

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

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

Not Present: Mern Sibley

1. Call to order. This meeting is being recorded.
2. Welcome and introductions
 - a. Priscilla moved to vote Joe in as a voting member of the meeting. Fran seconded and the motion was approved.
3. Approval of the minutes for September 4, 2019. Tabled for the November meeting.
4. Discussion/Report
 - a. Treasurer- Joe Grella
 - i. The audit is complete and the tax forms have been mailed.
 - b. Building & Grounds – Fred Cowan
 - i. Matthew Natti (Cape Ann Tree) will help with the public propagation of the beech tree. Corporate Communications Committee (CCC) will help with promotion.
 - c. Capital Projects – Simon Paddock
 - i. Feasibility Study: We have ten interviews scheduled, with a hope of scheduling 20-25 total.
 - ii. Foundation: Priscilla will talk with attorney Elizabeth Reinhardt to discuss wording of the contract between SFL and the Foundation.
 - d. Communications – Fran Aliberte
 - i. Friends Art Auction is tonight: Christine Armstrong placed ads in the Gloucester Daily Times (at a good rate!).
 - ii. Annual Appeal: We drew up a timeline. Christine and Tracy Davis will draft a letter for John's approval. Aiming for November 1st start date. We need a decision on where/if the money will be earmarked.
 - iii. Civic Hub:
 1. *Native Garden* at Gloucester Stage Company opened on Sunday. Mern made an opening speech about SFL and there was a champagne toast.
 2. The soccer game made the front page of the GDT. We are talking about tying it in to Fiesta next year.
 - e. Library Director Report – Deborah Kelsey
 - i. State House Meeting: Deborah attended the meeting which focused on several areas: Administration, Finance, Security, and IT, in addition to the Mass. Board

of Library Commissioners (MBLC) building grant. Release of funds has been slowed by growing construction costs. The State is also asking libraries to be active in the upcoming census; Deborah has reached out to MBLC for clarification about what this means and what impact this might have on SFL.

- ii. Staff is at full capacity and functioning as a team. This has freed Deborah and Beth Pocock to gather statistics and focus on other non-operational tasks; it also frees Beth to work on the Civic Hub grant programs.
- iii. Furniture has been ordered for the Children's Library.
- iv. Smoking on the SFL campus: The Board needs to draft a policy that includes vaping. Once that is drafted B&G will have signs made and posted.

5. Next meeting Wednesday, November 6, 2019, 8:30 am

6. 8:55 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

n/a