

Gloucester Lyceum and Sawyer Free Library
Fundraising Committee
Friday, October 26, 2018 9 am — 10 am
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA 01930

Attendance: Fran Aliberte, Paul McGeary, Simon Paddock (Chair), Joan Pohas, Library Director Deborah Kelsey, and guests Anne-Marine Anderson and Christine Armstrong

Not Present: n/a

1. Call to order. Welcome and introductions. This meeting is being recorded.
2. Approval of past minutes. Motion to approve minutes from previous meetings through September 26. Paul seconded. Christine and Joan abstained. All others voted in favor and past minutes were approved.
3. Review IRS 1023 application for new foundation
 - a. Potential Board members: Committee members have been reaching out with limited success. There was further discussion of reaching out to younger members of community.
 - i. In the meantime, we will add place holders to the application in order to move it forward. Paul agreed to add his name. Deborah will ask Meredith Fine if she will add her name. The group brainstormed and divvied up a list of people to ask.
 - b. Name of the Foundation: Paul moved to adopt the name Samuel Sawyer Foundation. Fran seconded and the name was approved unanimously.
 - c. Creating a packet to present to the SFL Board:
 - i. Bylaws
 - ii. Memo of Understanding re: mechanics of transferring money from the SFL corporation to the new Foundation. For example, will it be considered a loan or a gift?
4. Feasibility Study. Will interview 25-30 people and determine the fundraising goal. As an aside: Deborah will share the Strategic Plan and the Library Building Program with Joan.
5. Review job posting for full-time Fundraising Director.
 - a. Job title will be Executive Director of Development.
 - b. Paul has been working with Library Strategies to shape the job description. He will share it with the Committee.
 - c. Deborah will ask Meredith Fine and SFL attorney, Liz Reinhardt about legalities of advertising the position. Legalities of the search hinge on timing of the creation of the Foundation.

6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
 - a. The annual appeal mailing will be back from the printers by November 7. We will need volunteers for the mailing party.
7. 11:15 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting:

Respectfully submitted, Tracy Bowen

Motions Summary

Paul moved to adopt the name Samuel Sawyer Foundation. Fran seconded and the name was approved unanimously.

Actions Summary

Deborah will ask Meredith Fine if she will add her name to the Foundation Board as a placeholder to move the application forward.

Deborah will share the Strategic Plan and the Library Building Program with Joan.

Paul will share with the Committee the fundraising position job description he has drafted with help from Library Strategies.

Deborah will ask Meredith Fine and SFL attorney, Liz Reinhardt about legalities of advertising the fundraising position.