

Gloucester Lyceum & Sawyer Free Library
Board of Directors
Meeting Minutes
Tuesday, January 26, 2016

Jerry Ackerman	Barbara Braver	John Brennan
Fred Cowan	Meredith Fine	Bill Fonvielle
Howard Frisch	Kecia German	Emily Glover
Scott Memhard	Deborah Kelsey	

1. Call to order: 6:00

2. Welcome and introductions

3. Call for additions to the agenda

4. Approval of the October 19 and December 1, 2015 minutes. Fred moved to approve the December minutes as presented; John seconded. The minutes were approved unanimously. Emily will provide the October minutes for approval at the next Board meeting.

5. Discussion and Action Items

a. Library Building Program

Deborah has finished it and sent it to the Board for review. Send any changes/suggestions to Deborah. It is to be approved at next meeting. This will serve as the building block for planning the new or renovated library.

b. Owner's Project Manager (OPM) proposal

We have received one proposal from KBA; the Executive Committee has discussed it and is assembling a Building Committee to negotiate with the OPM.

Fred raised concerns about planning for a new building, and the associated expenses vs. putting less money into making this building the best it can be.

After some discussion the Board agreed that hiring an OPM will keep all options open. Bill moved to authorize the Board President to negotiate an OPM contract with KBA; Scott seconded. The motion was passed unanimously.

The next step is to start the search for an architect.

c. Emergency Procedures

The policy was drafted by Deborah and the staff. As procedures they do not need committee or Board approval. The Committee nevertheless will informally review them for any possible omissions or conflicts and for clarity. Please review the policy and send comments to Deborah.

d. Appoint Mary-Kathryn Gray to provide contract bookkeeping services.

John Brennan worked with her at NS Arts Association. She has spent the last month streamlining Quickbooks and drafting a report of suggested changes. She is working with Stella & Deborah.

John moved to contract with her to retain her for bookkeeping services; Scott seconded. The motion was approved unanimously. Meredith suggested drafting a letter of engagement.

e. Essex County Community Foundation's 2016 Institute for Trustees, Saturday, March 19th
Deborah handed out schedule; please let her know if you're interested in attending.

f. Designate new signers for bank accounts.

Fred moved and Scott seconded to add John Brennan, Meredith Fine, and Scott Memhard as signers on the following accounts:

#790050694 at Cape Ann Savings Bank; and

#05026828 at Bank Gloucester.

Discussion: All previous signers (including Carol Gray, Joan Ciolino, Howard Frisch will be removed from all accounts). Tracy will draft letters asking the banks to update their records. The motion was approved unanimously.

g. Appropriate funds for Building & Grounds projects (see attached)

Deborah & Fred prepared a spreadsheet of projects and expenses. All work has gone over budget and there is still work to be done to meet safety needs and to keep the building functioning. The Committee is requesting authorization of funds to cover the expenses. It is projected there is a minimum of \$150,000 in work to be done.

Jerry moved to authorize budget transfers at the discretion of the director.

Discussion: Needs include locksets, fire safety upgrades (including furniture), completing the data and electrical upgrade, shelving, and ADA compliance upgrades.

In addition, we are out of compliance with the required number of bathrooms. We can put off adding bathrooms on the main floors until after June (for FY17 budget). We expect to have the Children's Room estimate ready for next week.

We can put off adding HVAC, but Fred would like an engineering study done to determine capability of the 1913 building roof to house the new heating (and cooling) system.

Howard moved to spend \$200,000 to complete the list Deborah and Fred presented, with the exception of #8 on the list (installing a garden bench plaque). Monies would come from the Vrachos funds. Jerry suggested adding the words "up to" before \$200,000. Fred seconded. John & Meredith voted against the motion; all else voted in favor and the motion passed.

Fred will keep board abreast with a monthly update.

6. Reports

a. Building & Grounds – Fred Cowan, Chair

Would like a drainage system installed to protect paintings in the vault.

b. Budget & Finance – John Brennan, Chair

Waiting on approval from the CPA to approve changes to the chart of accounts to better reflect daily operations and to provide clear reporting for the Board. The chart of accounts should accurately reflect the three revenue streams: city, corporation, and friends.

c. Community Public Relations/Outreach – Bill Fonvielle

They are drafting an RFP for marketing assistance. They are revisiting the logo to provide a consistent brand. Kecia commented on recent increased visibility and good press.

d. Director – Deborah Kelsey (see attached)

Jim Destino asked for a proposal for summer hours and winter hours. Meredith commented that in their recent meeting, Mr. Destino was supportive of the Library in general and Deborah in specific.

We will be surveying the public over the next few weeks about preferred hours.

e. Executive Committee – Meredith Fine, Chair (see attached)

Correction: Mary Jane McGlennon will join the Governance Committee.

f. Friends – Kecia German, Liaison

They had a successful membership drive with 46 new members. The annual book sale is May 19-21. The next event is Fiber Fest on Superbowl Sunday.

g. Governance – Barbara Braver, Chair

By-laws stipulate that a past Board chair should be on the Committee; Mary Jane McGlennon has agreed to fill that vacancy. Kory Curcuru will also join the Committee. They are meeting next at the end of February (date TBD).

h. Lyceum – Barbara Braver, Liaison

They recently provided an excellent program with Charlotte Gordon. There was a packed house and a great author interview by Carol Ackerman.

i. Policy & Procedure Committee – Jerry Ackerman, Chair

The meeting was postponed until after tonight's meeting. Long to do list!

j. Records management – Emily Glover, Chair

Will spend Wednesdays here working on it.

k. Financials – Howard Frish

Howard presented the year-end investment report. Overall, investments are up!

7. Concerns of directors to be addressed in the future

Kecia would like to return to the discussion of corporate fundraising by the Friends. Meredith noted that she is putting together a committee to discuss this issue.

Barbara asked about the timing of Board meetings – are we changing to 6:00 or sticking with 5:30? The group decided to move it back to 5:30.

Next meeting dates:

Wednesday, February 24th at 5:30 pm Board of Directors Meeting

8. There being no further business the meeting was adjourned at 7:45.

Respectfully submitted,

Tracy Bowen, Secretary to the Board

Motions Summary

John moved to retain Mary-Kathryn Gray for bookkeeping services; Scott seconded. The motion was approved unanimously.

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Howard moved to spend \$200,000 to complete the list of repairs Deborah and Fred presented, with the exception of #8 on the list. Monies would come from the Vrachos funds. Jerry suggested adding the words “up to” before \$200,000. Fred seconded. John & Meredith voted against the motion; all else voted in favor and the motion passed.

Actions Summary

Tracy will draft letters asking Cape Ann Savings Bank and Bank Gloucester to update signers as detailed above.

Kecia would like to return to the discussion of corporate fundraising by the Friends.

Board meeting times will return to 5:30 (rather than 6:00).