

**Board of Trustees Executive Committee  
Wednesday, December 5, 2018, 8:30 am  
Byers Davidson Room, Saunders House  
2 Dale Avenue, Gloucester, MA**

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, Priscilla Malboeuf, and Library Director Deborah Kelsey

**Not Present:** Joe Grella

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for October 3 and November 7, 2018. Fran moved to approve the minutes as presented. Priscilla seconded. Fred abstained from voting on the November minutes; the October and November minutes were approved.
4. Discussion/Report
  - a. Budget, Finance and Investment
  - b. Library Building Project
    - i. Strategizing for moving forward with Dore & Whittier.
      1. Need to stress program needs over design. This has the added plus of helping with fundraising.
      2. Fred will provide background on the state and needs of the current building.
      3. Proposal to have Simon to serve as Chair of the Committee.
  - c. Fundraising/Communications
    - i. Discussion about combining the committees and who should chair it.
    - ii. Need more frequent outreach items to tell our story. Who will be responsible?
  - d. December 19th Board of Trustees meeting agenda
    - i. Changes to Board make-up and roles
      1. Wendy Quinones is moving out of town thus resigning from the Board.
      2. Proposal to have Peter Feinstein and Simon Paddock trade committee roles to have Simon head up the Building Committee and Peter head the Fundraising Committee.
    - ii. Approval to get an estimate on renovating and adding bathrooms on the ground floor of the Monell building.
  - e. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
    - i. Discussion re: media coverage. John will draft a My View column for the Gloucester Daily Times after the first of the year.

ii. Safety personnel: Meeting with SafeGuard Blue to review the contract at Meredith Fine's office on Monday.

5. Next meeting Wednesday, January 2, 2019, 8:30 am

6. 9:50 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen