

**Gloucester Lyceum and Sawyer Free Library
Capital Project Committee
Wednesday June 26, at 8:30-9:30 am
Location: Byers / Davison Room
2 Dale Avenue, Gloucester, MA 01930**

Attendance: Fran Aliberte, Neil Glickstein, Paul McGeary (via phone) Simon Paddock (Chair), Joe Taormina, Library Director Deborah Kelsey, and guest Peter Pearson of Library Strategies (LS) (via phone)

Not Present: Anne-Marie Anderson, Christine Armstrong, Fred Cowan, Joe Grella, Joan Pohas,

1. 8:35 Call to order. Welcome and introductions. We do not have a quorum.
2. Approve minutes from May 29, 2019 meeting. Tabled for the next meeting.
3. Review next steps for Feasibility Study
 - a. Library Strategies (LS) has received text about the library building project, including a budget, and a Saunders House write-up. They will put together a draft and send to us for editing and comments. The group discussed budget specifics.
 - b. The group discussed fundraising goals and costs; we need to plan on ~5% of the campaign as fundraising cost. Those costs include: 1) the Feasibility Study; 2) hiring local support staff for the campaign; 3) “fundraising council” to help with the process; 4) cultivation events.
 - c. Letter to potential interviewees: Peter Pearson has been working with Mary-Kathryn Gray to update the list of potential interviewees. LS will send the draft letter today for edits. We will send personalized letters signed by Trustees or members of the Committee. A staff member will make follow-up calls to schedule interviews. Interviews should be scheduled for 5-6 weeks after the letters go out.
 - d. The interviews: They take about an hour. Interviews will be held at the person’s home or office. We will share the booklet of project information. We will ask what they know about the library. And ask how they think the project compares to other local campaigns. Information is confidential. They are not asked to give at that time, but ask if they would think about giving to the project in the future. We ask for names of other people we should talk to.
 - e. Timing: These could realistically start in late July or in August and run through September.
4. Foundation update
 - a. Attorney Meredith Fine is working on the application to the state.
 - b. Bylaws need to be updated to allow Joe Grella to join the Foundation Board as Treasurer on a temporary basis. Meredith is working on that language.
 - c. In an effort to populate the Foundation Board, we will add a question to the Feasibility Study about willingness to be part of the Foundation.

5. Discuss House Meeting
 - a. These are pending having a packet of information to give to people.
 - b. The group discussed the purpose of the Feasibility Study interviews versus the House Meetings. House Meetings will include people who are less likely to be donors, but can be good ambassadors for the library.
 - c. Deborah will offer a brief (10-minute) overview of what the library offers.
 - d. Committee members should think of people to invite.
 - e. These can start any time and run through the fall.
6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
 - a. How to get the work done in a timely fashion:
 - i. Set up small working groups – one for each piece.
 1. House Meetings: Joe T and Fran will take this on. Joe agreed to host the first meeting.
 2. Foundation: Paul will cover this. He will start by contacting Meredith re: timing.
 3. Feasibility Study: Simon will take the lead.
 - ii. Committee members will brainstorm names of people to invite to House Meetings.
7. Next meeting date: Wednesday, July 24, 2019 at 8:30am
8. 9:20 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Library Strategies will send the draft letter for edits.

Joe T agreed to host the first House Meeting.

Paul will contact Meredith Fine re: timing of the Foundation application and bylaw revision.