

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, February 25, 2020 5:30 pm

Attendance: Fran Aliberte (via video conferencing), Peter Brau, John Brennan, Jason Brisbois, Fred Cowan, John Day, Joe Grella (via video conferencing), Priscilla Malboeuf (arrived at 5:45), Simon Paddock, James Pope, Joann Riley, Marsha Sloane, and Library Director Deborah Kelsey

Not Present: Anne-Marie Anderson, Peter Feinstein, Mern Sibley,

1. 5:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
 - a. John B welcomed John Day to the Board and to the meeting.
 - b. Simon moved to welcome Fran and Joe to the meeting. Fred seconded and the motion passed.
3. Approval of the January 29, 2020 minutes. With the correction of the date, Fred moved to approve the minutes and Joann seconded. John B, John D, and Marsha abstained; Priscilla was absent for the vote. The minutes were approved.
4. Financial – Joe Grella
 - a. Treasurer’s report: Joe presented budget versus actuals for January and for the year to date. He also presented committee actuals for the year. Returns on investments are good. Peter asked about investment policies; Joe will share those with him. Jason moved to approve the Treasurer’s Report. Marsha seconded and the report was approved.
 - b. Family Medical Leave Act: Mary-Kathryn Gray and Tracy Bowen are covered under this. Though the employee is responsible for this tax, the Executive Committee recommends that SFL pick up the cost. Fred moved to approve the expense. James seconded and the motion was approved.
 - c. Invoice payments: Joe and Bookkeeper, Mary-Kathryn Gray have decided on Bill.com for ease of tracking and paying invoices at a cost of about \$30/month/approver (or about \$300/month). The system interacts with Quickbooks. It sends reminders that bills need approving. Peter moved to approve the expense. Simon seconded and the motion was approved.
5. Discussion and Action
 - a. Search for a Library Director – John
 - i. John, Mern Sibley, and Assistant Library Director Beth Pocock met with Donna Leete from the City’s HR department.
 - b. Proposed revisions to the Bylaws – Priscilla Malboeuf
 - i. Priscilla has done an in-depth review of the bylaws including committee and officer roles. The Governance Committee has reviewed and offered feedback on her proposed changes. Trustees discussed proposed changes

to Board participation on standing committees. Trustees thanked Priscilla for all her work.

- ii. John moved to present “Amended and Restated Bylaws” to the Corporators at the Annual Meeting for acceptance. Jason second and the motion was approved.
- c. Restroom installation/renovation – Fred Cowan
 - i. Architect Rob Gulla has requested a month to draw up more detailed plans. The Building & Grounds Committee (B&G) is using the time to seek out additional estimates for the work.
 - 1) As Chair of the Corporate Communications Committee (CCC), Fran raised the issue of public perception of this expense as well as that of upcoming renovations to the Children’s Library. Tracy Davis is writing up talking points to respond to public concerns, if any are raised. Fran will share the talking point with Trustees.
- d. Reviewing Cape Ann Reads requests from Catherine Ryan:
 - i. Catherine’s requests:
 - 1) “As Directors of CAR, we are pleased to share with our Trustees that The Tree in Dock Square will be in publication by June 2020 under the guidance of CR. To get to this point it is necessary to reconnect with the printer: D&J Publishing. CR will be the point of contact with DF as alternate. It is necessary for DK to convey this information via email to the printer and CR, as approved by SFL Board.”
 - 2) “With the printing of A Tree in Dock Square by the allotted time, acknowledgements will be noted in the library minutes for CR, and all our partners.”
 - ii. With a verbal roll call, the Trustees voted unanimously to move into Executive Session for discussion.
 - iii. Executive session ended.
 - iv. Peter moved to authorize Deborah to work with a publisher at a cost not to exceed \$25,000, inclusive of the \$4,000 already spent, to complete and publish the Cape Ann Reads book. Simon seconded and the motion was approved.

