

**Sawyer Free Library**  
**Board of Trustees Executive Committee**  
**Wednesday, January 2, 2019, 8:30 am**  
**Byers Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

**Attendance:** John Brennan, Fred Cowan, Joe Grella, Priscilla Malboeuf, Library Director Deborah Kelsey, and guest Simon Paddock

**Not Present:** Fran Aliberte

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for December 5, 2018. Fred moved to approve the minutes as presented. Priscilla seconded and the minutes were approved.
4. Discussion/Report
  - a) Budget, Finance and Investment
    - a. SFL received a donation of \$200,000 to be used toward capital expenditures. The Committee discussed the best use of this gift. Joe moved to add these funds to the unrestricted capital improvements account to be used for capital improvements. Fred seconded and the motion passed.
    - b. Bookkeeper Mary-Kathryn Gray has agreed to work another day to help with the Foundation set up and other necessary work.
    - c. Refining the direct bill pay process: We will add M-K's phone number to the account for alerts. As a safe-guard, she will create a representative "check" in Quickbooks, print a copy to be signed, and attach it to the invoice to indicate authorization of the expense.
  - b) Building & Grounds
    - a. Fire Suppression system: Metro-Swift took another look at the dry heads and feels the situation is not as dire as originally thought; they will determine how many heads need to be replaced. The Fire Department is determining whether or not onsite fire-watch personnel will be required until the system is repaired.
  - c) Library Building & Saunders House Projects
    - a. Joe reviewed the agreements and work done to date. He suggests we sit down with someone from Dore & Whittier (D&W) to review the contracts and budgets.
    - b. Discussion re: working with the architect and the OPM; renovation costs vs. building new; streamlining communications between committees; fundraising goals and the feasibility study.
  - d) Fundraising
    - a. Peter Pearson of Library Strategies is expected later this month to begin work on the Feasibility Study.
    - b. The Committee discussed merging the Fundraising and Building Committees. There is a meeting scheduled with D&W for Monday the 7<sup>th</sup>; Deborah will see about adding this discussion to that agenda.

- e) Communications
    - a. Board and Committee communications: Tracy Bowen will take on posting of Board and committee agenda with the City.
    - b. Public Relations
  - f) January 15<sup>th</sup> Board of Trustees meeting agenda
    - a. Review of Foundation by-laws.
    - b. Green engineer presentation by Peter Feinstein.
    - c. Setting up direct bill pay.
  - g) Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
5. Next meeting Wednesday, February 6, 2019, 8:30 am
6. 9:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

#### **Motions Summary**

Joe moved to add a recent \$200,000 donation to the unrestricted capital improvements account to be used for capital improvements. Fred seconded and the motion passed.

#### **Actions Summary**

The Committee discussed merging the Fundraising and Building Committees. There is a meeting scheduled with D&W for Monday the 7<sup>th</sup>; Deborah will see about adding this discussion to that agenda.