

**Gloucester Lyceum & Sawyer Free Library  
Board of Directors - Meeting Minutes  
Wednesday, April 27, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, April 27, 2016 at 5:30 pm in the Anderson Room of the Sawyer Free Library.

---

In attendance:

Barbara Braver	Fred Cowan	Meredith Fine
William Fonvielle	Howard Frisch	Kecia German
Emily Glover	Scott Memhard	Daniel Ottenheimer
Wendy Quinones	Deborah Kelsey	Cynthia Bjorlie (for Jerry Ackerman)

1. 5:30 Call to order
2. Welcome, introductions, and personal sharing (“Good & Welfare”)
3. Call for additions to the agenda
4. **Approval of the March 23, 2016 minutes.** Wendy moved to accept the minutes as presented; Bill seconded and the minutes were approved unanimously.
5. **Discussion and Action Items**
  - a. **Authorize donation of \$100 to Generous Gardeners** (Kecia)  
Generous Gardeners has agreed to maintain the garden through the season as volunteers. Kecia moved to donate \$100 to the Generous Gardeners in appreciation of their gardening efforts on our behalf. Scott seconded and the motion passed unanimously. Kecia will get the check from Stella and send it along with a note of thanks.
  - b. **Approval of Notice of No Trespass Policy**  
Dan moved to approved as presented; Emily seconded. The policy was approved unanimously.
  - c. **Approval of News Media and Public Inquiries Policy**  
After some discussion Meredith moved to send the draft policy back to the Committee for revision; Fred seconded and the motion was approved. Suggested changes include: defining “emergency” within the policy and editing the language re: social media to include only the Library’s social media since federal law prohibits dictating what employees can say on their own social media platforms.

**d. Approval of Public Spaces Policy revision**

Bill noted that “licensed bartender” should be changed to “TIPS certified bartender”. There was discussion of allowing alcohol in certain situations and of liability coverage; the group suggested adding language about requesting proof of liability coverage from organizations renting the facility. Barbara moved to send the draft policy back to the Committee for the suggested changes; Kecia seconded and the motion was approved.

**e. Wright Industries litigation costs**

Details were presented for board edification.

**f. Annual Meeting preparation**

Invitations have gone out and the agenda is being drafted. The Mayor will give opening remarks. Paul McGeary will present on the LBP; KBA will not be present. The agenda will include a discussion on the roles of Corporators. The architect will not have been hired in time for the Annual Meeting, but we will schedule a meeting for the Corporators to meet with the architect when s/he’s hired. There was discussion about the appropriateness/feasibility of serving wine at the meeting and whether to have it catered or have the Friends provide again. Ultimately, it was decided to have the Friends handle it in the same way they have for the last couple of years.

**g. FY17 Budget proposal (Deborah)**

Deborah’s working out details with the City. She presented a detailed budget - prepared by Deborah, John, and Mary-Kathryn - for Board review; this detailed budget does not go to the City. Issues raised included clarification of the operating budget vs. Board expenses, and whether or not the building is insured. The budget as presented only showed expenses so it was suggested income sources be added to the budget.

Fred made a motion to table approving the budget; Wendy seconded. Howard thanked John for putting this together. The motion was approved unanimously. It was generally agreed that an overview of the information can be presented at the Annual Meeting without the budget having been approved by the board.

**h. Grant fiscal authority to the Executive Committee** for the purposes of accessing investment accounts to release money in designated amounts to the operating account for purposes specified by the Library Director. Each such transaction shall be recorded and reported subsequently to the Board of Directors.

This would allow the Executive Committee the authority to transfer funds from one account to another in order to cover previously approved expenses. Howard suggested creating a form, to be signed by two Directors, authorizing X amount from one account to another. Approved transfers are to be noted in the minutes of the Executive Committee.

Dan made a motion to add the preface “When not able to be endorsed by the board due to timing we...” and strike “by the Library Director” from the end of the first sentence. Fred seconded. Opposed: Howard; all others voted in favor and the motion passed.

Amended statement reads: “When not able to be endorsed by the Board due to timing we grant fiscal authority to the Executive Committee for the purposes of accessing investment accounts to release money in designated amounts to the operating account

for purposes specified. Each such transaction shall be recorded and reported subsequently to the Board of Directors.”

