

Board of Trustees
Executive Committee
Wednesday, July 3, 2019, 8:30 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: John Brennan, Joe Grella (via video conferencing), Priscilla Malboeuf, Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

Not Present: n/a

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for June 5, 2019. The minutes were approved.
4. Discussion/Report
 - a. Budget, Finance and Investment – Joe Grella
 - i. Joe and Mary-Kathryn Gray are trying to wrap up the fiscal year.
 - b. Library Building Project – Simon Paddock
 - i. The Fundraising and Library Building committees have merged and chosen the name Capital Project Committee. The EC suggested making it Capital Projects (plural) instead.
 - ii. The Feasibility Study is moving forward.
 - 1) Simon is working with Library Strategies (LS) to draft letters inviting people to participate. Mary-Kathryn is helping with contact information for the mailing.
 - 2) LS is compiling an information packet to share with participants. They will send a draft for approval. Mern will get Simon a photo(s) of the Saunders House to include with that write-up.
 - 3) Interviews will be scheduled after Labor Day.
 - iii. Committee member, Joe Taormina has agreed to organize a house meeting at his home.
 - iv. Simon and Mern reported on the recent meeting with the Historic District Commission.
 - v. Neil Glickstein has resigned from the committee.
 - vi. Next steps: Meeting with the City Council. Deborah is working with Councilor, Val Gilman on this.
 - c. Foundation update:
 - i. Filing: Paul McGeary has been working on this with Meredith Fine. Simon believes the paperwork is completed and ready to be filed.

- ii. Foundation Board: Joe Grella, Paul McGeary, and Joan Pohas have agreed to serve as place-holders so we can file. We will need to find permanent members for full (staggered) terms.
- iii. Role of the Board: initial tasks will be reviewing the bylaws, hiring administrative support, and the Executive Director – acting as an Executive Committee of the Foundation Board. This will be done with the support of the Library Trustees.
- d. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting.
 - i. SFL bylaws review. Priscilla reports that she's almost done with her review.
 - ii. SFL Board meeting schedule: The group agreed to change the monthly meeting schedule from the third Tuesday to the fourth Tuesday of the month. We will change the July meeting to July 23rd. Deborah will send an email to the Trustees asking if changing to the fourth Tuesday will work for them moving forward.
 - iii. Donation acknowledgements: Several donors have requested plaques or other public acknowledgement of their gifts. The Committee discussed how best to acknowledge gifts of varying amounts and/or types. Simon will reach out to LS to ask about a standard practice.
 - 1) Rather than having the three Committees tasked with this at the June Board meeting address this, the Executive Committee will form a task force to draft a policy.
 - 2) Deborah will reach out to Mary Weissblum about her gift in Adele Erving's honor and posting an acknowledgement plaque for Adele in the kiosk outside the Library.
 - iv. Recording and broadcasting Library programs: 1623 Studios is willing to work on this with us for a few. The Committee discussed the benefits of doing this. Deborah will take this on.

5. Next meeting Wednesday, August 7, 2019, 8:30 am

6. Adjourn

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Mern will get Simon a photo(s) of the Saunders House to include with that write-up in the Feasibility Study informational packet.

Deborah will send an email to the Trustees for opinions on changing the regular meeting date to the fourth Tuesday of the month.

Simon will reach out to Library Strategies to ask about a standard practice for public acknowledgement of gifts.

Deborah will reach out to Mary Weissblum about her gift in Adele Erving's honor and posting an acknowledgement plaque for Adele in the kiosk outside the Library.

Deborah agreed to take on arranging for filming and broadcasting of Library programs.