

**Board of Trustees**  
**Executive Committee**  
**Wednesday, September 4, 2019, 8:30 am**  
**Byers Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

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

**Not Present:** n/a

1. 8:35 Call to order
2. Welcome and introductions
  - a. Mern moved to accept Fran into the meeting. Priscilla seconded and the motion was approved.
3. Approval of the Minutes for April 3, 2019 and July 3, 2019.

April: Fred moved to approve the minutes as presented; Simon seconded. Mern abstained from voting and the minutes were approved

July: Priscilla moved to approve the minutes as presented; Mern seconded. Fred abstained and the minutes were approved.
4. Discussion/Report
  - a. Budget, Finance and Investment – Joe Grella
    - i. The audit is ongoing.
    - ii. The Foundation has created an EIN; this will enable us to open a checking account, to be funded by SFL. A promissory note detailing plans has gone to the attorney for review.
  - b. B&G – Fred Cowan
    - i. Bathroom Renovations: Simon and Fred spoke with Peter Pearson of Library Strategies (LS) to discuss the proposed bathroom renovations. Peter agreed we should move forward with it and suggested stressing the safety issue. He suggested we start with installing a single unisex bathroom on the main floor to the right of the elevator. The B&G Committee is following up with Rob Gulla, the architect who made the original design (to the left of the elevator). They are also reaching out to the City plumbing inspector re: minimum requirements.
      1. We will bring this to the next Board meeting.
      2. Decisions might be informed by results of the Feasibility Study.
    - ii. Commemorative plaque for Adele Ervin’s care of the beech tree. Fred has the plaque, but we need to find a stonecutter for mounting the stone.
    - iii. Fire Suppression System: Metroswift is making final repairs today.

- c. Library Building – Simon Paddock
  - i. Feasibility Study: The Committee is working with Peter Pearson and Stu Wilson of Library Strategies (LS) to plan visits for the end of October. These are currently planned to be conducted over a three-day period; Simon will ask LS if they can adjust scheduling to give more options to invitees. Invitation letters are going out next week; the list has been reviewed and letters will be personally signed by a Trustee. Results are expected in late November.
- d. Saunders House – Mern Sibley
  - i. Gutters: A section of rotted gutters has been replaced.
- e. Fundraising/Capital Projects – Simon
  - i. Foundation papers are ready to be filed with the State. We still need to work on populating the Board.
  - ii. House Meetings will be scheduled after Feasibility Study results are in. The Committee is working on take-away literature. Joe suggested waiting to put the packet together until the Feasibility Study results are in to learn what people are interested in hearing about.
- f. Corporate Communications – Fran Aliberte
  - i. Annual Appeal: We will aim for letters to go out in November. There was discussion about how much to include about the Building Plan; we don't want to create confusion that this is an appeal for the building.
  - ii. Annual Report: This will be a one-page document to be completed with the audit is finished. We will include it with the Annual Appeal letter and put a link to it on the website.
  - iii. Income Equality Seminar: Scheduled for next Wednesday evening at SFL as part of the Civic Hub grant. This will be a panel discussion with three economists.
  - iv. Sponsorships: Up next: Gloucester Schooner Festival
    - 1. We need volunteers from the Board to help staff the booth at public events.
  - v. If you have project ideas for PR team, Christine or for Tracy Davis please go through Fran.
  - vi. Joe asked to have the Building Plan financial report updated on the SFL website. Deborah will do that.
- g. September Trustee Agenda:
  - i. Marianne Smith from CASB will be asked to speak about the YMCA's fundraising efforts.
- h. Executive Committee Meetings: Reschedule in the future to second Wednesday of each month at 8:30am? Decided to keep it for the first Wednesday.
- i. Executive Committee Composition: EC make-up was extended to include Chairs of Library committees. The group discussed including Chairs of the Lyceum and the Friends at EC meetings and having Trustees serve as committee chairs. The latter is a bylaw discussion. We will extend invitations to Lyceum and Friends Chairs to attend but will not add them as members of the Committee for now.
- j. Cape Ann Reads: Deborah is meeting with Mayor re: curator Catherine Ryan refusing to return originals to winning authors and illustrators; she is also delaying publication of the winning pieces. We would like to write a letter from the

Trustees and then have the Mayor meet with Catherine. Deborah will report back to John on the outcome of meeting with the Mayor.

5. Next meeting Wednesday, October 2, 2019, 8:30 am
6. 9:15 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

n/a

**Actions Summary**

Deborah will have the Building Plan financial report updated on the SFL website.

Deborah will report back to John on the outcome of her meeting with the Mayor.