and custodial issues.

### g. **Sawyer Art Trust** – Deborah Kelsey

- Paintings have been removed from the vault. The Art Trust would like to move the Lane paintings hanging in the Library. There was discussion but no final decision on what to display instead.

### h. **Amnesty Agreement with Middlesex Community College** – Deborah Kelsey

- Described in Deborah's report (see attached). She recommends we accept the proposed amnesty agreement with Middlesex Community College which will step out of the NOBLE network due the high annual fee. Bill moved to accept the offer with Middlesex. Peter second. Unanimous.
- Peter moved to grant Deborah authority to accept a similar amnesty agreement with other schools that might step out. Kecia seconded. Unanimous.

### i. **Fiscal agent for small STEM Networks grant** – Deborah Kelsey

- John Madama requested we serve as fiscal agent for his four small grants to work with local schools.

j. **Building Plan** – Peter Feinstein

- Working on a financial model for the project. The model will be updated quarterly.

k. **Potential new board member**

- AnnaKatherine’s husband is interested and might attend the next meeting.

7. Ad Hoc Committee Reports

a. **Corporate Communications Committee** – Wendy

- Working on external signage. Annual Appeal has gone out.

b. **Saunders House Stewardship Committee** – Mern

- Waiting to hear back from the preservation architect re: ADA & Space Use reports.

c. **Volunteer to bring food for next meeting:** Kecia

8. Concerns of Board Members

- Kecia encouraged all Board members to join the Friends.

9. Next meeting dates:

Closed for Thanksgiving: Wed, Nov 22 at 3:30, Thu, Nov 23 and Fri, Nov 24

Library Building: Wed, Nov 29, 4 pm

Closed for Staff Training: Mon, Dec 4

Executive: Wed, Dec 6, 8:30 am

Corporate Communications: Dec 6, 10 am

Lyceum: Mon, Dec 11, 4 pm

Building & Grounds: Mon, Dec 11, 4:30 pm

New Library Building: Wed, Dec 13, 4 pm

Saunders House Stewardship: Dec 18, 10 am

Trustees: Tue, Dec 19, 5:30 pm

Friends: Wed, Dec 20, 3 pm - canceled

10. 7:35 There being no further business Fred moved to adjourn the meeting. Fran seconded and the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Simon moved to vote to approve Mr. Pope's candidacy for the Board pending approval from the state Ethics Commission. Kecia seconded. Unanimous.

Peter moved to approve the manual dated November 21, 2017. Simon seconded. Not having seen the Manual, Wendy abstained. All others voted in favor and the Accounting Policy and Procedure Manual was approved.

Fred moved to approve the FY19 Action Plan. Peter seconded and the Plan was approved unanimously.

Peter moved and Fred seconded to get quotes on security, clerical, and custodial issues. Bill moved to accept the Amnesty Agreement with Middlesex. Peter second. Unanimous. Peter moved to grant Deborah authority to accept a similar amnesty agreement with other schools that might step out. Kecia seconded. Unanimous.

### **Actions Summary**

Simon will call the Ethics Commission re: a City employee joining the Board. Fred will speak to the Mayor.

Change to the check signing policy: Any check under \$2,500 will require only one signature. BankGloucester has all the paper work. Officers should go to the bank and sign the forms.

Deborah will draft job descriptions to fit committee needs; she'd like input on this from committee members.

**Goal 1. Actively promote education and learning....**

| Objectives (if included in current Long-Range Plan)                    | Actions   | Timeframe for Activity | By Whom (optional)  |
|--|---|------------------------|---------------------|
| Promote universal, free access to digital information.                 | Through brochures, in-person interactions, and the library’s website and social media linking to and facilitating use of: OverDrive eBooks and eAudio; full text online research databases; BPL eCard; RBdigital eMagazines; and Newsbank online periodicals.   | Ongoing                | Community Librarian |
| Promote universal, free access to analog information.                  | Through brochures, in-person interactions, and the library’s website and social media facilitating navigation and use of the OPAC; maps of the physical collections with links to materials’ locations; facilitating the process of getting a library card; in depth guides to physical collections; and facilitating network transfers and interlibrary loans. | Ongoing                | Community Librarian |
| Reach out to Art Haven, Cape Ann Y, Cape Ann Museum, Cape Ann TV, etc. | Identify resources sharing opportunities  | Ongoing                | Library Director    |
| Reach out to Art Haven, Cape Ann Y, Cape Ann Museum, etc.              | Co-sponsor offerings.   | Ongoing                | Assistant Director  |

