

**Gloucester Lyceum and Sawyer Free Library
Capital Projects Committee
Wednesday October 23, 2019 at 8:30-9:30 am
Location: Byers-Davison room
2 Dale Avenue, Gloucester, MA 01930**

Attendance: Fran Aliberte, Anne-Marie Anderson, Christine Armstrong, Joe Grella, Simon Paddock (Chair), Joe Taormina, and Library Director Deborah Kelsey

Not Present: Tracy Davis, Joan Pohas

1. Call to order. welcome and introductions. This meeting is being recorded.
2. Approve minutes from August 21, 2019 and September 5, 2019. Fran moved to approve the minutes as presented. Joe seconded and the minutes were approved.
3. Review upcoming visit from Library Strategies (LS) for Feasibility Study
 - a. We have 28 interviews scheduled to be conducted Monday through Thursday next week. The group brainstormed other names to request for interviews.
 - b. Tuesday the 29th: Meet & Greet at Beauport for LS personnel and SFL Trustees.
 - c. We expect results at the end of November.
 - i. The Committee will discuss results and make a recommendation to the Board.
4. Discuss where we are with the Foundation.
 - a. Details of the funding agreement between SFL and the Foundation have been worked out; the document needs to be signed and funding will be in place.
 - b. Board recruitment:
 - i. The group discussed proposed Board make-up and strategies for Board recruitment. We have place-holder officers to form the Foundation, but we need to find people to serve long-term.
 - 1) Simon, Joe T, and Fran agreed to form a working group to further strategize and reach out to likely individuals.
5. Next meeting date: Thursday, December 5, 2019 at 8:30am
6. 9:20 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Simon, Joe T, and Fran agreed to form a working group to further strategize and reach out to likely individuals to serve on the Foundation board.