

**Board of Trustees
Executive Committee**
Wednesday, February 6, 2019, 8:30 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte (via Skype), John Brennan, Fred Cowan, Joe Grella, Library Director Deborah Kelsey, and Assistant Library Director Beth Pocock

Not Present: Priscilla Malboeuf

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for January 2, 2019. Tabled for the next meeting
4. Discussion/Report
 - a. Building & Grounds
 - i. Audio/Visual Equipment for Presentations: The Committee is looking into purchasing equipment to provide captioning of spoken word presentations and other equipment to improve public presentations.
 - ii. New signs in the stairwell look good. We need one more directional sign off the Children's Library pointing to the elevator.
 - b. Library Building
 - i. Debrief of The Green Engineers presentation at last night's Building Committee meeting
 - 1) The Green Engineers have done a lot of calculating of benefits of the different levels of sustainable building. They used the Dore & Whittier (DW) tentative plans for showing the benefits of each.
 - 2) There was good participation from the attendees.
 - 3) The Committee voted to move forward with a combination of design Options 3 and 4.
 - c. Fundraising:
 - i. Interviews for the Feasibility Study will be scheduled for May.
 - d. Communications
 - i. Tracy Davis & Christine Armstrong put together some talking points for the upcoming meeting with the City Council.
 - ii. Tracy drafted a My View column in John's name for John to review.
 - iii. Annual Appeal donations are about even with last year.
 - iv. The Committee discussed the best way to respond to critics.
 - e. February 19th Board of Trustees meeting agenda
 - i. Invite D&W to discuss tentative plans for a Monell rebuild
 - ii. Review of the Library Director

- iii. Fundraising update
 - iv. Planning for the Annual Meeting
- f. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
 - i. SafeGuard Blue: After only a few days SFL staff are already feeling an improvement. SafeGuard Blue staff are noticing a lot of parking lot violations; they have started leafleting cars to caution non-patrons away from parking in the SFL lot.
 - 1) The union and the City Auditor have asked to look at the contract.
 - 2) WGBH will be here tomorrow to report on this.
 - 3) Paul Lundberg has scheduled an opportunity at their February 12th meeting for the City Council to issue a formal thank you to SFL for putting this in place.
 - ii. Parking lot: Beth reported that several staff members have had damage done to their cars when parked in the lot. The group discussed possible options including: giving it some time to see if having SafeGuard Blue onsite will help; bringing it to the B&G Committee to discuss if reimbursement for repair expenses can be covered in full or in part; looking into liability insurance coverage for the lot.
 - iii. Staff are planning a staff party for next week.
- 5. Next meeting Wednesday, March 6, 2019, 8:30 am
- 6. Adjourn

Respectfully submitted, Tracy Bowen