|   |   |              |   |
|---|---|--------------|---|
| Provide access to online courses for the community.   | Collaborate with local educational institutions to provide space for group learning, teaching guides, and teaching assistants.          | Ongoing      | Information Services Staff                  |
| Collaborate with local schools.   | Conduct a multi-year school and public library strategic plan using One City, One Library model.  | By June 2019 | Library Director with School Superintendent |
| Collaborate with local schools.   | Provide thematic, project-based, subject-specific support to librarians, faculty, and students in Gloucester's Middle and High Schools. | Ongoing      | Teen Services Staff                         |
| Foster and expand opportunities for school and other educational institutions partnerships. | Strengthen and encourage current collaborations with elementary school, preschools, and Pathways for Children.                          | Ongoing      | Children's Services Staff                   |
| Support literacy initiatives  | Encourage participation in summer reading program for children 11 and under   | Summer 2018  | Children's Services Staff                   |
| Support literacy initiatives.   | Collaborate with Middle and High School on summer reading.  | Summer 2018  | Teen Services Staff                         |
| Support literacy initiatives.   | Encourage participation in summer reading for adults.   | Summer 2018  | Information Services Staff                  |
| Support early literacy initiatives.   | Preschool programs<br><br>Early books initiative for newborns   | Ongoing      | Children's Services Staff                   |

|                                     |  |           |   |
|-------------------------------------|--|-----------|---|
| Support early literacy initiatives. | Early books initiative for newborns  | June 2018 | Children's Services Staff                 |
| Support literacy initiatives.       | Collaborate with Wellspring House and ELL teachers to develop collection of English Language Learning materials. | Ongoing   | Community Librarian with Wellspring Staff |

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**Goal 2. Bridge the digital divide....**

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| <b>Objectives (if included in current Long-Range Plan)</b>   | <b>Actions</b>   | <b>Timeframe for Activity</b> | <b>By Whom (optional)</b>                               |
|--|--|-------------------------------|---|
| Technology initiatives aligned with City, Schools and NOBLE. | Implement a technology plan.   | Begin July 2018               | Technology Librarian with Technology Planning Committee |
| Provide exposure and instruction in available technologies.  | Develop staff expertise through training, maintaining and experimenting with devices and applications. | Ongoing                       | Technology Librarian with Public Services Staff         |
| Provide exposure and instruction in available technologies.  | Offer one-on-one assistance and group training to the public.  | Ongoing                       | Technology Librarian with Public Services Staff         |
| Provide exposure and instruction in available technologies.  | Create instructional materials in multiple formats   | Ongoing                       | Technology Librarian with Public Services Staff         |
| Support information literacy and access.                     | Develop technology collection of portable devices and applications.                                    | Ongoing                       | Technology Librarian with Public Services Staff         |

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|--|--|---------|---|
| Support information literacy and access. | Maintain ADA compliance and create intuitive, non-language based interface with website and public access technology | Ongoing | Technology and Community Librarians       |
| Support self-guided learning             | Develop collection of library materials on current and emerging technologies   | Ongoing | Technology and Information Services Staff |
| Introduce new, emerging technologies     | Provide associated devices and accessories for in-library use  | ASAP    | Technology Librarian                      |
| Support information literacy and access. | Expand use of technology for programming, e.g. video storytimes, screens for laptops                                 | ASAP    | Children's Services Staff                 |

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**Goal 3. Meet community and individual needs, as well as create a safe and welcoming space. (paraphrased)**

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| <b>Objectives (if included in current Long-Range Plan)</b> | <b>Actions</b>   | <b>Timeframe for Activity</b> | <b>By Whom (optional)</b>  |
|--|--|-------------------------------|--|
| Allow easier and more transparent access to collections.   | Curate physical collections.   | Ongoing                       | Assistant Director and Public Services Staff                             |
| Allow easier and more transparent access to collections.   | Determine strategies to increase use of collections, e.g. analyzing activity, improving access, increasing intuitive use and browsability, creating physical and virtual displays, designating genres and topics, etc. | Ongoing                       | Assistant Director, Technical Services Librarian and Staff Working Group |

