

**Board of Trustees, Gloucester Lyceum and Sawyer Free Library**  
**Friend Room, 2 Dale Avenue, Gloucester, MA 01950**  
**5:30 pm, Tuesday, January 16, 2018**

Attendance: Fran Aliberte (via Skype), John Brennan (Chair), Fred Cowan (left at 5:55), Peter Feinstein, Bill Fonvielle, Kecia German, Simon Paddock, Wendy Quinones, Mern Sibley, Katlin Wagner (left meeting at 6:20), and guests Deborah Kelsey and Beth Pocock

1. 5:40 Call to order

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

3. Approval of the December 19, 2017 minutes. Tabled for February meeting because minutes were not circulated in advance.

4. Financial

Treasurer's report – Fred Cowan

Response to the Annual Appeal is over \$22,000; the goal is \$24,000. Some people have greatly increased their donation over last year's amount.

5. Discussion and Action

a. Strategic Planning – John Brennan

- The process with Katherine Prum has begun. The next meeting of the Community Strategic Planning committee is on January 24<sup>th</sup>.
- Committee members had a lot of questions about Gloucester Conversations. Gloucester Conversations will work with us to draft questions and shape the content. They will limit it to two or three questions to elicit opinions. We will talk with city councilors about how to break out meetings – probably one per ward with two in some of the bigger geographic wards. Looking at April to start.

b. Fundraising – Simon Paddock

- Completed all three interviews. Good Board attendance at the interviews
- Library Strategies made the best impression. The Committee voted unanimously to recommend them to the Board.
  - They have a depth of experience with libraries. They have experience working at long-distance and would hire an administrative person here to work with them.
  - Would conduct a quick feasibility study at the outset.
  - Two phases priced at \$20,000 and \$15,000 respectively (includes travel, car rental, and hotel for two visits).
  - Simon requests the Board vote to approve the Committee to negotiate a contract to be brought back to the Board for review. Fred made the motion and Kecia seconded; the motion was approved unanimously.
  - Fred moved to authorize the Committee to make a down payment (earnest money) not to exceed \$10,000. Wendy seconded and the motion was approved unanimously.

- Peter moved to approve a contract with an expense not to exceed \$30,000 for phase one with upfront payment of \$10,000. Kecia seconded and the motion was approved unanimously.
  - Peter thanked Simon for his work pulling this together. Simon thanked Katlin, Paul, Fran & the Committee.
  - Discussion re: hiring an on-the-ground fundraising individual. Will work with Library Strategies to figure best practice for finding someone. Must be someone who can work closely with them. We want the person to be able to speak for Library Strategies at local meetings. This position is needed for Phase 2.
- c. Safety and Security – Fred Cowan
- Discussed at recent Executive Committee meeting. Looking at acquiring private security.
  - Kecia & Fred will meet with Gloucester Police Chief to discuss best options for hiring security personnel.
  - The Building & Grounds Committee is looking into installing a bathroom on the first floor to increase security.
  - Also looking at installing a security person at a desk by the bathrooms with cameras, overseeing use of bathrooms.
  - Also need oversight in the parking lot – cameras and/or a patrol.
  - Beth is meeting with small groups of staff for specifics on security issues that come up (ie. Keeping track of bathroom keys, high and inebriated patrons, etc).
  - Beth & Deborah will convey discussion to staff, and let them know the Board is acting on this and taking it seriously.
- d. Board retreat – scheduled for the morning of Saturday, February 24th with Rich Weissman.
- This is one part of the Community Strategic Planning process. There will also be a staff retreat.
- e. Library Director’s report – Beth Pocock (see attached)
- A committee is analyzing circulation and how to improve that. Magazines have been moved.
  - New website launches in February.
  - Saturday is the launch of Gloucester Reads at City Hall.
  - Staff visited Wakefield and Reading libraries to learn Best Practices.
  - Started monthly staff meetings.
  - Staff Strategic Planning Committee has begun work.
6. Ad Hoc Committee Reports
- Saunders House (SHSC)– Mern Sibley
    - Expecting proposal from Lynn Spencer of Spencer & Vogt for Saunders House studies. The Committee will review and vote on the proposal at the January 22<sup>nd</sup> meeting.
    - SHSC is taking on maintenance of the SH with input from B&G.
  - Corporate Communications Committee – Wendy Quinones
    - Moving forward with Gloucester Conversations and a “roadshow” - likely a video. “Why do we need a new library?” Build that question and answers into the road show.
    - Updated FAQs with staff.

- Working in parallel with Strategic Planning.

7. Concerns of Board Members

- The Friends January meeting will be rescheduled. (due to storm).

8. Other

- Mern will bring food to the February Board meeting.

