

**Board of Trustees**  
**2<sup>nd</sup> Floor, Monell Building**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, October 16, 2018, 5:30pm**

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Barbara Braver, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, Wendy Quinones, Mern Sibley, Library Director Deborah Kelsey, Library Assistant Director Beth Pocock, and guest Elizabeth Enfield

**Not present:** James Pope

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the September 25, 2018 minutes. Approval of the minutes as presented was moved, seconded, and approved. Anne-Marie Anderson, Barbara Braver, Fred Cowan, and Wendy Quinones abstained from voting because they were not at the meeting.
4. Financial – Joe Grella
  - a. Treasurer's report: Joe shared the Balance Sheet and Budget vs. Actuals for September and for the year to date. He also shared new reports with committee budgets; he will report on committee budget vs. actuals on a monthly basis.
  - b. Requested a transfer of \$150,000 over the next few months to cover expenses. This will require selling some stock. Joe moved to liquidate investments over the next month or two in order to transfer up to \$150,000 to the BankGloucester operating account to cover payables. Fred seconded. John asked for an amendment to the motion to extract up to \$250,000 from collective investment accounts over the next three months and report details back to the Board. Fran moved the amendment, Wendy seconded and the amended motion was approved unanimously.
  - c. Accounting Policy and Procedure Manual Action Item
    - i. Discussion and clarification of items:
      - 1) Need to add language re: additional (back-up) check signers to the Division of Responsibilities section.
      - 2) Check Signers Policy: checks will be signed at regular Board and Executive Committee meetings. There is contingency for emergencies.
      - 3) Role of the Treasurer vs. Library Director: Hinges on library operations (Library Director) versus larger corporate issues (Treasurer).

- 4) Board President signs contracts. Library Director reviews them for approval by the Trustees.
- ii. Joe moved to accept the Accounting Policies and Procedures Manual with tonight's amendments. Simon seconded, and the amended Manual was approved unanimously.

## 5. Discussion and Action

### a. Saunders House – Mern Sibley

- i. Mern shared the report prepared by preservation architect, Lynne Spencer of Spencer, Sullivan, and Vogt (SS&V).
- ii. Per the deed the building must be used to support library programs. The Massachusetts Board of Library Commissioners (MBLC) has stated, however, that renovations to the Saunders House may not be included in the grant expenses.
- iii. Lynne prepare two schemes for renovation of the building. One assumes Saunders House is attached to the main library; the other assumes a free-standing building.
  - 1) Both schemes would only address the first and second floors of the building; the third floor will be left as is.
  - 2) Plumbing, electrical, and HVAC systems will be upgraded.
  - 3) Load capacity: First floor capacity will be raised to 150 pounds per square foot (library standard); the second floor will be raised to 100 pounds per square foot. This will allow for storage of materials on the first floor and gathering space on the second floor. This will require major structural work including addition of steel supports outside the walls on the first floor.
  - 4) Fred and Deborah described some of the work that's been done to date to make the building safer and more sound, including shoring up the Anderson Room floor, cleaning out the basement and installing a dehumidification system, plumbing and wiring updates, and renovating the kitchen.
  - 5) Mern briefly described potential archival storage in the basement - basically a room within a room – at a cost of ~\$500,000.
  - 6) Mern asked Trustees to review the report and get back to her with their thoughts and ideas.

## 6. Updates

### a. Library Building Project

- i. Some Trustees met with the Gloucester Historic District Commission and Dore & Whittier architects. Any decisions will have to take the beech tree, Saunders House, and the parking lot into consideration.

- 1) Any decisions should include a plan for communicating them to the community.
  - ii. Discussion of whether to separate Building Plan fundraising from Saunders House fundraising and how to communicate needs to the community. This turned into a conversation about whether the Saunders House should be attached to the main library or not and of when that decision needs to be made.
    - 1) Peter recommends the Saunders House Stewardship Committee come up with a theme for focusing their own fundraising.
    - 2) Simon noted that the architects suggested tying the campaigns together.
  - iii. The Building Committee met with experts in green design.
    - 3) The Building Committee recommended to the full Library Board that the architects, in evaluating options for a new or renovated building, be instructed that coming as close as possible to a net-zero footprint should be second only to carrying out the library program of the Director and weighing the options of the project design and implementation.
      - a) The group agreed to table this discussion.
- b. Fundraising – Simon Paddock
  - i. The Foundation application is moving forward. The attorneys are working out details of the agreement and movement of money.
  - ii. The Committee is seeking new members.
  - iii. Moving forward with hiring a full-time fundraising director.
- c. Corporate Communications – Wendy Quinones
  - i. The Gloucester Historic District Commission approved the sign kiosk.
- d. Building and Grounds – Fred Cowan
  - i. SFL is currently between custodians. Further discussion was tabled for next month.
- e. Governance – John Brennan
  - i. Bill Fonvielle resigned from the Board.
- f. Other – Deborah Kelsey
  - i. There was a drug arrest at SFL; this will likely be in the paper tomorrow. Staff acted admirably. Two patrons have been banned for one year as a result.
    - 1) Staff training for medical incidents is on-going as is safety training.

Friends

## 7. Concerns of Board Members

8. 6:45 Adjourn. There being no further business the meeting was adjourned.

9. Next meeting: November 27, 2018, 5:30 pm

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Joe moved to raise cash over the next month or two in order to transfer up to \$150,000 to the Bank Gloucester operating account to cover payables. Fred seconded. John asked for an amendment to the motion to extract up to \$250,000 from collective investment accounts over the next three months and report details back to the Board monthly. Fran moved the amendment, Wendy seconded and the amended motion was approved unanimously.

Joe moved to accept the Accounting Policies and Procedures Manual with tonight's amendments. Simon seconded, and the amended Manual was approved unanimously.

### **Actions Summary**

Mern asked Trustees to review the SS&V Saunders House report and get back to her with their thoughts and ideas.