6. Updates

- a. Building & Grounds – Fred Cowan
 - i. AV upgrade: Essery Electric has done the necessary wiring.
 - ii. The March meeting has been canceled due to a lack of a quorum.
 - iii. Fred asked for another Trustee to join the Committee and attend B&G meetings.
 - iv. Custodial coverage for every open hour: Fred has been in conversation with Mike Hale of DPW. Approval of this extra expense needs to come from the Mayor’s office.
- b. Capital Projects – Simon Paddock
 - i. Foundation Board: The Committee has identified several interested, committed people.

- ii. Executive Search: Library Strategies has provided a contract we need to sign. The Search Committee has formed.
 - c. Corporate Communications – Fran Aliberte
 - i. Annual Meeting: The Committee is working on a presentation; they are looking into have a video made.
 - ii. Sponsorships 2020: The Committee is drawing up a list for the year. First up is an event with Backyard Growers. They have also committed to St. Peter’s Fiesta
 - d. Director’s Report – Deborah
 - i. We received a grant of \$8,000 from the Secretary of State toward the census. We will act as a questionnaire assistance center.
 - ii. Budget: The City is expecting level service budgets. Deborah will draft two budgets: a level-service budget and a needs-based budget. She will have these for the March meeting of the Trustees. The City meets in May.
 - iii. Earlier today we hosted the Lt. Governor and the Seaport Economic Council when they announced grant awards to enhance the maritime economy.
 - e. Governance -see bylaws discussion above.
 - f. Lyceum – Marsha
 - i. Marsha outlined recent past programs as well as upcoming programs. She is working on a program related to fishing.
 - g. Saunders House – Deborah
 - i. Paint Analysis: has begun.
 - ii. There is threat of a septic leak in the basement. The B&G Committee is working with the Saunders House Stewardship Committee to address this.
7. 6:50 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting dates: Trustees – Tue, Mar 24, 5:30 pm
- a. Lyceum – Mon, Mar 2, 4:30 pm
 - b. Governance & Executive – Wed, Mar 4, 8:30 am
 - c. Building & Grounds – Mon, Mar 9, 4:30 pm
 - d. Corporate Communications – Wed, Mar 11, 9:00 am
 - e. Saunders House – Mon, Mar 16, 10:30 am
 - f. Friends – Wed, Mar 18, 3:00 pm
 - g. Trustees – Tue, Mar 24, 5:30 pm
 - h. Library closed for Staff Development - Mental Health First Aid – Wed, Mar 25
 - i. Capital Projects – to be scheduled

Respectfully submitted, Tracy Bowen

Motions Summary

Simon moved to welcome Fran and Joe to the meeting. Fred seconded and the motion passed

Jason moved to approve the Treasurer’s Report. Marsha seconded and the report was approved.

Fred moved to approve the expense of paying the Family Medical Leave Act tax for Mary-Kathryn Gran and Tracy Bowen. James seconded and the motion was approved.

Peter moved to approve the monthly expense for Bill.com. Simon seconded and the motion was approved.

John moved to present the amended and revised bylaws to the Corporators at the Annual Meeting for acceptance. Jason second and the motion was approved.

With a verbal roll call, the Trustees voted unanimously to move into Executive Session for a discussion of Cape Ann Reads.

Peter moved to authorize Deborah to work with a publisher at a cost not to exceed \$25,000, inclusive of the roughly \$5,000 already spent, to complete and publish the Cape Ann Reads book. Simon seconded and the motion was approved.

Actions Summary

Joe will share SFL investment policies with Peter.

Tracy Davis is writing up talking points to respond to public concerns, if any, about construction of bathrooms on the main floor and renovations in the Children's Library. Fran will share the talking point with Trustees.

Deborah will share budget drafts at the March meeting of the Trustees.

Sawyer Free Library Highlights

February 24, 2020

Building & Grounds:

Monell Building - Children's Room

- Shelves and carpet ordered.
- Propose a new, mobile service desk.
- Relocation of collections, shelving and furniture, painting, and installation of carpeting and shelving planned for the end of April.

Monell Building - Restrooms

- Main floor unisex restroom concept verbally approved by the Plumbing Inspector.
- Designs will be developed by Rob Gulla, Architect.
- Additional bids for the project will be obtained.

Monell Building – Main Floor

- Signage defining collections has been installed.
- AV equipment has been ordered and electrical work completed.

