

Building Committee and Board of Trustees

Friend Room

2 Dale Avenue, Gloucester, MA 01930

Tuesday, February 26, 2019 6:45 pm

Attendance: Fran Aliberte (via Skype), Anne-Marie Anderson, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope, Joann Riley, Mern Sibley, Library Director Deborah Kelsey, and Assistant Library Director Beth Pocock

Not Present: Barbara Braver

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the January 15, 2019 minutes. Fred moved to approve the minutes as presented; Priscilla seconded and the minutes were approved.
4. Updates:
 - a. Public Relations: Tracy Davis has been hired as PR help for the CCC. She's done a great job getting the word out about the addition of SafeGuard Blue.
 - b. SafeGuard Blue has improved the quality of life at SFL.
5. Financial
 - a. Joe presented budget vs. actuals for January, for year-to-date, and for the committees. Investments took a hit in November but are starting to rebound. Cash flow is good so we don't expect to make any transfers in the near future.
6. Discussion and Action
 - a. Strategy session: John laid out his thoughts for moving forward. The group discussed improved institutional health with the addition of security personnel, and factors to be considered such as renovation/rebuilding; the feasibility study; and the Foundation.
 - b. Changing Board roles:
 - i. Officers:
 - 1) President: John Brennan will serve again;
 - 2) Vice President: Mern Sibley has agreed to serve;
 - 3) Secretary: Priscilla Malboeuf
 - 4) Treasurer: Joe Grella
 - ii. Other roles:
 - 1) James Pope is considering joining the Governance Committee;
 - 2) Joan Riley will join the Saunders House Stewardship Committee;
 - 3) Anne-Marie Anderson has joined CCC and Fundraising;
 - 4) Trustee candidate Marsha Sloane. A bio has been distributed to Trustees. Her candidacy will be voted on at the March meeting.

- c. Committees:
 - i. Possibly combining CCC and Fundraising was discussed;
 - 1) Communication with the Foundation would be under this Committee.
 - ii. Building Committee: Peter will be stepping down; we will need someone to step in.
 - iii. Building & Grounds: Fred will stay on.
 - iv. Fundraising: Simon submitted a letter to the Board (see attached) describing the fundraising tasks and needs coming up. This will be a topic of discussion at the next Board meeting.
 - d. Annual Meeting planning
 - i. The slate is finalized; this needs to go out to the Corporators one month in advance.
 - ii. Each Committee should write up a request for volunteers with specifics.
 - iii. Keynote speaker: Deborah will invite Amy Lannon, Director of the Reading Library to talk about the MBLC grant process.
 - e. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
7. Concerns of Board Members
8. 7:15 Adjourn. There being no further business the meeting was adjourned.
9. Next meeting dates: March 19, 2019, 5:30 pm – monthly Board meeting
- Wednesday, February 27 at 4:00pm, Fundraising Committee
 - Monday, March 4 at 4:30pm, Lyceum
 - Wednesday, March 6 at 8:30am, Executive Committee
 - Monday, March 11 at 10:30am, Saunders House Stewardship
 - Monday, March 11 at 4:30pm, Building & Grounds
 - Wednesday, March 13 at 9:00am, Corporate Communications
 - March 20, Building Meeting
 - May 20, SFL Annual Meeting

Respectfully submitted, Tracy Bowen

February 12, 2019

John Brennan
President of the S.F.L. Board

Dear John,

We are writing to you with an update on the work that the fundraising committee is doing and to alert the board to our concern about the need for help with these endeavors.

We are engaged in three major pieces of work at the moment

- 1- Getting the Samuel Sawyer Foundation up and running. This includes recruiting founding members for the board and beginning a search and hire for an Executive Director of Advancement.
- 2- Conducting a Feasibility Study of the Building Project.
- 3- Conducting small group and one on one meetings with community members to raise awareness of the library, the new foundation, and the Building project in order to prepare for a future Capital Campaign.

At this time our committee is not able to complete all of these important projects simultaneously.

To this end we are requesting that Fundraising for the Library be discussed by the board at the March board meeting.

Sincerely ,
Simon Paddock,