

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, January 15, 2019, 5:30 pm

Attendance: Fran Aliberte (via Skype), Anne-Marie Anderson, Barbara Braver, John Brennan (President), Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope, Joan Riley, Mern Sibley, Library Director Deborah Kelsey, Assistant Library Director Beth Pocock, and guest Peter Pearson from Library Strategies (left the meeting at 5:55)

Not Present:

1. Call to order. This meeting is being recorded.
2. Welcome and introductions.
3. Approval of the December 18, 2018 minutes. Joe moved to approve the minutes with a few corrections from John. Anne-Marie seconded and the minutes were approved.
4. Financial – Joe Grella
 - a. Treasurer’s report: Joe presented figures for the month of November, for committee budgets, and investments. Fred moved to accept the Treasurer’s Report. Priscilla seconded and the report was accepted.
5. Presentation on the Feasibility Study – Peter Pearson, Library Strategies (LS)
 - a. Mr. Pearson described the process for conducting a feasibility study as a prelude to a capital campaign. They will look at the feasibility of raising funds for the Library Building Program (LBP) and also for Saunders House renovations.
 - b. Drawings and plans are helpful in the discussion to motivate potential donors. He and Simon met with architect Matt Oudens this morning who explained that the drawings will not be available until May. Meanwhile, LS and the Committee will work on verbiage on why the LBP is important to Gloucester; this wording will come to Board for review before mailing.
 - c. The Committee drew up a list of names of people to interview. They are starting with 50 names with the hope of interviewing 25 people in May.
 - d. At the end of the interview process they will write up a report with findings and an attainable goal. The Board then creates Library Steering Committee to begin the campaign, starting with the quiet phase.
6. Discussion and Action
 - a. Formation of a private, non-profit foundation – Simon Paddock
 - i. Fiscal Sponsorship Agreement. SFL attorney, Liz Reinholdt drafted motions for approving formation of the Foundation, the Articles of Organization, the Bylaws, and the Fiscal Sponsorship Agreement. Trustees reviewed and discussed the motions. Each motion was read aloud and voted on individually.

- ii. Motion #1 *Authorization of the Sawyer Library Foundation*: Peter moved to approve motion. Simon seconded and the motion was approved.
 - iii. Motion #2 *Articles of Organization*: Simon moved to pass article two as amended. Fred seconded and the motion was approved.
 - iv. Motion #3 *Bylaws*: Simon moved to approve the motion as amended; Priscilla seconded and the motion was approved.
 - v. Motion #4 *Delegation of Authority*: Simon moved to approve. Priscilla seconded and the motion was approved.
 - vi. Motion #5 *Delegation of Authority*: Simon moved to approve. Fred seconded and the motion was approved.
 - vii. Priscilla signed the document.
- b. Sustainable Design Advice Through Schematic Design (Base Scope) by The Green Engineer, in the amount of \$13,500 as a reimbursable expense to Dore & Whittier (D&W) – Peter Feinstein (see attached)
- i. Peter requested allocation of funds to cover the cost of a schematic design. Simon moved to approve the funding of the contract with The Green Engineers in the amount of \$13,500. Fred seconded. After discussion the motion passed.
 - 1. Discussion: this will help us decide if we want to move forward with the process. He will advise in the design of the building.
- c. Library Building Program: Architect Maria Fernandez-Donovan drafted a timeline. Between now and May we need to decide whether to build a new building or to remodel the existing building. At the most recent meeting D&W presented four possibilities for renovation with construction costs. These will be presented at the next Building Committee meeting on January 30th.
- d. D&W would like to make a presentation to the Board on February 6th at 8:30 am.

7. Updates

- a. Corporate Communications – Fran
 - i. The Annual Appeal is at \$25,000 so far.
 - ii. They are looking at setting up some high school internships.
 - iii. They have hired Tracy Davis as a PR person; she was recommended by Open Door and has an impressive resume. She will work on a project basis, starting with talking up the new security personnel.
 - iv. They are writing a media policy. Tracy Davis will help with this.
 - v. Anne-Marie Anderson is now the Vice-Chair of the Committee.
- b. Building and Grounds – Fred Cowan
 - i. Fred encouraged Trustees to read the latest update in Dropbox.
 - ii. He met with Mike Hale from DPW.
 - iii. Fire Suppression system: Further inspection from Metro-Swift finds the system to be in need of updating, but sufficient and functional in the meantime.
- c. Saunders House – Mern Sibley
 - i. The Committee plans to have the wooden gutter along the Dale Avenue side replaced with PVC.
- d. Communications – Deborah Kelsey

- i. She is working with James to set up a conduit for sharing Board documents via Google Drive. Deborah will populate the Drive and send a link to Trustees.
8. Concerns of Board Members
9. 6:55 Adjourn. There being no further business the meeting was adjourned.
10. Next meeting dates: February 19, 2019, 5:30 pm – monthly board meeting

Respectfully submitted, Tracy Bowen

Motions Summary

The Trustees reviewed and approved the following motions re: formation of the Sawyer Foundation. Each motion was read aloud and voted on individually.

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- Motion #2 *Articles of Organization*: Simon moved to pass article two as amended. Fred seconded and the motion was approved.
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Simon moved to approve the funding of the contract with The Green Engineers in the amount of \$13,500. Fred seconded and the motion passed.

Actions Summary

Deborah and James are setting up a conduit for sharing Board documents via Google Drive. Deborah will populate the Drive and send a link to Trustees.