|  |   |         |  |
|--|---|---------|--|
| Welcome and reach out to underserved populations.        | Cultivate the library as safe space with community organizations including Essex County Community Organization, Wellspring House, Action, Open Door, faith communities etc. | Ongoing | Community Librarian                                |
| Welcome and reach out to underserved populations.        | Curate collections that are relevant to underserved populations, e.g. first languages, ELL.   | Ongoing | Community Librarian                                |
| Welcome and reach out to underserved populations.        | Reach out to the faith communities and continue to collaborate the Grace Center   | Ongoing | Assistant Library Director                         |
| Welcome and reach out to underserved populations.        | Create brochures about library services for target populations in English and other first languages   | Ongoing | Assistant Library Director                         |
| Create co-working space                                  | Install appropriate furnishings.  | ASAP    | Library Director with Building & Grounds Committee |
| Create hands-on creation space                           | Identify making activities and equip space for unmoderated use  | ASAP    | Information Services Staff                         |
| Create teen and young adult friendly collaborative space | Expand gaming options   |         | Community and Technology Librarians                |
| Create teen and young adult friendly collaborative space | Provide portable devices for in library use   |         | Community and Technology Librarians                |

|  |  |  |   |
|--|--|--|---|
| Create teen and young adult friendly collaborative space | Upgrade seating  |  | Library Director and Building and Grounds |
| Welcome and reach out to underserved populations.        | Expand ongoing multicultural partnerships with Beeman and Veterans Schools' ELL classes, Wellspring House, and Pathways for Children |  | Children's Services Staff                 |

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**Goal 4. Cultivate a staff culture of creative thinking, problem solving, and focusing on customer service. (paraphrased)**

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| <b>Objectives (if included in current Long-Range Plan)</b>     | <b>Actions</b>   | <b>Timeframe for Activity</b> | <b>By Whom (optional)</b>                                |
|--|--|-------------------------------|--|
| Identify individual staff strengths and goals for development. | Conduct appreciative inquiry assessment with each staff member and review at the staff member's requested. | Ongoing                       | Library Director, Assistant Director, & Department Heads |
| Develop an innovative culture.                                 | Hold staff meetings that encourage creativity, storytelling, values identification, risks and rewards.     | Quarterly                     | Assistant Director                                       |
| Develop an innovative culture.                                 | Form project/initiative-focused interdepartmental committees.  | Quarterly                     | Assistant Director                                       |
| Develop an innovative culture.                                 | Teach and use Design Thinking methods  | Quarterly                     | Assistant Director                                       |

|                                 |  |         |   |
|---------------------------------|--|---------|---|
| Create better user experiences. | Use Service Design research process and implement results. | ASAP    | Assistant Director with Public Services Staff |
| Increase capacity.              | Develop volunteer program to support library initiatives.  | Ongoing | Assistant Director                            |

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**Goal 5. Celebrate the history and culture of Gloucester....**

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| <b>Objectives (if included in current Long-Range Plan)</b>            | <b>Actions</b>   | <b>Timeframe for Activity</b> | <b>By Whom (optional)</b> |
|---|--|-------------------------------|---------------------------|
| Improve access to local history collections.                          | Collaborate with Cape Ann Museum Archives, City of Gloucester Archives, and other Cape Ann Public Libraries to develop a portal or pathway to access archival materials. | Ongoing                       | Archivist                 |
| Improve access to unique holdings.                                    | Preserve, stabilize, and digitize through the Digital Commonwealth and the Boston Public Library.  | Ongoing                       | Archivist                 |
| Assure collections are properly preserved, cared for, and accessible. | Create strategic plan for local history and archival collections.  | Begin September 2018          | Archivist                 |
| Support the City's 400 <sup>th</sup> Celebration                      | Participate on the event planning committee  | Ongoing                       | Archivist                 |

|  |   |                 |   |
|--|---|-----------------|---|
| Increase awareness of local archival collections                       | Collaborate with Cape Ann Museum to curate archival exhibits  | Throughout FY19 | Archivist   |
| Develop collections of local interest                                  | Curate online collections through Nobile Digital Heritage and OverDrive   | Ongoing         | Archivist   |
| Increase awareness and use of genealogical and local history resources | Offer training on Ancestry.com, Heritage Quest, US Census, Social Security, Family Search, etc.                     | Ongoing         | Archivist, Information Services Staff, and Assistant Director |
| Offer programs of local interest                                       | Work with Lyceum Committee and other groups   | Ongoing         | Archivist and Assistant Director                              |
| Support curriculum.  | Promote collections for project-based research by Gloucester's Middle and High Schools' and local collage students. | Ongoing         | Archivist, Information & Teen Services Staff                  |

