Board of Trustees
Executive Committee
Wednesday, December 4, 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, Mern Sibley, and Library Director Deborah Kelsey

Not Present: n/a

1. Call to order.

2. Welcome and introductions. This meeting is being recorded.
   a. Mern moved to accept Joe into the meeting. Fran seconded and the motion was approved.

3. Approval of the Minutes for November 6, 2019. Fred moved to approve the minutes; Fran seconded and the minutes were approved.

4. Discussion/Report
   a. Treasurer: Joe requested that Fred email a six-month estimated cash flow for the Building & Grounds Committee. Simon commented that he still needs to do that for the Capital Projects Committee.
   b. Building & Grounds:
      i. We are arranging for the plumber to come and price out the various bathroom options being considered: 1) two on the main floor, one on the second; 2) one on each floor; 3) two on each floor.
      ii. The Committee has asked the DPW to address the flooding and freezing safety issue at the sidewalk/crosswalk on Dale Avenue. The DPW is aware of the problem; the Committee will continue to push the issue.
      iii. The commemorative plaque for the beech tree has been installed.
   c. Capital Projects – Foundation:
      i. Feasibility Study: we have a draft of the results. The Committee will review it tomorrow and bring it to the Board with a recommendation; Deborah will send the draft and the Committee recommendation with the Board packet. The group discussed the important points raised; these will be detailed in the Committee’s recommendation.
   d. Communications:
      i. Annual Appeal: responses are coming in. In the future, we should make hard copies available at the Circulation Desk.
      ii. Social Media: The Committee has drafted a social media schedule for posts. Fran noted that our schedule has not been posted on Good Morning Gloucester lately; Tracy Davis is looking into this.
iii. Take-away for house-parties: Christine Armstrong is working on this. When it’s done each Board member will get a copy. Fran will make sure City Councilors get a copy as well. Simon will send an electronic copy to Deborah.

iv. The recent immigration event was well-attended and well-received.

e. Saunders House:
   i. Paint Analysis: Historical expert Bill Finch has given us an estimate for conducting an in-depth paint analysis on the Byers-Davidson Room and the hallway. The Committee had previously agreed to do the analysis at a cost not to exceed $5,000. They will discuss the estimate at their next meeting.
   ii. Furnace: There was a problem with the furnace over the weekend. Brad Poole, the technician for the City is not available in the off-hours. B&G will try to contract with an outside service provider.

5. Next meeting Wednesday, January 8, 2020, 8:30 am

6. 9:05 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

n/a

**Actions Summary**

Fred and Simon will send Jo a six-month estimated cash flow for their respective committees. Deborah will send the draft Feasibility Study report, and the Committee recommendation, with the Board packet.

When the take-away for house-parties has been completed, Simon will send an electronic copy to Deborah. She will forward it to Trustees and Fran will make sure City Councilors get a copy as well.