

**Gloucester Lyceum and Sawyer Free Library**  
**Fundraising Committee**  
**Monday, December 3, 2018 4:00 pm**  
**Muzzey Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA 01930**

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Paul McGeary, Simon Paddock (Chair), Library Director Deborah Kelsey, and guests Jerry Ackerman and Bill Schulz at Paul's invitation

**Not present:** Christine Armstrong, Joan Pohas

1. Call to order, welcome and introductions. This meeting is being recorded.
  - a. Welcome Anne-Marie Anderson as a new member of the Committee.
2. Approval of minutes from November 14, 2018. Tabled for the next meeting.
3. Report on conversation with Mern Sibley of the Saunders House Stewardship Committee (SHSC) re: fundraising.
  - a. SHSC has estimated \$2.5million for necessary renovations and repairs.
  - b. The two committees will meet together on Monday, December 17 to discuss committee roles in fundraising.
  - c. Library Strategies might help devise a plan.
4. MOU with Library Corporation, aka Fiscal Sponsorship Grant Agreement:
  - a. Foundation Attorney Meredith Fine has provided copies of the proposed by-laws, Articles of Incorporation, and the Fiscal Sponsorship grant agreement.
    - i. The Committee will review the documents this week and send questions to Simon to pass on to Meredith.
  - b. SFL Attorney Liz Reinhardt suggests an informational session for the December Board meeting, giving the entire Board an opportunity to ask questions and understand the application process and the function of the Foundation. We will request approval to move forward with the application pending a vote of approval at the January Board meeting.
    - i. In anticipation of the question, Simon will ask Stu Wilson of Library Strategies to provide verbiage on why the Foundation is needed.
  - c. The Executive Committee will review the documents at their December 5 meeting.
  - d. Per Liz Reinhardt, the SFL Board must vote to approve the Foundation documents (Fiscal Sponsorship Grant Agreement, by-laws, and Articles of Incorporation) before the Foundation Board can vote to approve them.
5. Library Strategies proposals:
  - a. The search for an Executive Director: The Committee had requested a proposal from Library Strategies to conduct the search for an Executive Director of the Foundation.

- i. Simon will let Stu Wilson of Library Strategies know that a decision on the Executive Director search will wait until after the Feasibility Study.
  - b. Fundraising plan to lead the Building Campaign. Estimated at \$60,000 over eight months.
    - i. There was discussion about the possible need to test the results of the Feasibility Study. For example, follow up with locals they interviewed and/or reach out to other clients to see if Library Strategies met their goals.
  - c. Simon will construct a timeline for Board edification. Deborah will include it with the Board packet for the December meeting.
6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
7. 5:05 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting: Tuesday, January 15, 2019

Respectfully submitted, Tracy Bowen

### **Motions Summary**

n/a

### **Actions Summary**

Committee members will review Foundation documents and send questions to Simon by the end of the week.

Simon will ask Stu Wilson of Library Strategies to provide verbiage on why the Foundation is needed.

Simon will let Stu Wilson of Library Strategies know that a decision on the Executive Director search will wait until after the Feasibility Study.

Simon will put together a timeline for Deborah to include with the December Board packet.