

**Gloucester Lyceum and Sawyer Free Library
Capital Projects Committee
Thursday December 5th, 2019 at 8:30-9:30 am
Location: Byers / Davison room
2 Dale Avenue, Gloucester, MA 01930**

Attendance: Fran Aliberte, Christine Armstrong, Joe Grella (via video conferencing), Simon Paddock (Chair), Joan Pohas, and Library Directory Deborah Kelsey

Not Present: Anne-Marie Anderson, Fred Cowan, and Joe Taormina

1. Call to order, welcome and introductions. This meeting is being recorded.
 - a. Fran moved to accept Joe into the meeting. Joann seconded and the motion was approved.
2. Approve minutes from October 23, 2019. Fran moved to approve the minutes as presented. The motion was approved and seconded.
3. Discuss Feasibility Study report from Library Strategies Group
 - a. Committee members were pleased with the positive take-aways from the interviews. This helped identify both potential donors and potential Foundation Board members.
 - b. The group brainstormed about people to approach for the Foundation board. Simon will create a Google doc for sharing information.
 - c. Simon moved to recommend the SFL Trustees to accept the Feasibility Study as written. Fran seconded and the motion was approved.
4. Update on Foundation matters
 - a. Simon moved to propose a plan of action to hire an Executive Director for the Foundation and Fran seconded. After discussion the motion was amended to recommend to the SFL Trustees that we hire Library Strategies begin the search for the Development Director for the Foundation. Joan seconded and the motion was approved.
 - i. They will narrow the list down to a handful for the Committee and the Foundation to review.
 - ii. The group discussed the salary range. Simon will consult with Library Strategies about salary. Deborah and Simon will find the original draft document and send for the Committee to review.
5. Confirm next meeting date: TBD
6. 9:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Simon moved to recommend the SFL Trustees to accept the Feasibility Study as written. Fran seconded and the motion was approved.

Simon moved to propose a plan of action to hire an Executive Director for the Foundation and Fran seconded. After discussion the motion was amended to recommend to the SFL Trustees that we hire Library Strategies begin the search for the Development Director for the Foundation. Joan seconded and the motion was approved.

Actions Summary

Simon will create a Google doc for sharing information about potential donors and Foundation Board members.

Simon will consult with Library Strategies on a salary range for the Foundation Development Director. Deborah and Simon will find the original draft document and send for the Committee to review.