Monell Building – Friend Room

- Mobile tables and task chairs for children and adults are being selected.
- AV equipment has been ordered and electrical work completed.

Saunders House

- Paint analysis of front parlor and stairwell has begun.

Public Furnishings:

- Mobile tables and task chairs for gaming, tutoring, and meeting are being selected to increase flexibility and usability.

Staff Furnishings:

- Task chairs are being selected.

Grounds:

- Crosswalk puddling on Dale Street to be addressed by DPW in the spring. F Cowan to follow up with M Hale, DPW Director.
- The witch hazel has bloomed.

Collaborations:

Children's outreach:

- Cape Ann YMCA, Shannah Montessori, Happy Day, Review, Rock the Baby, and Annisquam Preschools and
- Faith Christian Kindergarten

Census 2020:

- The library hosted a Solutions Workshop, facilitated design thinking to achieve a complete count on Cape Ann.
- The library has registered as a Questionnaire Assistance Center to answer questions and provide technology and associated support to complete the census.
- Massachusetts Secretary of State's Complete Count Grant Program grant application was revised.

400th work continues:

- Literary – Christy Rosso is working with Dana Hawkes about a TS Eliot children’s program for the TS Eliot international committee which is holding their annual meeting in Gloucester in 2023
- Visual – Liz Burke (Illuminartz) is working on a grant to illuminate the Fisherman and the Fisherman’s Wife statues that will include storytellers, artistic projection and local musicians. The library is partnering with this grant.
- Tony Goddess has agreed to chair the 400th Music Committee and will be meeting with Charles Nazarian and B Pocock to get started.
- B Pocock is working with Judith Hoglander and Gloucester Cultural Initiative on creating vetting and organization of venues.
- J Linsky has joined the Genealogy Committee. She sees this as a great opportunity to raise awareness of the Local History collections at the library and identify what people are looking for.

A Better Life Program:

Gloucester Housing Authority’s goal is to give Riverdale families back hope and help them to break down those barriers that have kept them from obtaining a decent job at a living wage. ABL help will help each family meet their maximum potential and allow more families to move up and out of Public Housing making way for others. – J Santomauro

Gloucester Connection:

A website of community information and services for people who are new to the area and may have limited English Language skills in partnership with Wellspring House, Public Schools, Action, Housing Authority, and Social Capital – L Vilahomat

Collections:

Local History – J Linsky

- Vision and Mission statements, and Collection Policy are being drafted
- Preservation Long Range plan has been reviewed and revised
- Created a guide for how to use the microfilm reader
- Conserved and digitized City Records have been returned to the City Archives upon request of the Archives Committee

Library of Things is being developed – S Lajoie

Teen collection will be purchased by J Dunajski

Fiction collection genres are being identified – L Vilahomat

Promotions:

Social media: Live videos on Thursday showcasing the goings-on at the library – M Martin

Creating trifold monthly calendar – M Martin

Programs:

LSTA Grant: Library as Civic Hub: Managed by B Pocock

A survey of public opinion will be done prior to programming on the topic with the goal of measuring baseline opinion and the change in opinion after programming.

- Civic Hub Public Trust in Journalism
 - Survey shows a surprisingly high degree of mistrust. (Attached)
 - Panel discussion April 9th with journalists from *Frontline*, *Boston Globe*, *Gloucester Daily Times*, and *Gillnetter* to discuss restoring trust in journalism as well as the future of journalism.
- Civic Hub Global Warming / Rising Ocean / Climate Change
 - Have decided on two all-city reads;
 - Fiction – *The Marrow Thieves*;
 - NonFiction – *Falter* by Bill McKibben.
 - Overdrive is negotiating with the publishers of these books to let us provide simultaneous ebooks of these two titles.
 - All-city read will be launched on April 18.
 - Christine Armstrong is designing a logo. Possibilities include
 1. Gloucester – We Need to Talk
 2. Gloucester Reads Together
 3. Many readers – One Conversation
 - Discussion groups will be held at the library and at our collaborating organizations: Backyard Growers, TownGreen2025, Gloucester Education Foundation, Maritime Gloucester, Ocean Alliance
 - Programming will include:
 - Presentation by an environmental lawyer/scuba diver who writes about climate changes in both Antarctica and Cape Ann;
 - Interactive family program with a virtual submarine and sand tables; and
 - Virtual presentation by Bill McKibben (author) to be held at the high school on Sept 16
 - Still working on public/private collaboration on emergency preparedness communication

Teen Internship: Developed by J Santomauro.

