

**Board of Trustees, Gloucester Lyceum and Sawyer Free Library**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**5:30 pm, Tuesday, December 19, 2017**

Attendance: Fran Aliberte, Barbara Braver, John Brennan (Chair), Fred Cowan, Peter Feinstein, Kecia German, Simon Paddock, Wendy Quinones, and guests James Pope and Deborah Kelsey

1. Call to order

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

3. Approval of the November 21, 2017 minutes. The Friends meeting for the 20<sup>th</sup> was canceled. With that update Kecia moved that the minutes be approved. Fran seconded and the minutes were approved unanimously.

4. Financial

a. Treasurer's report – Fred Cowan

- Fred plans to meet with committee chairs to begin drafting next year's budget.

5. Discussion and Action

a. RFP Fundraising – Simon Paddock

- They have received responses to the RFP and will begin interviews in mid-January. Wendy, as Chair of the Corporate Communications Committee, will help with interviews. The Committee is looking for another Board member to join the interview process.

b. Strategic Planning – John Brennan

- Strategic Planning Committee will begin work in January. We tentatively scheduled a half-day Board retreat for February 24th to help articulate goals and values. Will also schedule a staff retreat and a community session.

c. Safety and Security – Fred Cowan

- Improving lighting throughout the building.
- Have instituted a walk-through by Gloucester police three times a day.
- Plan to name stairways and post signs as a safety/security enhancement.
- Have discussed installing a staffed service desk outside the Children's Library to help monitor use of the bathrooms and limit use of the door facing Dale Avenue apartments to exit only; this person would also answer the phones and direct calls.
  - Staff is opposed to this; Deborah has asked staff to draw up a list of objections and alternative solutions.
  - Discussion of the best way to proceed. A representative of the staff will attend the January Board meeting to present the staff's view on this.
  - Building & Grounds will research security cameras and security personnel.

d. Other

- The Building & Grounds Committee is moving ahead with hiring a cleaning service.
- Board nomination process: Fran and Kecia drafted a policy for accepting Board nominations (see attached). This jibes with the by-laws and will be the process followed moving forward. We need to increase the Board by at least one new member.
- Re: James Popes nomination: The state Ethics Committee okayed James serving on the Board and suggested he file a Form 930 with the City stating that he will not be compensated for his work on the Board and that he is a compensated municipal employee. Kecia moved that James be elected to serve on the Board. Fred seconded and he was unanimously voted on to the Board.

6. Ad Hoc Committee Reports

- Building Committee (Peter):
  - Will be soliciting estimates for total expenses over the life of the from all factions involved in the process.
- Saunders House Stewardship Committee (Peter):
  - Hiring Lynne Spencer, of Spencer & Vogt Group, to conduct an ADA compliance survey and a space usage/capacity report.

7. Concerns of Board Members

8. Next meeting dates:

Closed for Christmas: Monday, December 25, Tuesday, December 26

Closed for New Year's: Monday, January 1

Corporate Communications: January 3, 10 am (might be moved to the 10<sup>th</sup>)

Lyceum: Monday, January 8, 4 pm

Building & Grounds: Monday, January 8, 4:30 pm

Executive: Wednesday, January 10, 8:30 am

Closed for Martin Luther King: Monday, January 15

**Trustees: Tuesday, January 16, 5:30 pm**

Friends: Wednesday, January 17, 3 pm

Saunders House Stewardship: Monday, January 22, 10:30 am

New Library Building: Wednesday, January 24, 4 pm

9. 7:05 Adjourn. There being no further business Peter moved to adjourn the meeting.

Respectfully submitted, Tracy Bowen

**Motions Summary**

The state Ethics Committee okayed suggested James Pope serving on the Board. With that in mind Kecia made a motion that he be elected to serve on the Board. Fred seconded and James was unanimously voted on to the Board.

**Actions Summary**

Fred will meet with committee chairs to begin drafting next year's budget.

Building & Grounds will research security cameras and security personnel.

## **SFL Trustee Nomination Process**

### **Pertinent SFL Bylaws :**

**Eligibility:** “Any person who is a resident of Gloucester, is employed here, or owns property here, or otherwise shows an active interest in Gloucester shall be eligible for nomination by the Board of Trustees and election as a member of this Corporation”.

**Qualifications:** “Trustees shall possess relevant experience and abilities and other attributes that will support the governance of the Library”.

### **Nomination Committee:**

The Nominating Committee, as a subset of the Governance Committee, shall consist of the Vice President, one Trustee and one Past President, at a minimum, appointed by the Board of Trustees. The Nominating Committee will meet following each Executive Board session if there is a Candidate.

### **Nomination Process:**

- A Nominee shall be submitted by a Board Member to the Nominating Committee for consideration.
- The Committee will review the candidate’s resume and capabilities needed by the Board.
- The Candidate will be interviewed by two members of the Committee and will make a recommendation as to whether the Candidate’s name should be submitted to the full SFL Board.
- The Candidate’s resume and recommendation will be sent to the SFL Board at least one week prior to the monthly meeting.
- The full Board will then review and discuss each Candidate and then a vote will be taken. Trustees shall be approved by majority votes of the Nominating Committee and the Board of Trustees. Trustees are formally elected by a majority of the Corporators present at the annual meeting.
- The Candidate will then be notified of the decision by the Nominating Committee.