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