

Board of Trustees
Executive Committee
Wednesday, November 6, 2019, 8:30 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte, John Brennan, Fred Cowan, Joe Grella, Priscilla Malboeuf, Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

Not Present: n/a

1. 8:30 Call to order.
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for September 4 and October 2, 2019. John proposed a small change to the September minutes. With that change Fred moved to approve the September and October minutes. Fran seconded and the minutes were approved.
4. Discussion/Report
 - a. Treasurer – Joe Grella
 - i. Per the auditors’ suggestion, we transferred \$50,000 from the restricted account to the BankGloucester operating account.
 - ii. Joe is hoping to get an idea of committee expenses projected over the next few months in order to put together a schedule of transfers with the Cape Ann Savings Bank Trust Department
 - b. Building & Grounds – Fred Cowan
 - i. Bathroom renovations: the architect is working on the main floor plans.
 - c. Capital Projects – Foundation – Simon Paddock
 - i. Feasibility Study interviews have been conducted. Library Strategies personnel provided a synopsis at an informal gathering with Trustees; the written report is expected in early December. Preliminary responses are favorable to the plan and to the ability to fundraise.
 - 1) The group discussed ideal timing of conducting the major fundraising campaign.
 - ii. Documents to fund the Foundation have been signed.
 - d. Communications – Fran Aliberte
 - i. Annual Appeal: going out today.
 - ii. The Committee is helping with the upcoming Civic Hub immigration event.
 - e. Saunders House – Mern Sibley
 - i. Bill Finch attended the last meeting. An expert on historic finishes, he had written a detailed report on the Saunders House. The Committee will ask him for an estimate to conduct a paint analysis of the Byers-Davidson Room with the thought of renovating it to its original look.

- ii. Prudence Fish has arranged for an expert to inspect and advise on the rotting sill.
5. Board of Trustees agenda for the November meeting:
 - a. Foundation funding documents
 - b. Jason Brisbois nomination to the Board
6. Next meeting Wednesday, December 4, 2019, 8:30 am
7. 8:45 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

n/a