

**Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Wednesday, March 23, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, March 23, 2016 at 5:30 pm in the Anderson Room of the Sawyer Free Library.

In attendance:

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| Jerry Ackerman | Barbara Braver | John Brennan |
| Fred Cowan (arrived at 6:30) | Meredith Fine | William Fonvielle |
| Daniel Ottenheimer (left at 6:30) | Wendy Quinones | Deborah Kelsey |
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1. 5:40 Call to order
2. Welcome and introductions
3. Call for additions to the agenda
 - a) How to share info with the board. John recommended directing everything to one person (Tracy or Deborah) by the Friday before. That person will provide a Board packet before the meeting. Deborah pointed out that the upcoming shift to new email system will enable sharing.
4. Approval of the October 19, 2015 and February 24, 2016 minutes
 The October minutes were approved unanimously with the removal of one extra preposition.
 Deborah asked to have the phrase “and cost estimates as part of the grant application” added to the next steps section of the LBP report in the February minutes. Wendy moved to accept as amended, Bill seconded and the minutes were approved unanimously.
5. Discussion and Action Items
 - a) Good and Welfare
 - i. Meredith instituted a practice suggested at this past weekend’s ECCF Board training and started the meeting with a few minutes of everyone sharing something with the group from their lives.
 - b) Reports on the recent ECCF Institute for Trustees workshops
 - i. Barbara commented that Board members getting to know each other as people can help identify hidden strengths. She suggested that the Executive Committee meetings are a good tool for reviewing items and cuing them up for the rest of the Board. She feels the Board would benefit from the entire Board attending next year’s session and sharing

information gained from the different workshops. She especially liked that the keynote speaker talked about asking the right can change the game. Rather than trying to solve an existing problem, ask “What do you really want?”

- ii. Deborah attended workshops on governance, how to encourage more effective boards, and how to measure outputs; all of which could help the Library to enhance the lives of the people in Gloucester.
 - iii. Meredith loved when they pulled together a table of Gloucester people and got to know folks. She attended the major gifts workshop and one on encourage the younger generation to join the Board.
- c) RFP for marketing consultant – Wendy
- i. They have finished writing the RFP and will send it out tomorrow for return by April 22nd. Michelle has suggested a list of eight places firms with library experience to send it to. Jerry moved to proceed as proposed; Bill seconded and the motion passed unanimously.
 - ii. There was a side discussion on the best way to make the process (of hiring a marketing consulting and instituting a branding/marketing plan) visible to the public (i.e., posting on website, going through the City’s procurement process). It was left to the Committee to decide how to proceed.
- d) George Leavitt Contract approval – Meredith
- i. We are finalizing a letter of agreement with George Leavitt for on-going work and drafting ones for other contractors (including Tracy Bowen and Mary-Kathryn Gray). Wendy moved to approve the contract, Barbara seconded and the motion passed unanimously.
- e) Wright Industries litigation costs
- i. Not yet finalized.
- f) Annual Meeting preparation Monday, May 9th
- i. Deborah and Meredith are creating the agenda. They are seeking nominations for the Board and for Corporators.
 - 1. Howard’s term expires, but due to last year’s change to the Board calendar it’s not clear if it ends in May or October. Meredith will look into that.
 - ii. The Governance Committee is working to clarify the role of the Corporators.
- g) Report on the meeting with the City solicitor and the City’s Purchasing Agent, Donna Compton – Meredith
- i. Deborah and Meredith meet with them to discuss the OPM contract. The City does not need to approve contract, instead they met to define the City’s role in the OPM and grant process. Architect RFPs will go through the City. The City’s formal role is later in the process – when the grant application is wrapping up.
 - ii. The discussion morphed into a conversation about the role of the DPW and the City and repairs to the library building.
 - 1. The City solicitor feels it is was wiser for SFL to forego an MOU. Deborah and Meredith clarified for the City how the library and its

Board function and reached an understanding with them on how and when SFL should approach the DPW for services.

