

Board of Trustees  
Friend Room  
2 Dale Avenue, Gloucester, MA 01930  
Tuesday, July 24, 2018, 5:30pm

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock (left the meeting at 7:00), Mern Sibley, Katlin Wagner, Library Director Deborah Kelsey, and guest Beth Pocock

**Not Present:** Barbara Braver, Bill Fonvielle, James Pope, and Wendy Quinones

1. 5:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the June 19, 2018 minutes. Fran moved to approve the minutes; Fred seconded and the minutes were approved.
4. Financial
  - a. Treasurer's report — Fred Cowan
    - i. Fred moved to transfer \$150,000 from the Cape Ann Savings Bank (CASB) to the BankGloucester operating account to cover bills. The CASB trust officer will provide guidance on which account to pull from. Peter seconded the motion and it was approved unanimously. Joe cautioned against disturbing investments if there are other options, namely the money market account. He will work with Fred on this.
  - b. FY18 Audit
    - i. Starting Thursday
  - c. QuickBooks restructure
    - i. On-going. Joe is working with bookkeeper, Mary-Kathryn Gray. Restructuring will mean better reporting.
5. Discussion and Action
  - a. Officers of the Board and liaison to the Friends
    - i. With Kecia German's departure from the Board we need a new liaison. Peter recommended inviting the President of the Friends to serve on the Board. Fran will check with his wife, Rebecca for a recommendation of someone to serve.
  - b. Safety Officer position(s)

- i. Still in negotiation with the unions. They object to some of the proposed tasks which they feel overlap with custodial duties as outlined in the job description. AFSCME-A is the custodial union, AFSCME-B is library staff. We could consider, instead, foregoing using the DPW custodial staff and hire an independent cleaning service; this would allow us to make our own security staffing decisions separate from the union. Deborah asked for guidance from the Board on how best to proceed. After discussion there was consensus to have Deborah pursue privatization of both custodial and safety staff.
- c. Fundraising Committee
  - i. Purchase donor management software, Donor Perfect. It was recommended by Library Strategies and reviewed by Mary-Kathryn. The product is available at three levels of service at an annual cost of about \$6,000; M-K is studying it to determine which level best suits our needs. Simon moved that the board purchase the software. Mern seconded. The purchase was approved unanimously.
  - ii. Create a separate private 501(c)3 non-profit foundation for fundraising purposes.
    - 1. Consolidation of committees:
      - a. Deborah suggested combining Fundraising and Corporate Communication committees to streamline the work.
      - b. John discussed Governance and Board orientation and succession needs.
    - 2. Strategic Plan:
      - a. The research phase is wrapping up.
      - b. Deborah will draft the strategic plan for review at the September meeting.
      - c. John suggests hiring Rich Weissman for more guidance.
    - 3. Simon moved to create a separate private, non-profit to raise funds to support the Gloucester Lyceum & Sawyer Free Library's immediate and on-going needs. Mern seconded. There is precedent of other independent 501(c)3 entities created for past events. The motion was amended giving authorization to proceed with final vote of approval to be taken by the Board once the structure is complete. The motion passed unanimously.
  - iii. Retain a professional fundraiser to organize the annual appeal. If the fit is good we would ask them to head up the new 501(c)3 foundation.
    - 1. Fran suggests setting a goal for the annual appeal.
    - 2. Peter moved to retain the services of a professional fundraiser/development director to oversee this year's annual appeal with the intention to become the director of the nonprofit fundraising entity. Fred seconded and the motion passed unanimously.
- d. Resolutions / Recommendations from the Library Building Committee
  - i. Peter met today with the Owner's Project Manager (OPM) to discuss the remodeling vs. new building question and issues with the architects. Peter will work with the OPM to resolve some of these questions. The OPM, however, is

hoping to retire soon and we will need to hire a new OPM, a position that is required under the Mass. Board of Library Commissioner (MBLC) grant.

- ii. Peter is presenting the Building Plan slide show to the Historic District Commission tonight. Deborah will attend the meeting with him.
- e. Staff telephone stipend: Fran moved to have the corporation to pay each staff member of stipend of \$50/month for folks willing to use the emergency alert system on their personal cell phones. Peter seconded. Deborah and Fred will work out the details.

7:00 Simon Paddock left the meeting.

- f. Suggested donation:
  - i. Generous Gardeners. Building & Grounds recommends making a donation of \$250 to the Generous Gardeners in honor of their work around the City. Peter made the motion. Fran seconded and the motion passed unanimously.
- g. Copper beech tree, “Adele”
  - i. Fred asked Matthew Natti of Cape Ann Tree to take a look at the tree. It’s infested with a form of mushroom that is causing the center core of the tree to rot. It is treatable but not curable. For planning purposes it does not seem prudent to plan a building around saving this tree.

7:05 Peter and Deborah left the meeting

- h. Corporate Communications Committee (CCC):
  - i. Fran provided a hand-out of the Committee’s Media Plan.
  - ii. Fish Box Derby. This is an on-going sponsorship. There is no issue with donating to another non-profit. CCC has an annual budget of \$40,000 to spend as they see best; Fran suggests the Board does not need to vote on this.

6. Concerns of Board Members

- a. Someone overdosed in the bathroom. Matt Theken administered NarCan and the person was revived.

7. 7:10 Adjourn. There being no further business Fran moved to adjourn.

8. Next meeting dates: August 21, 2018, 5:30 pm— monthly board meeting

Respectfully submitted, Tracy Bowen

**Motions Summary:**

Fred moved to transfer \$150,000 from investments at Cape Ann Savings Bank (CASB) to the Bank Gloucester operating account to cover bills. Peter seconded the motion and it was approved unanimously.

Simon moved that the board purchase Donor Perfect fundraising software. Mern seconded. The purchase was approved unanimously.

Simon moved to create a separate private, non-profit to raise funds to support the Gloucester Lyceum & Sawyer Free Library's immediate and on-going needs. Mern seconded. The motion was amended giving authorization to proceed with final vote of approval to be taken by the Board once the structure is complete. The motion passed unanimously.

Peter moved to retain the services of a professional fundraiser/development director to oversee this year's annual appeal with the intention to become the director of the nonprofit fundraising entity. Fred seconded and the motion passed unanimously.

Fran moved to have the corporation to pay each staff member of stipend of \$50/month for folks willing to use the emergency alert system on their personal cell phones. Peter seconded.

Peter made motion to donate \$250 to the Generous Gardeners in honor of their work around the City. Peter made the motion. Fran seconded and the motion passed unanimously.

**Actions Summary:**

Joe Grella cautioned against selling off investments if there are other options. He will work with Fred on this.

Fran will check with his wife, Rebecca for a recommendation of someone to serve as a liaison between the Friends and the Board.

Deborah and Fred will work out the details of paying SFL staff who use their personal phones for an emergency response program.

After discussion there was consensus to have Deborah pursue privatization of both custodial and safety staff.