



**Board of Trustees
Executive Committee
Thursday, May 14, 2020, 8:30 am
Via Zoom Meeting
<https://us02web.zoom.us/j/89860818105>
Meeting ID: 898 6081 8105**

Attendance: Fran Aliberte, Anne-Marie Anderson, John Brennan, Fred Cowan, Joe Grella, Priscilla Malboeuf (joined at 9:00), Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

Not Present: n/a

1. 8:33 Call to order
2. Welcome and introductions via roll call.
3. Approval of the Minutes for March 4, 2020. Fred moved to approve the minutes as presented. Fran seconded. Anne-Mari and Joe abstained and the minutes were approved via roll call.
4. Announcements
 - a. Update Library Director search: Applications are being accepted through tomorrow. The Search Committee have received promising applications and have begun interviews. The Committee thanks the City's HR Director, Donna Leete, for her help with the process.
5. Discuss Grant Funding Agreement for FY21 between Library and Foundation
 - a. Updates to the Agreement: It will be revised to be dated for the beginning of the next fiscal year. John will sign as Foundation President and Mern as SFL President. Anne-Marie will revise the draft with the new date and signers.
 - b. Disbursement of Funds:
 - i. The policy for distribution of funds from SFL to the Foundation is a separate document.

- ii. Fred moved to recommend to the full Board that the grant funding policy be approved. Joe seconded. Joe and John abstained and the motion was approved via roll call.

6. Discuss Corporation FY21 Budget

- a. How to cover FY20 Foundation expenses? Legal fees, Feasibility Study expenses, for example, are currently recorded in SFL financials as Misc. Expenses. Joe noted that we are keeping track and will work with the Foundation to subtract these expenses from the FY21 disbursement.
- b. Bathroom renovations: Any expenses in FY20 will be rolled into the FY21 budget of \$112,500.
- c. The FY21 budget is on the agenda to be approved at the next Board meeting.

7. Reports

a. Treasurer – Joe Grella

- i. The group discussed an unsolicited proposal from Horvitz & Frisch to conduct the FY20 audit. They agreed that with upcoming changes in leadership now is not the time to change auditors. Mern will let Howard Frisch know.

b. Building & Grounds – Fred Cowan

- i. Fountain: Despite the library being closed currently, Fred would like to get the fountain functioning for the season. The group agreed that it sends a nice signal. Fred will check with the Board of Health for any health concerns before having it set up for the season.

- 1. B&G will keep the grounds looking cared for and inviting during the phased re-opening.

ii. Re-opening practices and plans:

- 1. Deborah has been working with the City and library personnel regionally and statewide to draft a multi-phased plan. She is revising the plan and will disseminate it for review at the next Board meeting.
- 2. Opening of spaces will be on a gradual basis, starting with the lower floor. Several computers will be moved into the Friend Room for public use. Materials will be available for curbside pick-up and home delivery; they will be quarantined upon return.
 - a. We are required to provide access to public bathrooms during open hours.
 - b. We are required to meet strict open-hour requirements for state certification.
- 3. Children’s Library garden: Deborah will ask staff opinion. B&G can take this on if staff would like it planted.
- 4. Also discussed: Increasing numbers of security personnel on site when the full facility has been opened; requiring patrons to wear gloves; expected staff shortages due to likely City budget cuts and staff members out on FMLA.

c. Communications – Fran Aliberte

- i. The Committee met yesterday and discussed the Annual Report; it will be posted online with emails and postcards to alert Corporators. They also discussed providing patrons with masks bearing the SFL logo. Many sponsorship opportunities have been cancelled or postponed, but they are working on programs with Backyard Growers and the Gloucester Education Foundation. Melanie Murray-Brown has agreed to serve on the SFL Board; Fran recommends recruiting an architect to help with the Building Program. We are getting great feedback on SFL staff social media posts during the shutdown. The beech tree propagation plan is moving forward with cuttings and seedlings to be started this summer for distribution in the fall.
 - d. Saunders House – Mern Sibley
 - i. Projects are on hold due to the building being closed.
 - e. Sawyer Library Foundation – Simon Paddock
 - i. The Board has been meeting every other week. The search committee is also meeting; there is some conversation about coordinating the process with the SFL search if the timing works out.
- 8. Next meeting: Thursday, June 11 at 8:30 AM
- 9. 9:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Fred moved to recommend to the full Board that the Foundation grant funding policy be approved. Joe seconded. Joe and John abstained and the motion was approved via roll call.

Actions Summary

Anne-Marie will revise the Foundation agreement with the new date and signers.

Mern will let Howard Frisch know that we do not want to change auditors at this time.

Fred will check with the Board of Health for any health concerns before having the fountain set up for the season.

Deborah will disseminate the multi-phase re-opening plan for review at the next Board meeting.

Deborah will ask Children's Library staff if they would like the garden planted this year. B&G can take this on if staff would like it planted.