

**Gloucester Lyceum and Sawyer Free Library
Capital Campaign Committee
Wednesday July 24, 8:30-9:30 am
Location: Byers-Davison Room
2 Dale Avenue, Gloucester, MA 01930**

Attendance: Fran Aliberte, Anne-Marie Anderson, Joe Grella (via video conferencing), Paul McGeary, Simon Paddock (Chair), Joan Pohas, Joe Taormina, Library Director Deborah Kelsey, and guest Peter Pearson of Library Strategies (via video conferencing)

Not Present: Christine Armstrong, Fred Cowan

1. Call to order, welcome and introductions. This meeting is being recorded.
 - a. Vote to welcome Joe G to the meeting. Fran moved to vote Joe in; Joan seconded and the motion was approved.
 - b. Committee make-up: Fred Cowan and Meredith Fine have requested to be made *ex officio* members of the Committee; they will submit letters of resignation.
2. Approve minutes from May 29, 2019 and June 26, 2019. Fran moved to approve the minutes as presented. Joe T seconded and the minutes were approved.
3. Review next steps for Feasibility Study – Simon Paddock
 - a. Finalize the information packet. Simon will lead a small working group to make final edits and send to Stu Wilson at Library Strategies (LS) by Friday.
 - i. The group clarified budget discrepancies in the packet.
4. Discuss House Meeting –
 - a. The group discussed logistics and talking points for the meetings.
 - b. The first one will be scheduled before the Feasibility Study begins.
 - c. Joe T and Deborah will brainstorm and check in with Peter and Stu of LS.
 - d. Invitations will be done via phone.
5. Update on Foundation Application – Paul McGeary
 - a. Attorney Meredith Fine would like clarification on the income portion of the budget. She would like a written record of the Trustees’ vote to guarantee seed money to start the Foundation. Paul will get that to her.
6. Discuss steps for creating a protocol for recognition of gifts.
7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting.
 - a. After a brief discussion Paul moved to change the Committee name to Capital Projects Committee instead of Capital Project Committee. Joan seconded and the motion was approved.
8. Confirm next meeting date: August 28, 2019

9. 9:25 Adjourn. There being no further business the meeting was adjourned.

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.

Respectfully submitted, Tracy Bowen

Motions Summary

After a brief discussion Paul moved to change the committee name from Capital Project Committee to Capital Projects Committee. Joan seconded and the motion was approved.

Actions Summary

Simon will lead a small working group to make final edits to the Feasibility Study information packet and send to Stu Wilson at Library Strategies (LS) by Friday.

Joe T and Deborah will brainstorm about the first House Meeting and will check in with Peter and Stu of LS.

Paul will provide Meredith Fine with written details of the Trustees' Trustees' vote to guarantee seed money to start the Foundation.