

**Board of Trustees**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, June 25, 2019 5:30 pm**

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella (via video conferencing), Priscilla Malboeuf, Simon Paddock, James Pope, Joann Riley, Mern Sibley, Marsha Sloane, and Library Director Deborah Kelsey

**Not Present:** Anne-Marie Anderson

1. 5:48 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the April 30 and May 15, 2019 minutes
  - a. April: Mern moved to approve the minutes as presented. Fred seconded. Fran abstained and the minutes were approved.
  - b. May: Fred moved to approve the minutes as presented. Priscilla seconded and the minutes were approved.
4. Treasurer's Report
  - a. Joe shared budget versus actuals for April and May and for the year to date, as well as for individual committees. We are under budget for most expenses.
  - b. He had a meeting with the Cape Ann Savings Bank trust department re: investments and made a few minor adjustments to investments.
  - c. Our proposed budget to the City passed, including the requested large increase. This will give the Library the ability to hire another staff person.
5. Discussion and Action
  - a. Executive Committee: The Executive Committee invited committee chairs to attend Executive Committee meetings.
  - b. Liaison to the Friends: Priscilla spoke with Friends President Rebecca Aliberte about having a member of the Friends join the SFL Board as a Trustee. Gail Sarofeen has agreed to do that, but on a limited basis. After a brief discussion, the Trustees decided to invite her to attend our next meeting as a guest. Priscilla will invite Gail to the next meeting of the Trustees.
  - c. Liaison to the Lyceum: Barbara Braver served as the liaison between the Trustees and the Lyceum Board. With Barbara's term on the SFL Board having expired we need to find a replacement. Marsha will reach out to Mary Weissblum of the Lyceum to invite her, or a Lyceum Board member of their choosing, to attend the next SFL Board meeting.
  - d. Acknowledgement of donors:

- i. The Chair raised the question of how to acknowledge donors of significant financial gifts. He noted that an attempt to acknowledge a gift from the Vrachos account had stalled because the signage question touched multiple Library Committees whose responsibilities overlap. Several committees will communicate on the best method to create commemorative signage and a policy governing it:
  - 1) Corporate Communications (CCC) will decide on the look and wording of the signage.
  - 2) Capital Projects will decide on levels of giving that will qualify for a sign and a process to approve, accept, and acknowledge gifts.
  - 3) Building & Grounds will arrange for the manufacture and installation of the signs.

## 6. Committee Updates

### a. Building & Grounds – Fred

- i. The beech tree: is doing well with treatment by Matthew Natti of Cape Ann Tree. B&G would like CCC to report on the health of the tree, and its treatment protocol, to the public; CCC has agreed. Mary Weissblum has asked to take on covering the cost of the treatment of the tree, that her friend Adele Ervin has covered for years. She would also like a plaque commemorating Adele's generosity.
- ii. Bathrooms: We need for more and safer bathrooms. B&G is suggesting a couple of options. Option 1: gut existing bathrooms and completely renovate. Option 2: update existing bathrooms and add an ADA compliant bathroom on the main floor. One benefit of updating the bathrooms is to take away the onus of staff handing out bathroom keys.

### b. Capital Project - Simon

- i. House Meetings: The Committee is planning several house meetings to present building project ideas to influential people in town.
- ii. Feasibility Study: Library Strategies (LS) is putting together the printed outreach materials. Peter Pearson of LS is working with Mary-Kathryn Gray to refine a list of 60 people for the first round of interviews.
- iii. Foundation update: Meredith Fine is working on the application. She is also working on language to update the bylaws to allow Joe to serve, temporarily, as the Treasurer of the Foundation.

### c. Corporate Communications – Fran

- i. Fran gave a big thank you to the SFL staff for their work with the Harry and the Potters event.

7. 7:00 Adjourn. There being no further business the meeting was adjourned.

8. Next meeting dates: July 16, 2019, 5:30 pm – monthly Board meeting

- a. Lyceum: Monday, July 1<sup>st</sup> at 4:30pm
- b. Executive & Governance Committees: Wednesday, July 3<sup>rd</sup> at 8:30am
- c. Building & Grounds: Monday, July 8<sup>th</sup> at 4:30pm
- d. Corporate Communications: Wednesday, July 10<sup>th</sup> at 9:00am
- e. Saunders House: Monday, July 15<sup>th</sup> at 10:30am

- f. Friends: Wednesday, July 17<sup>th</sup> at 3:00pm
- g. Capital Project: Wednesday, July 25<sup>th</sup> at 8:30am

Respectfully submitted, Tracy Bowen

### **Motions Summary**

### **Actions Summary**

Priscilla will invite Gail Sarofeen to attend the next meeting of the Trustees as a guest.

Marsha will reach out to Mary Weissblum of the Lyceum to invite her, or a Lyceum Board member of their choosing, to attend the next SFL Board meeting.