

**Gloucester Lyceum & Sawyer Free Library  
Board of Directors - Meeting Minutes  
Wednesday, May 25, 2016**

The monthly meeting of the Sawyer Free Library Board of Directors was held on Wednesday, May 25, 2016 at 5:30 pm in the Historic Records section of the Sawyer Free Library.

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In attendance

Jerry Ackerman	Barbara Braver (left at 6:30)	John Brennan
Fred Cowan	Meredith Fine	William Fonvielle
Howard Frisch	Kecia German	Emily Glover
Daniel Ottenheimer (left at 6:30)	Wendy Quinones	Deborah Kelsey

1. Call to order
2. Welcome, introductions, and personal sharing.
3. Call for additions to the agenda: none.
4. Approval of the April 27, 2016 minutes. Bill moved to accept the minutes as presented. Barbara seconded and the minutes were approved unanimously. Kecia later reminded the recorder that Fran Aliberte was missing from the slate of Corporators to be approved at the Annual Meeting; that change was noted.
5. Discussion and Action Items
  - a. Approval to authorize the President to contract with recommended public relations firms.
    - There were three finalists from the applications received. The Committee unanimously chose Christine Armstrong and Armstrong Brand Consulting at \$27,000. They are a local firm that has worked with Cape Ann Savings Bank, among others. The Committee felt that in preparing for the interview/presentation they had done their homework both on Gloucester and on libraries; their focus is on education.
    - The work will run from June 13 to October 31. Scope of the work will include: conducting research in the community; logo design; creating a strategy for re-branding.
    - Wendy thanked Michelle Williams for her help.
    - Bill Fonvielle made the motion to authorize the Board to hire Armstrong Brand Consulting for not more than \$27,000. Emily seconded and the motion was approved unanimously.

- b. Review Annual Meeting
  - Attendees have strongly expressed the opinion that they'd prefer signing the book to checking a check list;
  - Outreach needs to be better;
  - Tracy continues to work on cleaning up the list of Corporators.
- c. Committee Appointments (Meredith, as President, will reappoint). Composition of committees is as follows:
  - Executive Committee: Officers and a past president;
  - Governance Committee: Vice President, a director, a past president;
  - Finance Committee: Treasurer and two directors.
- d. Discussion of the Board of Directors FY16 Goals - Meredith
  - Meredith did a quick review, with board input, of 2016 goals and success thereof.
  - Barbara touched on board orientation and evaluation and recruitment of new members. She asked people to email her any ideas for the Governance Committee to put together.
  - The Executive Committee will bring revised goals to the next board meeting.
- e. Creation of an events coordinator/committee - Meredith
  - This is related to needing the Annual Meeting to be better organized. We should make it a real event with better notification to Corporators. Emily volunteered to take the lead on organizing it with the help of a committee.
- f. Approval of the concept of hiring Health & Safety Officers to help maintain a safe environment for every hour the library is open to the public – Deborah
  - This position will be under the auspices of the Health Collaborative. Health & Safety officers would connect people with services and keep SFL safe. We would like to hire people conditionally; for example, there is a need on Saturdays when the Grace Center is closed. In addition to connecting people with services, they would walk the perimeter of the grounds, walk the building, and discourage negative behavior.
    - i. The Grace Center can suggest candidates and would provide training.
    - ii. This would be a part-time city position with no benefits. They would report to Beth.
  - This idea is part of the current budget discussion and is not yet resolved. Deborah is not replacing pages as they leave with the idea that those 60 hours would go to Health & Safety Officers instead.
  - Barbara moved we approve the concept of recruiting Health & Safety Officers. Fred seconded and the motion was approved unanimously.
- g. Library Director evaluation process – Bill
  - The Governance Committee will conduct the review. The review is tied to the fiscal year and will begin in July. Feedback will be provided from multiple sources - staff, board, peers (city, state workers, other library directors) - and synthesized using a rating/scale.
  - They will present the results to Deborah, allowing her to comment, before presenting the findings to the Board.

## 6. Reports

- a. Budget & Finance – John Brennan, Chair
  - The FY17 proposed budget figures were handed out. John & Mary-Kathryn are continuing to refine reporting. Howard and John will discuss restrictions on investment funds and whether earnings are restricted as well.
- b. Building & Grounds – Fred Cowan, Chair (see minutes in Dropbox)
  - The roof on the 1913 building has been cleared for supporting a new HVAC system and the Committee is collecting bids on a new system.
  - Deborah and Fred met with Jim Hafey from the DPW to discuss how repairs will be scheduled.
  - We are moving forward on repairs to the sprinkler system. The City has accepted responsibility for necessary repairs which require a licensed repairman who, by law, must check in and out with the local Fire Department when working on a sprinkler system.
  - We have learned that the City insures the library building. Meredith will request documentation.
- c. Community Public Relations – Wendy Quinones, Chair (see above)
- d. Director – Deborah Kelsey (see attached)
  - Deborah continues to work with the City on details of the FY17 budget. She's had good feedback and support from the Treasurer and other City administrators.
- e. Friends – Kecia German, Liaison
  - The Friends had a very successful book sale and are anticipating a total income of \$10,000-\$12,000 for the year.
  - Meredith and Deborah met with Friends President, Gail Sarofeen to discuss the future of the library and how SFL and the Friends can work together on development and marketing. They plan to meet again on June 6<sup>th</sup>.
- f. Governance – Barbara Braver, Chair (see above)
- g. Library Building Program – Deborah Kelsey, Liaison
  - The contract for architects Dore & Whittier comes in at \$140,000 plus expenses of ~\$50,000; this amount was anticipated and has been budgeted. Dore & Whittier is also working on West Parish School and have come highly recommended.
  - We should invite Peter Weinstein, Chair of the Building Committee to a Board meeting.
- h. Policy & Procedure Committee – Jerry Ackerman, Chair
  - The Committee is considering adding a CORI policy for staff and volunteers. A quick sampling shows other libraries do not have such a policy, but Jerry would like a sense of the Board's opinion on it. The question will be added to the agenda for next meeting.
  - Policies presented for approval:
    - i. News Media & Public Inquiries Policy. Jerry moved to adopt the policy as presented. Kecia seconded and the policy was approved unanimously.
    - ii. Public Spaces Policy. Jerry moved to adopt the policy as presented. Wendy seconded and the policy was approved unanimously.

## 7. Concerns of directors to be addressed in the future

- Creation of CORI policy

7:00 Adjourn. There being no further business, John moved to adjourn with a second from Kecia.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Bill Fonvielle made the motion to authorize the Board to hire Armstrong Brand Consulting for not more than \$27,000 to work on the Library's re-branding campaign. Emily seconded and the motion was approved unanimously

Barbara moved we approve the concept of recruiting Health & Safety Officers. Fred seconded and the motion was approved unanimously.

News Media & Public Inquiries Policy. Jerry moved to adopt the policy as presented. Kecia seconded and the policy was approved unanimously.

Public Spaces Policy. Jerry moved to adopt the policy as presented. Wendy seconded and the policy was approved unanimously.

### **Actions Summary**

Howard and John will discuss restrictions on investment funds and their earnings.

Meredith will request documentation from the City re: insurance on the Library buildings.

Invite Peter Weinstein, Chair of the Building Committee to a Board meeting.

Discuss possible creation of a CORI policy for staff and volunteers at the next Board meeting.