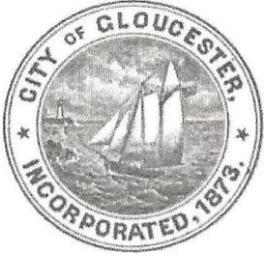
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**Goal 6. Increase community's awareness of library services and programs. (paraphrased)**

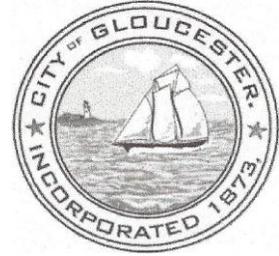
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| <b>Objectives (if included in current Long-Range Plan)</b> | <b>Actions</b>                                     | <b>Timeframe for Activity</b> | <b>By Whom (optional)</b>                                  |
|--|--|-------------------------------|--|
| Raise the profile of the library in the community.         | Revise and implement strategic communications plan | Ongoing                       | Assistant Director with Corporate Communications Committee |

|  |  |              |  |
|--|--|--------------|--|
| Build relationships with local business and community groups.        | Identify their concerns and needs and ways to support their activities.  | Ongoing      | Library Director   |
| Study and adopt outreach strategies for target populations.          | Outreach to homebound, homeschooled, institutionalized community members.  | Ongoing      | Community Librarian, Senior Outreach Services, and Children's Services Staff |
| Connect the community to library services, programs, and collections | Develop useful and pertinent content pathfinders (LibGuides, Symbaloo) with links on website and in print materials. | Ongoing      | Information, Teen, & Children's Services Staff.                              |
| Communicate using the languages of residents.                        | Create content online and in print in Spanish, Portuguese, and Italian.  | Ongoing      | Community Librarian  |
| Easier, transparent access to digital collections                    | Train and oversee staff promotion and support of OverDrive, RB Digital, etc.   | ASAP         | Assistant Director   |
| Raise the profile of the library in the community.                   | Brainstorm, research, create, and implement best event calendar system   | ASAP         | Assistant Director   |
| Identify future trends and community needs.                          | Create Strategic Plan  | October 2018 | Community and Staff Strategic Planning Committees with Board of Directors    |



Gloucester Historical Commission  
Gloucester City Hall 9 Dale Avenue  
Gloucester, MA 01930



November 3, 2017

Gloucester Lyceum and Sawyer Free Library Board of Directors  
And the Library Building Committee

The Gloucester Historical Commission would like to meet with you to learn about the current state of plans for the Library and the Saunders Building. We have been receiving conflicting information from different sources and request clarification.

The Library's web site has posted Building Committee minutes from last January's meeting, but we understand it has met since then. We would like to know the present state of planning for the Library. For example:

1. Has adaptive reuse of the existing buildings been fully considered?
2. How does the estimated cost of reuse compare to the estimated costs of new construction?
3. Is the intention to tear down the Monell Building and the 1913 wing and construct a new building, as was previously proposed and rejected?
4. How will Saunders House be utilized in the new Library?
5. Will Saunders House be physically attached to the new Library?

We see on the City's web site that planning for the Saunders House was on the Building Committee agenda for an October 25<sup>th</sup> meeting. We would like to know the outcomes of that meeting.

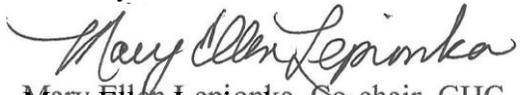
Minutes for an October 27 meeting of the Saunders House Stewardship Committee are posted, but we do not understand the relationship between the Stewardship Committee and the Building Committee. For example, does the Stewardship Committee's planning for the Saunders House reflect the Building Committee's planning for the Saunders House and vice versa? If there is no coordination yet, how and when will that happen?

We also would like to clarify who owns the Library and the Saunders House, the relationship between the Building Committee and the Library's Board of Directors, and the relationship between the Building Committee and the architect, who has ties to Gloucester and heads the firm that designed the new West Parish School.

