

Board of Trustees
Muzzey Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, July 23, 2019 5:30 pm

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

Not Present: Priscilla Malboeuf

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
 - a. Simon moved to welcome Joe to the meeting. Fran seconded and the motion passed.
3. Approval of the June 25, 2019 minutes. John made a small correction. Fred moved to approve as amended. Marsha seconded and the minutes were approved.
4. Financial
 - a. Treasurer's report: Joe presented budget v. actual for FY2019, showing a deficit for the year. He presented the same for committees and for the month of June. Fran moved to approve the Treasurer's Report; Mern seconded and the report was approved.
5. Discussion and Action
 - a. Liaisons to legacy committees of the board of trustees:
 - i. The Executive Committee has invited committee chairs to attend the August meeting.
 - b. Policy development – acceptance of donations and acknowledgement of donors
 - i. The Audit Committee had suggested we set a minimum for accepting small donations that include a restriction.
 - ii. Simon is in discussion with Library Strategies about developing a policy.
 - iii. The group discussed using hand-written notes to thank donors, giving a personalized touch.
 - c. Other
 - i. While physical visits to the Library have been showing a downward trend, use of the digital collection has increased dramatically.
 - ii. Fred offered a clarification: Mary Weissblum offered to cover the spring treatment of the beech tree by Cape Ann Tree. Building & Grounds will pick it up from there.

6. Updates
 - a. Building & Grounds – Fred Cowan
 - i. Fred is thinking about leadership succession and is encouraging another Trustee to join the committee to take over leadership when his term expires in 2021. The Committee meets on the second Monday of the month at 4:30pm
 - b. Capital Projects – Simon Paddock
 - i. Feasibility Study: The Committee has received a draft of the packet and the letters for review.
 - ii. Foundation: Paul McGeary is working with attorney Meredith Fine on the application.
 - iii. House Meetings: Joe Taormina will host the first meeting. This will be scheduled after the Feasibility Study interviews.
 - iv. This Committee needs more members – not necessarily Trustees. It meets on the last Wednesday of the month at 8:30am.
 - c. Corporate Communications – Fran Aliberte
 - i. Fran thanked Beth and the staff for the programming and their efforts.
 - ii. The Harry Potter event was a big success.
 - iii. We are sponsoring The NeverEnding Story outdoor movie event on Harbor Walk, scheduled for July 31st.
 - iv. Moving forward the Committee will focus on events that have fundraising potential.
 - v. The Committee is working on an FAQ sheet for the Building Project. Fran will send it to the Board for review.
 - d. Governance – John Brennan
 - i. We need more people to serve as Trustees and on committees. The group brainstormed methods to recruit people.
 - e. Lyceum – Marsha Sloane
 - i. Marsha reached out to Mary Weissblum, Lyceum Chair, but they have been unable to connect because Mary's been traveling.
 - ii. Deborah will check with staff liaison, Cindi Williams, to ask if Marsha can attend the next meeting on August 5th.
 - f. Saunders House – Mern Sibley
 - i. Work is scheduled to replace rotted gutter.
 - ii. The Committee is looking in to repairing rotted sill. Prudence Fish is reaching out to contractors. This is likely to be scheduled for the fall.
7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting.
 - a. The group thanked Fred for providing dinner.
8. 6:25 Adjourn. There being no further business the meeting was adjourned.
9. Next meeting dates: Trustees – Tue, Aug 27, 5:30 pm
 - a. City Council – Tue, Jul 23, 7 pm
 - b. Capital Projects – Wed, Jul 24, 8:30 am
 - c. Lyceum – Mon, Aug 5, 4:30 pm
 - d. Executive & Governance – Wed, Aug 7, 8:30 am

- e. Building & Grounds – Mon, Aug 12, 4:30 pm
- f. Corporate Communications – Wed, Aug 14, 9:00 am
- g. Friends – Wed, Aug 21, 3 pm
- h. Trustees – Tue, Aug 27, 5:30 pm
- i. Capital Projects – Wed, Aug 28, 8:30 am
- j. Executive & Governance – Wed, Sep 4, 8:30 am

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

n/a

Actions Summary

The Corporate Communications Committee is working on an FAQ sheet for the Building Project. Fran will send it to the Board for review.

Deborah will check with staff liaison, Cindi Williams, to ask if Marsha can attend the next Lyceum meeting on August 5th.