

**Gloucester Lyceum & Sawyer Free Library
Fundraising Committee – Meeting Minutes
Wednesday, November 14, 2018, 11:00 AM**

Attendance: Fran Aliberte, Christine Armstrong, Paul McGeary, Simon Paddock (Chair), Joan Pohas, and Library Director Deborah Kelsey

Not present: n/a

1. 11:00 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
 - a. Deborah read a note in support of the Library Building Program that accompanied a donation.
3. Approval of October 15, October 26, November 7, 2018 minutes
 - a. Paul moved to approve the minutes of October 15 and 26 as presented. Fran seconded and the minutes were approved.
 - b. Approval of the minutes from November 7 was tabled for the next meeting.
4. Update and Discussion
 - a. Conversation with Stu Wilson of Library Strategies
 - i. They're driving the fundraising campaign. He will prepare a proposal which outlines their role and ours.
 - ii. Their role re: hiring an Executive Director of Advancement. The plan was to have them assist, while we will do the bulk of the work. They will write up a proposal. The Committee discussed the best strategy for conducting the search and agreed to have Library Strategies take on a bigger role; Paul and Simon will work with Library Strategies on the details.
 - iii. Feasibility Study is on the calendar for early 2019.
 - iv. The Fundraising Committee will review Library Strategies' proposals and have a recommendation for approval at the December Board meeting.
 - b. Foundation update
 - i. Agreement re: fiscal sponsorship and gift/grant from SFL: Attorneys Meredith Fine and Liz Reinhardt are working out the details.
 - ii. Form 1023: A few small edits are needed – mostly typos. Deborah and Paul will correct those together.
 - iii. Recruitment of Board members:

- 1) Deborah and Paul reported on their conversations; people were supportive, but not able to serve at this time.
 - 2) The group decided, for the short-term, to enlist a few people for a titular role until a formal Board can be created.
 - 3) We will create an informational packet about the Foundation, the feasibility study, the Executive Director search, etc. to share with prospective Board members.
- c. Library Building Program update
 - i. The Board has scheduled a green engineer to talk the November Board meeting in order to learn more about LEEDS and NetZero construction.
 - 1) Deborah will reach out to the Library Director in Albany, NY to arrange a tour of their green facility.
 - b. Fundraising strategy:
 - i. The group brainstormed strategies for future appeals.
5. Next Steps:
- a. Paul & Simon will talk with Stu Wilson about the high-end search proposal.
 - b. Deborah and Paul will continue work on the Form 1023.
 - c. Simon will follow up with Meredith about the Memo of Understanding between SFL and the Foundation.
 - d. Simon and Joan will brainstorm a setting and format for Board recruitment and informational meetings.
6. Concerns of Members
7. 12:00 Adjourn. There being no further business, the meeting was adjourned.
8. Next meeting: December 3, 2018 at 4:00

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Deborah will reach out to the Library Director in Albany, NY to arrange a tour of their green facility.

Paul & Simon will talk with Stu Wilson about the high-end search proposal for the Foundation Executive Director.

Deborah and Paul will work on the Form 1023 for the Foundation.

Simon will follow up with Meredith about the Memo of Understanding between SFL and the Foundation.

Simon and Joan will brainstorm a setting and format for Foundation Board recruitment and informational meetings.

The Fundraising Committee will review the proposals from Library Strategies and have a recommendation for approval at the December Board meeting.