Finally, we would like to learn the Building Committee's intentions with respect to the Historic District. Is there a plan to share information with and meet with the Historic District Commission to discuss the criteria for a Certificate of Appropriateness?

In conclusion, the Historical Commission and the Historic District Commission would like to meet with the Building Committee and the Library Board to address these questions in the public interest. We would be glad to meet at a time and place of your choosing and look forward to hearing back from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Lepionka".

Mary Ellen Lepionka, Co-chair, GHC, chair, GHC, [melepionka@comcast.net](mailto:melepionka@comcast.net), 978-283-1531  
Bob Whitmarsh, Co-chair, GHC, [since1913@comcast.net](mailto:since1913@comcast.net), 978-283-7057



DISCOVER THE PAST, CREATE THE FUTURE

November 16, 2017

John T. Brennan, President  
Gloucester Lyceum & Sawyer Free Library  
Board of Directors  
2 Dale Avenue  
Gloucester, MA 01930

Gloucester Historic Commission  
Gloucester City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Dear Ms. Lepionka and Mr. Whitmarsh,

Thank you for your letter of November 3<sup>rd</sup>, 2017.

Please allow us some time to develop a formal response to the questions you raise in your letter. As a Board, we have adopted a “measure twice, cut once” philosophy.

We would welcome an opportunity to meet, let me tentatively suggest sometime in the New Year.

I look forward learning how we can join the missions of our respective organizations in service to the citizens of Gloucester.

Sincerely,

John T. Brennan, President  
Gloucester Lyceum & Sawyer Free Library  
Board of Directors

**Gloucester Lyceum & Sawyer Free Library  
Library Director's Report  
November 21, 2017**

**Summary:**

**Stabilize** with succession planning, developing the board and evaluating performance. Communicate internally for strategic planning, understanding the role of the library and being fully informed.

**Communicate** externally by telling our story with a unified, focused message, implementing strategic planning, and advocating for the library and raising the profile of the library in the community.

**Align** by engaging in constructive, strategic conversation, making informed decisions after weighing needs, resources, and capacity, and externally, and ensuring fundraising opportunities are identified and maximized.

**Budget, Finance, and Investment – Fred Cowan**

**Charge: fulfill a fiduciary role; ensure prudent use of the resources of the Corporation; oversee expenditures relative to budget.**

- See separate reports of Treasurer and the monthly financials

**Building and Grounds – Fred Cowan**

**Charge: Improve the facilities and grounds as needed, possible, and feasible.**

- Unsuccessful locating the irrigation plan
- Bob Whitmarsh will replace the lockset on the rear door of the Saunders House and complete the hardware on the Staff Room door in the next few weeks. Director's Office door can be closed and locked.
- All soffit lights have been replaced
- Carpet replacement in Children's Room is on hold until a decision is made about constructing a family restroom in the room.
- Fire suppression system is in working order.
- Repair damage to electrical transformer has been completed by Lowe Brothers.
- Materials theft detection gates have been removed.
- Main entrance carpeting has been replaced
- Exterior rear door was repaired and side door needs to be repaired by DPW.
- Fountain will be repaired by Kasprzyk Waterscapes, Lowe Brothers, and Skylight Studios
- Air conditioning has been installed in the "vault."
- Sawyer Art Trust paintings have been moved to a more secure location. They intend to remove the Lane paintings and two portraits on the second floor of SH
- Boston Mechanical relocated new bubbler outside Children's Room.
- Boston Mechanical has installed two new dehumidifiers with proper drainage in SH cellar.
- DPW will touch up red paint on the fire doors.
- Sharps containers have been installed in restrooms by DPW.

- Removed shelving ranges on mezzanine floor and adjusted shelving.
- Relocated periodicals shelving to mezzanine floor.
- Created makerspace on main level.
- Continuing rewiring for power and data to prepare for VOIP telephone system.
- Grasses were cut down along Mason Street to allow better sidewalk access per a request from the Mayor.

