

**Gloucester Lyceum and Sawyer Free Library
Board of Trustees
Executive Committee**

Thursday, June 11, 2020, 8:30 a.m.

Via Zoom meeting: <https://us02web.zoom.us/j/82553807405>

Attendance: Fran Aliberte, AMA, John Brennan, Fred Cowan, Joe Grella, Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

Not Present: n/a

1. Call to order
2. Welcome and introductions
3. Approval of the Minutes for May 14, 2020. Fran moved to approve the minutes as presented and Simon seconded. Fred abstained and the minutes were approved via roll call.
4. Updates
 - a. Update Library Director search – Mern
 - i. Deborah’s last day is June 27. Beth Pocock will serve in as Interim Director.
 - ii. The search committee have conducted seconded interviews. They are impressed with the candidates.
 - b. Howard Frisch proposal. Mern informed Howard of the group’s decision to stay with the current auditors for now.
 - c. Foundation agreement: John and Mern have signed as respective Presidents. John will share the agreement and funding policy with the Foundation Board at their next meeting.
 - i. The Foundation is preparing a funding request.
 - d. Children’s Garden: Children’s Library staff planted the garden.
 - e. Update Library Re-opening plan – Deborah
 - i. Curbside pick-up has commenced. Staff are very busy with technology questions. Security is onsite during curbside pick-up hours. We are awaiting training from the City on Covid clean-up techniques and proper use of PPE. Fred reached out to the City’s Health Director re: Covid training for SFL staff; she acknowledged the need. Deborah described staffing- and materials-quarantine practices and state guidelines for libraries re-opening.
 - ii. The group discussed the idea of including a disclaimer with materials being checked out. Consensus was to post a notice of practices rather than distributing something with materials.

- iii. B&G is scheduling an air quality inspection with Environmental Health & Engineering, Inc (EH&E).
5. Discuss Insurance Coverage for Corporation and Trustees – Fran
 - a. Fran spent some time researching our policy and talking with Carroll Steele Insurance. He described what is covered and what is not. He recommends raising coverage from \$1million to \$2million at a cost of a little over \$300/year. Fran will check on premium rates if we raise the deductible levels. Fred moved to recommend to the Board we raise the coverage to \$2million and pay the premium. Simon seconded and the motion was approved via roll call. Fran will present details at the next Board meeting.
6. Discuss June 4 Mass. Board of Library Commissioners (MBLC) meeting – Deborah
 - a. Peter Feinstein and Deborah met with MBLC personnel to negotiate grant award timing during the pandemic. No new provisional grants will be given until the beginning of the next fiscal year (i.e., July 2022).
7. Reports
 - a. Treasurer – Joe Grella
 - i. Mary-Kathryn has requested to be able to work at home rather than resuming her spot in the Saunders House. The group agreed that she is free to do that.
 - ii. Public hearing for the budget is June 16 with a vote on the 17th. We are not expecting any changes.
 - b. Building & Grounds – Fred Cowan
 - i. We have scheduled an air quality survey with EH&E.
 - ii. We are working on creating a tribute to Janis Stelluto in the amphitheater and have requested a proposal from local mosaic artist Pam Stratton; the piece will be removable during building construction.
 - iii. Children’s Library garden: Joe Poirier will take on maintenance of the garden and surrounding grassy area.
 - c. Communications – Fran Aliberte
 - i. A post card re: Annual Meeting and Annual Report has gone out to Corporators.
 - d. Sawyer Library Foundation – Simon Paddock
 - i. Board recruitment is on-going.
 - e. Mern recommended the book Expect More by David Lankes – a great read about all a modern library can offer. She is happy to share her copy with the group.
8. Committees: Anne-Marie requested information from committee chairs re: committee make-up and meeting schedule.
9. Next meeting July 9, 2020, 8:30 a.m.

10. 9:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Fran will check on premium rates if we raise the liability insurance deductible levels. He will present details about insurance coverage and the decision to raise the coverage at the next Board meeting.

Anne-Marie requested information from committee chairs re: committee make-up and meeting schedule.

Actions Summary

Fred moved to recommend to the Board we raise liability coverage to \$2million and pay the premium. Simon seconded and the motion was approved via roll call.