

Gloucester Lyceum and Sawyer Free Library
Fundraising Committee
Thursday January 24, 2019 4:00pm-5:30pm
Location - Byers/Davidson Room
2 Dale Avenue, Gloucester, MA 01930

Attendance: Paul McGeary (via Facetime), Simon Paddock (Chair), Joan Pohas,

Not present: Fran Aliberte, Anne-Marie Anderson, Christine Armstrong

1. Call to order, welcome and introductions. This meeting is being recorded.
2. Approve the minutes of November 14, 2018 and December 3, 2018. Tabled
3. Discuss proposed timeline for Feasibility Study.
 - a. The Committee will hold “cottage meetings” as groundwork for the Feasibility Study. These will be informational and brainstorming meetings with a handful of community leaders. The first will be in February with one or two more to follow.
 - i. We will look for people to host them at their homes; SFL will provide refreshments.
 - ii. Deborah will make a brief a presentation.
 - b. The architects will have draft building plans ready toward the end of April. Timing of the Feasibility Study interviews will be based on that. Meanwhile the Committee will work on other supporting documents and outreach to people to be interviewed.
4. Brainstorm Interview names for Feasibility Study.
 - a. We need another ten names of people to reach out to.
5. Discuss next steps for Samuel Sawyer Library Foundation
 - a. Formation and funding were approved at Tuesday’s Board meeting.
 - b. Next step is to hire the Director.
 - i. Board needs to approve the search expense. Simon will ask to have this added to the agenda for the next Board meeting.
 - ii. Joan has some ideas of places to post the ad.
 - c. Simon will send the packet of Foundation documents and the motions passed to the Committee.
6. Other
 - a. Simon met with City Councilor, Scott Memhard, who suggested that SFL come before the City Council again to discuss security issues. The Corporate Communications Committee is addressing the public relations aspect of this.
 - b. City Councilor, Ken Hecht, has planned a field trip to visit Reading Public Library to learn more about the Mass. Board of Library Commissioners (MBLC) building process. Simon, Joan, and Deborah Kelsey will accompany him.

- c. Library Building Program update:
 - i. Architect Matt Oudens will present some ideas on Monell renovation at a meeting on Wednesday, January 30 at 5:00. This is part of a months-long process in determining benefits of renovating vs. building new.
 - ii. There is a public meeting scheduled with Green Engineers on February 5 at 5:30 on sustainable building. Because our plans are not definite, this will be a general discussion and not specific to the site.
7. Plan Next Steps and Meeting Date
- a. Simon and Joan will work on the cottage meetings: Choose a moderator; develop a list of invitees; send invitations; organize a presentation; devise a structure.
 - b. Paul will reach out to Meredith about the status of the Foundation application and next steps.
 - c. Paul will develop an outline for the Director search, detailing Library Strategies' role and the Corporation's role.
8. 4:40 Adjourn. There being no further business the meeting was adjourned.
9. Next meeting:

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Simon will ask to have approval of the cost for the Foundation Director search added to the agenda for the next Board meeting.

Simon will send the packet of Foundation documents and the motions passed to the Committee.

Simon and Joan will work on the cottage meetings: Choose a moderator; develop a list of invitees; send invitations; organize a presentation; devise a structure.

Paul will reach out to Meredith about the status of the Foundation application and next steps.
Paul will develop an outline for the Director search, detailing Library Strategies' role and the Corporation's role.