### **Collections – Beth Pocock**

**Charge: Provide the most well-reviewed, current, popular materials in various formats with special emphasis on Local History and Art, organized for the best intuitive access.**

- Weeding nonfiction was completed to improve usability of the upper level.
- Began genre classification of audiobooks and DVDs
- Expanding non-English children’s collection
- Weeding children’s collections
- Classic Fiction, Poetry and Drama have been removed from Dewey Classification. They are shelved on the Nonfiction, mezzanine floor, in separate sections, by author.
- Periodicals have been relocated to the mezzanine floor.
- Middlesex Community College is transitioning out of NOBLE. They are offering mutual “amnesty” agreement through which the library would be relieved of the responsibility to pay for items owned by the College, checked out to our patrons, but not returned by June 1, 2018. If we agree to extend the same offer to the College for items outstanding to their patrons, then each will forgive the charges of the other in full. **ACTION ITEM**

### **Community**

**Charge: Forge supportive, functional, collaborative, sustainable working relationships with community organizations.**

- Continuing to strengthen the collaboration with Wellspring House
- Children’s staff are planning preschool visits throughout the city and bringing library services to the YMCA Preschool.
- C Rosso working with planning committee on the Middle Street Walk’s 20<sup>th</sup> Anniversary
- Developing school library partnership with Beeman involving multicultural learning opportunities
- John Madama, retired teacher, has submitted four proposals for Massachusetts Department of Higher Education STEM Networks grants for \$2,000 each. The library will act as the fiscal agent of the grant, if funded.
- Children’s Staff visited Shannah Montessori, YMCA Preschool, and Annisquam Preschool
- Attended Cape Ann partnership for Families at Pathways for Children. Christy Rosso will serve on sub-committee regarding grandparents as parents.

### **Corporate Communications – Wendy Quinones**

**Charge: Raise the public profile of the library in the community.**

- Working on exterior signage.
- Annual Appeal went out this week.
- Annual Report to the City was submitted (attached).

- Fall newsletter content was written. We are working on layout and printing.

**Compliments/Complaints/Anecdotes**

- Children’s Staff added a season them and used it to advertise Musical Storytime. Attendance tripled.

**Corporation**

**Charge: Provide public library services to the City of Gloucester.**

**Executive – John Brennan**

**Charge: Oversee the Corporation - Gloucester Lyceum and Sawyer Free Library, Inc.**

**Financial Review – Jon Morse**

**Charge: Conduct review annually of audit of the Corporation.**

**Friends – Kecia German**

**Charge: Enhance the library patron experience**

- Please support the Friends by purchasing an annual membership. The forms are available by the Sales Spot or online. These funds enhance our patrons’ experience in terms of programming and services.
- “Bling Fling” in the Friend Room for the Middle Street Walk on Saturday, December 9<sup>th</sup>. Please donate your unwanted jewelry, scarves, and pocketbooks for the event.

**Fundraising/Development – Simon Paddock**

**Charge: Raise funds to sustain the immediate, short and long term, and capital needs of the library through feasibility studies, fundraising planning, and donor development.**

- RFP for a Fundraising Consultant was drafted and externally posted

**Governance –**

**Charge: Recruit, develop, and support members of Board and Committees; develop annual Board action plan and evaluate outcomes; review annually the bylaws.**

- Pending Board Training

**Local History and Archives – Katelynn Vance**

**Charge: Provide access to well-curated, protected, collections of materials that are unique and local.**

- City Directories are being digitized by the BPL at no cost. This is a joint project with the Cape Ann Museum and City Archives.
- Seven volumes of City Archives materials were conserved and digitized at the Northeast Document Conservation Center. They are now available online.
- Library Director is working to clarify intent and scope of the Garland Gloucester Heritage Project gift

## Planning

**Charge: Conduct a planning process and develop a strategic plan every five years; draft annual actions for Library and Board; realize Library Building Program.**

- Library Building Project is pending next steps
- Toured Reading, newly renovated with an addition, (Peter Feinstein, Neil Glickstein, Emily Glover, and Fran Aliberte) and Tiverton, new construction, (Peter Feinstein and Neil Glickstein) Public Libraries. Also, Peter Feinstein toured Goodnow in Sudbury, McAuliffe Branch in Framingham, Millis, Dover, and Westwood Libraries.
- Historical Commission send a letter (attached). John Brennan wrote a short acknowledgement (attached). Peter Feinstein is writing a more in depth response.
- Working on a list of reasons **Why Libraries are Important**. Please contribute.
- Staff developed proposed Action Plan FY2019 (attached). ACTION ITEM
- Recruitment for the Community Strategic Planning Committee has begun.

## Policies and Procedures – Deborah Kelsey

**Charge: Develop policies and procedures identified as needed by the Library staff and Board.**

- Pending Makerspace Policy
- Pending Local History and Archives collection policy
- Pending loan rule changes.

