

Board of Trustees
Executive Committee
Wednesday, January 8, 2020, 8:30 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA

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

Not present: Fred Cowan

1. Call to order
2. Welcome and introductions
 - a. Simon moved to vote Fran and Joe into the meeting. Mern seconded and the motion was approved.
3. Approval of the Minutes for December 4, 2019. Simon moved to approve the minutes as presented. Mern seconded and the minutes were approved.
4. Announcements
 - a. Deborah announced that she is planning to retire later this year. She will work with the Committee to define priorities and a timeline for the search for a new Director and the changeover. She has spoken to HR personnel with the City.
 - i. The Committee thanked her for all the work she's done and for her generous timeline in making this announcement.
 - ii. Next steps: 1) John, Mern, and Deborah will meet with the City's HR Department to discuss the search process, the job description, etc. 2) Corporate Communications will draft a public announcement.
5. Discussion/Report
 - a. Capital Projects/Foundation – Simon Paddock
 - i. Library Strategies (LS) Summary of the Feasibility Study: The executive summary has been prepared and will be discussed at the January Trustees meeting.
 - ii. Barry Weiner has agreed to serve as Co-Chair of the Foundation Board; he brings a lot of fundraising experience. We will invite him to the January SFL Trustees meeting. The group discussed make-up of the Foundation Board.
 1. Tracy Davis and Christine Armstrong will draft a press release about Barry and other Board members
 - iii. Opening the Foundation bank account soon is a priority. The account will be at the Cape Ann Savings Bank.
 - b. Treasurer – Joe Grella

- i. Joe thanked those who have been helping signing checks in his absence. Mary-Kathryn Gray has been sending him weekly updates.
 - ii. Deborah reported that Mary-Kathryn has caught us up with filing Annual Reports to the state.
 - c. Communications – Fran Aliberte
 - i. The annual appeal is expected to come in at ~\$26,000.
 - ii. The Committee is planning out sponsorship opportunities for the coming year.
 - d. Saunders House – Mern Sibley
 - i. Paint analysis: We are moving ahead with the paint analysis by Bill Finch.
 - ii. Chimney: Richard Irons inspected the chimneys. The fireplaces have been altered over the decades (to make them smaller). He found no structural problems with the chimneys.
- 6. Next meeting Wednesday, February 5, 2020, 9:00 am
- 7. 9:20 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Simon moved to vote Fran and Joe into the meeting. Mern seconded and the motion was approved.

Actions Summary

Deborah will work with the Committee to define priorities and a timeline for the search for a new Director and the changeover.

John, Mern, and Deborah will meet with the City's HR Department to discuss the search process, the job description, etc.

Corporate Communications will draft a public announcement about Deborah's retirement.