- h) FY17 Budget proposal – Deborah
 - i. John, Deborah, and Howard will meet to review the proposed FY17 budget. Deborah is suggesting a change in how the City and the Corporate budgets are divided so that the total City burden will be about \$900,000 (\$786,000 for payroll and \$117,448 for materials).
 - ii. Wendy moved to accept budget proposal to the City; Bill seconded. The motion passed unanimously.
 - iii. City treasurer authorized use of city I.T. help!
- i) Treasurer’s Report – John
 - i. John took some time to explain how to interpret the P&L and the different income/expense streams. Mary-Kathryn is making great progress and at some point in the future reports will include budgeted amounts. State aid usually comes in January and goes directly to the City; it has not yet showed up on our books for this year.
 - ii. Budget process: The City absorbs a lot of our costs. Deborah, John and Mary-Kathryn will work on next year’s budget, based on this year’s numbers and future projects.
 - iii. Barbara asked about the endowment. John explained that we don’t have a true endowment, but tend to think of the \$6,000,000 invested through Cape Ann Savings Bank as an endowment. This does create income, but needs to be preserved it so it can continue to produce income.
 - 1. Meredith pointed out that a real fund-raising plan will enable us to increase those funds.
 - 2. John observed that good reporting and handling of finances will be attractive to potential donors
 - iv. Barbara moved to accept the Treasurer’s report; Wendy seconded and the report was approved unanimously.

6. Reports

- a) Building & Grounds – Fred Cowan, Chair
 - i. See minutes of most recent meeting.
- b) Community Public Relations – Wendy Quinones, Chair
 - i. See above
- c) Director – Deborah Kelsey
 - i. See attached
- d) Executive – Meredith Fine, Chair
 - i. See attached
- e) Friends – Deborah
 - i. The annual Book Sale is scheduled for May;
 - ii. The Friends are offering two nominees for Corporators.
- f) Fundraising/Development – Meredith Fine
 - i. Meeting in April
- g) Governance – Barbara Braver, Chair
 - i. See attached

- h) Lyceum – Barbara Braver, Liaison
 - v. Future program: Anne D. Emerson, author and descendant of Ralph Waldo will be speaking on April 5th;
 - 1. A small group would like to stay open after the talk for a reception with wine and cheese. After some discussion the Board decided not to do this sort of thing until we have an alcohol policy in place.
 - i) Policy & Procedure Committee – Jerry Ackerman, Chair
 - i. Minutes were filed. They will report again in April;
 - ii. They have been asked to create a policy on alcohol in the Library.
7. Concerns of directors to be addressed in the future
- a) Inspired by the opening exercise, Barbara suggested having a Board event as a way to get to know each other better;
 - b) Encourage greater outreach to, connection with, the City administration. Perhaps invite the City council to the Library? SFL Board members could attend the budget meeting.
8. Next meeting dates:
- a) Budget review: Thursday, March 24, 4 pm, City Hall, Conference Room, 3rd fl
 - b) Library Building Program Committee: Wednesday, March 30, 1 pm, Library, Byers/Davidson Room
 - c) Building & Grounds Committee: Monday, April 11, 4 pm, Library, Anderson Room
 - d) Executive Committee: Wednesday, April 13, 8:30 am, Library, Anderson Room
 - e) Governance Committee: Tuesday, April 19, 10:30 am, Library, Anderson Room
 - f) Friends: Wednesday, April 20, 4 pm, Library, Byers/Davidson Room
 - g) Board of Directors: Wednesday, April 27, 5:30 pm, Library, Anderson Room
 - h) Annual Meeting of Corporation: Monday, May 9, 7 pm, Library
9. 7:15 There being no further business, the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Jerry moved that the Community Public Relations Committee proceed as proposed in the search for a marketing consultant; Bill seconded and the motion passed unanimously.

Wendy moved to approve the letter of agreement with George Leavitt, Barbara seconded and the motion passed unanimously.

Wendy moved to accept the budget proposal to the City; Bill seconded. The motion passed unanimously.

Barbara moved to accept the Treasurer's report; Wendy seconded and the report was approved unanimously.

Actions Summary

The Community Public Relations Committee will send out the RFP to the firms suggested by Michelle Williams.

Deborah, John and Mary-Kathryn will work on next year's budget, based on this year's numbers and future projects.

The Policy & Procedure Committee will start drafting a policy on alcohol in the Library.