## Programs & Services

**Charge: Design, promote, and implement programs and services based on needs identified for all populations, especially the underserved.**

Created new weekly calendar flyer.

- The Lyceum – Barbara Braver
  - New Astronomy series was positively received
- Technology – Lewis Parsons
  - Continuing twice a month
- Multigenerational
- Children's – Christy Rosso
  - Hosted 65 children and families at annual Halloween Craft Workshop
  - Ongoing:
    - Lego Club
    - Dads and Donuts
    - After-school Book Group
    - Minecraft
    - STEAM
    - Science Fun
    - Preschool Storytime
    - Early Intervention
- Teens – AnnaKatherine Amacker
  - NaNoWriMo (National Novel Writing Month – November) writing workshops with the Glo Writers Center was well received
  - Pumpkin Carving attracted families with younger children, but not teens. Will try to identify ways to engage teens more actively in program planning.

- Adults – Cindi Williams and Beth Pocock
  - Flu Clinic with the Health Department was very successful
  - League of Women Voters Ward 2 and At-Large City Council debates program was well-attended
  - Book groups:
    - World Mysteries - Wendy Quinones (Pleasant Street Tea),
    - Global Issues – Alex Jones (Library),
    - Cookbooks – Cindi Williams (Library),
    - Literature - Mary Weissblum (Library),
    - Speculative Fiction – Lewis Parsons (Happy Belly), and the newest
    - YA Literature for Adult Fans – A-K Amacker (Happy Belly) was not well attended. Staff will be reevaluating approach.
- Underserved – AnnaKatherine Amacker and Cindi Williams
  - Attended multicultural parent night hosted by Wellspring at Veterans (AK Amacker) and Beeman (Christy Rosso) Schools to provide information on library services for ELL and their families.
  - Hosted ECCO’s Legal Aid Clinic for immigrants. Two families attended.

**Records Management – Kecia German**

**Charge: Organize and maintain the records of the Library and the Corporation, e.g. facilities, donors, financial, personnel, contracts, and minutes.**

- Please submit final drafts of committee minutes to [kelsey@sawyerfreelibrary.org](mailto:kelsey@sawyerfreelibrary.org)
- [Draft minutes will be sent to the committee before the next meeting for corrections if possible](#)
- [Website is being redesigned. When it is completed and we switch over, an inventory of minutes will be conducted and all finalized minutes for FY16 and FY17 will be posted as soon as possible. MK Gray will be assisting.](#)

**Saunders House Stewardship – Mern Sibley**

**Charge: Identify the facility’s needs in terms of protection, stabilization, preservation, and use.**

- Identified Lynn Spencer, architect to work with the Committee to review Finch & Rose Report, identify the scope of the assessments needed to consider SH part of the library building project and work with the principal architects, Dore & Whittier
- Developing a budget
- Cape Ann Museum will scan 1913 blueprints
- Follow up with Meredith Fine to locate Articles of the Organization

**Staff:**

**Charge: Facilitate the maximum use of the library, its programs and services, virtually and physically through curation, community collaboration, best practices, professional standards and ethics, trends, outreach and understanding of community needs.**

- Staff training is scheduled for December 4<sup>th</sup> when we will visit Reading and Wakefield to observe and understand their approach to customer service.
- Diana Cummings continues on FMLA part-time. Cindi Williams has done a great job picking up the slack.

- In the aftermath of a drug overdose, Beth Pocock worked with the staff, police and legal personnel to establish appropriate responses and reassure the staff of their safety.
- Beth Pocock attended a seminar on Libraries and Social Work and met with other regional libraries to discuss best way to handle increasing social needs of library users.

### **Technology – Lewis Parsons**

#### **Charge: Identify and provide up-to-date technology for use by the staff and the public**

- Migration of staff email system to Google has been tested. Actual migration should happen next weekend. This will allow a better cloud-based communication environment for staff and volunteers, i.e. email for members of the Board.
- Makerspace is being considered by staff.
- Technology plan is being rewritten to reflect current and future priorities.

### **Other**

- Peter Feinstein, Simon Paddock, Katherine Prum, and Mern Sibley attended Trustees Training on Conflict of Interest, Open Meeting, and Campaign Laws.

Respectfully submitted,

Deborah Kelsey