9. Next meeting dates:

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

New Library Building: Wednesday, January 24, 4 pm

Community Strategic Planning: Wednesday, January 24, 6pm

Lyceum: Monday, February 5, 4pm

Executive: Wednesday, February 7, 8:30 am

Corporate Communications: Wednesday, February 7, 10 am

Building & Grounds: Monday, February 12, 4:30 pm

Trustees: Tuesday, February 20, 5:30 pm

Friends: Wednesday, February 21, 3 pm

Board retreat: Saturday, February 24, 8am-noon

10. 6:45 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

Simon requests the Board vote to approve the Committee to negotiate a contract to be brought back to the Board for review. Fred made the motion and Kecia seconded; the motion was approved unanimously.

Fred moved to authorize the Committee to make a down payment (earnest money) not to exceed \$10,000. Wendy seconded and the motion was approved unanimously.

Peter moved to approve a contract with an expense not to exceed \$30,000 for phase one with upfront payment of \$10,000. Kecia seconded and the motion was approved unanimously.

**Actions Summary**

Kecia & Fred will meet with Gloucester Police Chief to discuss best options for hiring security personnel.

Beth & Deborah will convey discussion to staff, and let them know the Board is acting on this and taking it seriously.

Library Director Report from Beth Pocock

### **Building and Grounds**

- New system for hanging art in Matz Gallery has been completed

### **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.**

- H. Freeman is overseeing a committee analyzing circulation statistics, particularly the imbalance of Network Transfers.
- NOBLE has added a list of incoming titles to the Network Transfers section on the NOBLE Dashboard. Helen, Beth and Lewis have begun analyzing those titles to determine trends.
- Non-Fiction oversize collection is being weeded, creating space for a "Library of Things" .
  - o Magazines were moved to Mezzanine Floor.
- Puzzles and games have been added to a small meeting area on the Main Floor and patrons frequently stop to enjoy

### **Communications**

- A.Amacker is working towards a February launch of the new website. Most of the content is populated. Currently work includes transferring and cleaning up necessary files and making graphics.

### **Community**

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

- Cape Ann Reads is holding an event celebrating their accomplishments on Saturday, June 27, at City Hall. Thirty local authors/illustrators have requested display space for their books.

### **Local History and Archives — Katelynn Vance**

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

- A new page has been added to the City Archives website titled "Digital Collections" which includes links to architectural plans, maps, lists of merchant vessels, etc.
- The microfilm project is completed. All the microfilm is organized in chronological order.
- Assessment of the Gloucester Shelf has begun and books have been added and replaced as needed
- K. Vance attended a meeting with the City Engineer and will be collaborating with them on their Gloucester Maps and GIS project
- Re-housing of the vertical files has begun with a team of volunteers.

- Two items have been loaned to the Cape Ann Museum for an exhibition relating to TS Eliot.

## **Programs & Services**

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

- Technology — Lewis Parsons
  - Offering help sessions in Libby, the new app for OverDrive ebooks.
  - Creating new instructional materials for Libby and Overdrive o
  - Working out problems with Libby on Kindles in order to circulate
- Children's — Christy Rosso
  - Children's services participated in two Literacy nights at both Beemans and Vets
  - Displayed dual language, Spanish and Portuguese language books, along with library literature. The table display drew people, some of whom checked out books. Approximately fifty people attended the two events.
  - Beeman students from the ELL class received library cards. Met others who had attended the summer Portuguese storytime,
  - Talked with families about the kinds of books their children enjoy reading. A Spanish tutor helped me with translation and was interested in our books also.
  - C. Rosso also spoke with Action Energy about the possibility of a book program with them and spent time with the ELL teachers and Principal Jodie Genodi.
- Teens — AnnaKatherine Amacker
  - Minecraft continues
  - Developed a new system for Wii games that is both secure and accessible
- Adults — Cindi Williams and Beth Pocock
  - Very successful Middle St Walk with excellent magician, What Time is It, Mr. Fox and the Bling Fling
  - Susan Oleksiw has provided for the creation of a weekly 24"x36" calendar for display. The same calendar is posted to the website, Facebook and a weekly eblast.
  - Cookbook Club continues to grow and is planning to expand to serve dinner for organizations such as Open Door
  - Book groups continue to strengthen and grow

**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 visited both Wakefield and Reading libraries in order to observe best practices and scout for new, creative ideas.
- Children's Staff all attended a workshop for STEAM programming and are beginning to implement their findings.
- The Staff has requested, and we will begin, holding monthly meetings to improve communication.

**Strategic Planning Process**

- The planning process is well under way. Both the Community Strategic Planning Committee and the Staff Strategic Planning have met, defined their work and divided into working groups.

Respectfully submitted,  
Beth Pocock