## 6. Reports

- a. **Art Advisory** – Emily Glover, Liaison  
Mary Weissblum and Joan Ciolino are on the Committee. The Friends will form a separate Committee to discuss joining forces on this.
- b. **Budget & Finance** – John Brennan, Chair  
See above discussion.
- c. **Building & Grounds** – Fred Cowan, Chair  
See minutes in the Dropbox folder.
- d. **Community Public Relations** – Wendy Quinones, Chair  
The Committee received eight proposals in response to the RFP posting. After reviewing the proposals they’ve narrowed the list down to three for presentations to the committee.
- e. **Director** – Deborah Kelsey (see attached)  
Staff have reviewed GDT police logs for calls to the library; Deborah handed out a copy of the findings. Discussion of this will be added to the next agenda.
- f. **Executive** – Meredith Fine, Chair
- g. **Friends** – Kecia German, Liaison  
The annual Book Sale is May 19-21. The Friends are welcoming a new Board member who has young kids and volunteers at Plum Cove school library.
- h. **Fundraising/Development** – Meredith Fine  
Deborah, Gail Sarofeen, and Emily are meeting on May 11 to discuss joint fundraising with the Friends. SFL needs to raise \$100,000 annually.
- i. **Motion to recommend the slates to the Annual meeting:**  
Elect new Director: Dana Tobey; and re-appoint current officers. Barbara moved to approve the slate; Wendy seconded and the slate was approved unanimously.  
Add: City councilors; SFL committee members; Fran Aliberte; Rebecca Aliberte; Keri Eynon; Leslie Pearlman. Wendy moved to accept the slate; Emily seconded.  
The slate was approved.
- j. **Governance** – Barbara Braver, Chair
  - i. “Done piece:”
    - Presenting a slate of Corporators to the Annual Meeting, to include SFL committee members;
    - Will present Dana Tobey for election as a new board member at the Annual Meeting. Dana works in admissions at Endicott and serves on the board of Art Haven; she is interested in fundraising.
    - Nominating an Audit Committee to continue to serve. Howard recommends including a board member on the Committee.
  - ii. “Begun piece:”
    - The Library Director evaluation by the Governance Committee is in process. This will be an annual process tied to the fiscal year, to include setting goals for the Director and for the Board.
  - iii. “Percolating piece:”

- On-going training and orienting of Board of Directors.
- k. **Library Building Program** – Deborah Kelsey, Liaison  
The Library Building Committee met with KBA who is interviewing six architects. We are hoping for a quick decision. The Committee will decide location to focus on with help of the architect.
- l. **Lyceum** – Barbara Braver, Liaison  
Diana Cummings is the new staff liaison to the Lyceum. She is working on adult programming.
- m. **Policy & Procedure Committee** – Cynthia Bjorlie for Jerry Ackerman  
Members of the Committee interviewed other libraries about inappropriate/risky behaviors in their libraries to get an idea of how other libraries are handling these issues.
- n. **Other**  
For a future meeting: resolution of the library building insurance question.

7. 7:20 There being no further business, the meeting was adjourned.

**Next meeting dates:**

Library Building Program Committee: Wednesday, May 4th  
 Annual Meeting of Corporation: Monday, May 9, 7 pm, Library  
 Executive Committee: Wednesday, May 11, 8:30 am, Library, Anderson Room  
 Technology Planning Committee: Monday, May 16<sup>th</sup>, Library, 10 am  
 Building & Grounds Committee: Monday, May 16, 4:30 pm, Library, Anderson Room  
 Governance Committee: Tuesday, May 17, 3:30 am, Library, Anderson Room  
 City B&F budget review: Tuesday, May 17, 5:30 pm, City Hall, Conference Room, 3<sup>rd</sup> fl  
 Board of Directors: Wednesday, May 25, 5:30 pm, Library, Anderson Room

Respectfully submitted, Tracy Bowen

**Motions Summary**

Kecia moved to donate \$100 to the Generous Gardeners in appreciation of their gardening efforts on our behalf. Scott seconded and the motion passed unanimously.

Dan moved to approve the Notice of No Trespass Policy as presented; Emily seconded. The policy was approved unanimously.

After some discussion Meredith moved to send the draft News Media and Public Inquiries Policy back to the Committee for revision; Fred seconded and the motion was approved.

Barbara moved to send the draft Public Spaces Policy back to the Committee for the suggested changes; Kecia seconded and the motion was approved.

Fred made a motion to table approving the budget; Wendy seconded. The motion was approved unanimously.

Grant fiscal authority to the Executive Committee:

The following motion passed by a majority of the Board with only Howard Frisch voting against: “When not able to be endorsed by the Board due to timing we grant fiscal authority to the Executive Committee for the purposes of accessing investment accounts to release money in designated amounts to the operating account for purposes specified. Each such transaction shall be recorded and reported subsequently to the Board of Directors.”

Motion to recommend the slates to the Annual meeting:

Elect new Director: Dana Tobey; and re-appoint current officers. Barbara moved to approve the slate; Wendy seconded and the slate was approved unanimously.

Add Corporators: City councilors; SFL Committee members; Fran Aliberte; Rebecca Aliberte; Keri Eynon; Leslie Pearlman. Wendy moved to accept the slate; Emily seconded. The slate was approved.

### **Actions Summary**

Kecia will get the check from Stella for the Generous Gardeners and send it along with a note of thanks.

We will schedule a meeting for the Corporators to meet with the architect for the LBP.