

**Gloucester Lyceum and Sawyer Free Library
Capital Projects Committee
Wednesday, January 22, 2020 8:30-9:30 am
Location: Byers / Davison room
2 Dale Avenue, Gloucester, MA 01930**

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

Not present: Anne-Marie Anderson, Fred Cowan

1. Call to order, welcome and introductions. This meeting is being recorded.
 - a. Joe T moved to accept Joe G to the meeting; Joan seconded and the motion was approved. Joe T moved to accept Fran to the meeting; Christine seconded and the motion was approved.
2. Approve minutes from December 5, 2019. Simon moved to approve the minutes as presented. Joe T seconded and the motion was approved.
3. Discuss formation of the Sawyer Library Foundation
 - a. All the paperwork has been submitted to the state.
 - b. Board make-up
 - i. The following people have agreed to serve:
 - 1) Short-term: Joe G; Paul McGeary; and Joan Pohas.
 - 2) Full-term: John Brennan, when his SFL term is up in May; Meredith Fine; and Barry Weiner as Co-Chair.
 - ii. More board members still need to be recruited.
 - c. The executive summary of the Feasibility Study report will be presented at the January 29 SFL Trustees meeting for approval.
 - i. A press release will be prepared stating that we are moving forward. Specifics will not be released.
 - d. We hope to have everything in place for presentation at the Annual Meeting in May.
4. Discuss next steps for Executive Search for Foundation Director of Advancement
 - a. Susan Hall of Library Strategies has agreed to help lead the process at a cost of \$18,000 plus expenses.
 - i. She will help draft a job description; place the ads; screen candidates and narrow the list down for interviews with the Foundation.
 - b. The group discussed necessary qualifications and a salary range.
 - c. We will form an *ad hoc* search committee to help with the process. Please get suggestions of people to serve to Simon.
 - i. Joan agreed to serve on the search committee.

5. Next meeting date: Wednesday, February 26, 2020 at 8:30AM
6. 9:10 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Simon will present the executive summary of the Feasibility Study report at the January 29th SFL Trustees meeting for approval.

Simon will ask the SFL Trustees to approve the estimate from Susan Hall of Library Strategies for \$18,000 plus expenses to lead the search for the Foundation Director.

Please send Simon suggestions of people to serve an *ad hoc* search committee for the Foundation Director.