- The position description for Library Aide posted on the city's website and shared with LEAP, CARE, and BEC.
- There were two applicants for the Spring internship. We expect to offer three six week internship sessions a year.
- PLA Inclusive Internship Initiatives grant application submitted.

Annual Valentine Crafts Workshop was attended by 90m people.

Cape Ann Reads:

D French, Essex Library Director, will try to work with C Ryan to complete the publishing of the winning book. The deadline is June 30th. Action item.

LSTA Grant: Pathways to Success: Providing job and career assistance

J Santomauro submitted a first draft of grant application.

Security:

A young child was left at the library by her family. SafeGuard Blue and staff remain safe space until her family could be located and reunited with her.

Attendance is improving over last year, but has not returned to previous year's levels:

Month	Change from '19 -> '20	FY 20	Change from '18 -> '19	FY 19	FY 18
July	-16.71%	17,186	-17.53%	20,633	25,018
August	-25.42%	19,987	-3.04%	26,799	27,638
September	7.71%	18,724	-14.80%	17,384	20,403
October	27.35%	19,093	-32.50%	14,992	22,210
November	3.13%	13,162	-29.64%	12,762	18,137
December	6.69%	11,979	-20.67%	11,228	14,153
January	-8.95%	12,501	-11.24%	13,730	15,469
February			-1.39%	15,722	15,944
March			-20.65%	16,277	20,512
April			-31.90%	14,348	21,068
May			-25.15%	15,090	20,160
June			-35.30%	15,442	23,867
Total		112,632		194,407	244,579

Services:

General loan rule change to a two week loan period with no fines and 5 renewals has been rolled out with a lot of positive publicity. Fines were cleared from borrower records.

Device Advice is being offered by Information Services staff two hours per week on Wednesday morning and by appointment.

NOBLE Libraries app will be launched shortly. Try it out by going to your app store and downloading.

Exam proctoring guidelines are being developed – L Vilahomat

Teens:

- Space is being redesigned to be more welcoming to ‘tweens, teens, and post-secondary school young adults
- Volunteers are being developed to form an advisory committee and become interns.

Staff:

Heather Falk from Children’s Services:

“We continued to talk daily with Heather during her stay in the hospital. We had been planning a birthday party for her. We were terribly shocked when her brother called to report her passing on Friday, February 7.

We have received e-mails, personal statements, cards and notes of sympathy and warmth from the community. People recalled her love of dancing at Stage Fort Park, and her “sweetness” with their children. Peggy Wakeman wrote that Heather was “a loyal, sweet team member of your own.” Several patrons were sure that they had just seen her in Children’s one or two weeks ago.

As her funeral indicated, Heather was widely known and much loved and appreciated in Gloucester. She loved the library, and considered us her family, as her brother Scott confirmed. Her loss is deeply felt by our children’s staff during this sad time.”

Massachusetts Libraries Respond: Opioid Epidemic Symposium LSTA social infrastructure grant opportunity - Staff training on serving patrons in-crisis with [Mental Health First Aid](#) is scheduled for March 25th.

The new AFSCME B contract, reclassification and compensation is in effect. A MOA with the union regarding the library’s administrative assistant position is pending.

Marietta Lawson has joined the staff as a substitute library assistant. She has exceptional experience in customer service and is interested in supporting our outreach efforts.

Technology:

City IT is working on imaging new public computers for Information Services and setting up the self-serve print release station, scanner / copier / printer.

Headphones have been added for in-library use.

First draft of the new technology plan was completed by S LaJoie.

Other:

The Institute for Trustees, ECCF, at Pingree School on Saturday, March 14, 2020. Registration is open. If you would like to attend, please let me know and I will register you.

Respectfully submitted,

Deborah Kelsey, Library Director