

Sawyer Free Library
Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, March 20, 2018, 5:30pm

Attendance: Fran Aliberte, Barbara Braver, John Brennan, Fred Cowan, Peter Feinstein (arrived at 5:47), Kecia German, Simon Paddock, James Pope, Wendy Quinones, Mern Sibley, and Library Director Deborah Kelsey

Not present: Bill Fonvielle, Joe Grella, Carol Anne Healy, Samantha Low, Dana Tobey, Katlin Wagner

1. 5:40 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the February 20, 2018 minutes. John suggested a wording change to the Strategic Planning section and James corrected the type of camera mentioned in the IT Server section. Fred moved to approve the minutes as amended. Kecia seconded and the minutes were approved unanimously.
4. Financial
 - A. Treasurer's report – Fred Cowan
 - a. Last year the Building & Grounds Committee (B&G) was granted half of their original budget request. At the November Executive Committee (EC) meeting the EC approved granting the second half of the B&G request. Fred moved that the Board accept the second half of the request bringing the budget up to \$130,000. Wendy seconded and the motion was approved unanimously.
 - B. The Budget & Finance Committee met on March 15th. Investments are doing well with a 9% growth in the last year.
 - C. FY19 Corporate Budget Request – Fred Cowan
 - a. Fred has been working with committee chairs to plan for FY19; he plans to meet with committees quarterly to check in.
 - b. The Board reviewed a budget review of FY17 actuals, FY18 budget, and FY19 request. Kecia noted that the increased donation by the Friends (increased from \$10,000 to \$13,000) might not be realized. After some discussion Fran moved to approve the budget as proposed, and Peter seconded. James abstained from voting; all others voted in favor and the motion was approved.
 - D. FY19 City Budget Request - Deborah Kelsey
 - a. Deborah is in negotiation with the City re: her request to promote two staff members. She will meet with James Destino on April 4th.

5. Discussion and Action

A. Strategic Planning – John Brennan

- a. Community Strategic Planning is ready to launch their projects. They have submitted a budget request of \$15,000 on top of the \$10,000 already approved. Fred moved to approve the budget. Fran seconded and the motion was approved unanimously.

B. Fundraising – Simon Paddock

- a. A Board fundraising training was scheduled for Saturday, June 16 for a six-hour orientation. Simon will book it. We need a strong Board presence at the training, so please try to attend.

C. Safety and Security – Fred Cowan

- a. Deborah is receiving increasing complaints from patrons feeling unsafe in the Library, citing evidence of drug activities, public drunkenness, hostility; she received three complaints last week alone.
- b. B&G has researched options.
 - i. Cameras: The Gloucester Police Chief referred them to SideBand Systems, who conducted a site visit and suggested camera placements for the three buildings at an estimate of \$90,000 to site all the cameras inside and outside.
 - ii. Personnel: Fred & Kecia met with two retired officers who are setting up a small business through the state and have prepared a proposal for the B&G committee.
 - iii. B&G is considering both proposals and will bring a suggestion to the Board. Discussion ensued.
 1. Question of timing to institute hiring security personnel.
 2. Library personnel/union issues: The City has asked Deborah to research how other cities have handled this and addressed union concerns and if hiring security personnel would change library staff roles. City HR suggests going through state procurement process.
 - a. Deborah will meet the City's requests and report to B&G.
 - b. She is reviewing the security personnel proposal with staff.
 - c. James said he did not think impact bargaining or the procurement practice were factors in hiring an outside security firm.
 - d. Kecia contacted Salem, Beverly, Malden to ask what they do; she suggests someone reach out to Quincy as well.
 3. Security issues will affect fundraising.

D. New Library Building Total Cost Estimates – Peter Feinstein

- a. Joe Grella is working on this. The next big update will be after the Saunders House surveys are completed. We will likely land on a fundraising goal of \$15m to \$17m.

6. Ad Hoc Committee Reports

A. Saunders House Stewardship Committee had their first meeting with Lynne Spencer and Doug Manley of Spencer, Sullivan Vogt Group (SSVG). The structural engineer is due in tomorrow for a first look.

B. Lorraine Apartments need a special permit to add a studio apartment in an existing storage area. They have contacted us as an abutter.

- C. Annual Meeting – May 21. An *ad hoc* group is meeting tomorrow at 10:00 to start planning.
- D. B&G – Deborah and Fred had a walk-through with Joe Lucido, our new liaison with the DPW.
- E. Kecia sent list of current Corporators to Trustees. Please review and send Kecia a note with news about names on the list (deaths, moves, etc).
 - a. Adding new Corporators: the Nominating Committee suggests people and the Governance Committee contacts them. Give suggestions to Kecia who will send a complete list to Governance at the April 4 meeting. All existing Committee members should be added as Corporators.
 - b. Beth is sharing the current list with SFL staff.
 - c. Role of the Corporators (stated in the bylaws) is to participate in the life of the library, report suggestions and concerns to the Board/Director, and encourage the use of the library. Kecia suggested creating a brochure that describes the role. Committees can call on Corporators to serve on committees.
- F. Corporate Communications Committee has two new members. The Committee attended two public activities (College Career Night and Power of Play) and brought bibliographies as PR for the Library. They are planning exterior signage and shared ideas for signs noting entrances, hours, etc. to make the building look more inviting. Friends are designing a new banner for their book sale and will coordinate with this new proposed look.

7. Concerns of Board Members

- A. Barbara stressed that the Board speak with one voice to the public about the Building Plan.
 - a. Saunders House will remain intact and nothing else is decided.
 - b. Current efforts are going into keeping Monell safe and usable.

9. 7:00 Adjourn. There being no further business Fred moved to adjourn and Barbara seconded.

10. Next meeting dates:

- Mar 24, 2018, 8:30am-4:30pm – Institute for Trustees
- Apr 14, 2018, 8am-noon – strategic planning retreat at Beauport
- Apr 24, 2018, 5:30pm – monthly board meeting – changed from April 17
- May 21, 2018, 6pm – annual meeting – corrected from May 14 date.

Respectfully submitted, Tracy Bowen

Motions Summary

Fred moved that the Board grant the Building & Grounds Committee the second half of their budget request bringing the budget up to \$130,000. Wendy seconded and the motion was approved unanimously.

Fran moved to approve the FY19 budget as proposed, and Peter seconded. James abstained from voting; all others voted in favor and the motion was approved.

Community Strategic Planning is ready to launch their projects. They have submitted a budget request of \$15,000 on top of the \$10,000 already approved. Fred moved to approve the budget. Fran seconded and the motion was approved unanimously.

Actions Summary

Simon will book the Board fundraising training for Saturday, June 16.

Per the City's request Deborah will research how other cities have handled adding security personnel and addressed union concerns on the matter.

Please review the list of Corporators and send Kecia a note with news about names on the list (deaths, moves, etc).

Send suggestions for new Corporators to Kecia.