

Gloucester Lyceum & Sawyer Free Library
Board of Directors - Meeting Minutes
Tuesday, September 19, 2017, 5:30 pm

The monthly meeting of the Sawyer Free Library Board of Directors was held on Tuesday, September 19, 2017 at 5:30 pm on the Mezzanine floor of the main library.

Attendance:

Board Members: Fran Aliberte (via Skype), John Brennan (President), Fred Cowan, Bill Fonvielle (left at 6:55), Kecia German, Simon Paddock, Katherine Prum, Wendy Quinones, Mern Sibley, Dana Tobey (left at 6:45).

Guests: Peter Feinstein, Samantha Low, Katlin Wagner and Deborah Kelsey (Library Director). Also Elizabeth Enfield, and David Rhineland.

1. 5:30 Call to order

2. Welcome and introductions. This meeting is being recorded.

3. New Trustees:

- Samantha Low – Multi-generation Gloucester resident
- Peter Feinstein – Chair of the Building Committee
- Katlin Wagner – Experience with community building

During the discussion and vote the candidates left the meeting. Candidates' resumes were submitted for review. Kecia moved to approve the slate. Wendy seconded and the candidates were unanimously approved for addition to the Board.

4. Approval of the June 20 minutes. John moved to approve the minutes as presented. Wendy seconded. Kecia abstained because she was not at the meeting. All others voted in favor and the minutes were approved.

5. Treasurer's Report – Fred Cowan

- Fred is working with Mary-Kathryn to prepare reports tracking expenses to bequests.
- Clarifying check signing privileges: Katherine moved that all officers of the Board have check-signing privileges on all accounts. Bill seconded and the motion was approved unanimously.
- Fred moved that by policy every invoice for the Corporation have two signatures for approval with one signature required on the check. Katherine seconded. Discussion: amend motion to require two signatures for checks over \$2,500; amend motion to require both the Library Director and the appropriate Committee Chair approve invoices for the Corporation; amend motion that the policy be reviewed by the Financial Review Committee. With those amendments the policy was approved unanimously.

6. Discussion and Action

a. First quarter review and timeline for second-fourth quarters

- John requests that all committees share plans and conversations so all Board members are kept current and working toward the same goals without duplicating efforts. Please be sure to read Deborah's reports and all supporting documents for the meetings.

b. ARIS review

- Deborah submitted the Annual Report, Financial Compliance Report, and State Aid Application. All need to be filed this time of year to continue receiving state aid.
- Collections are shrinking and moving to electronic content; usage is underperforming. We have a high number of borrowers (2/3 of the city); Friends membership is small for the population.

c. Library Director goals (see attached)

d. Strategic Planning and constituencies.

- Katherine Prum submitted a proposal for developing a strategic plan (distributed for review). Katherine stepped away from the meeting for the discussion.
- There was discussion on the propriety of hiring a Trustee to perform the work and of how the work would be reviewed.
- Peter moved to ask Katherine to step down from the Board in order to hire her for the work; Fred seconded. Wendy & Bill voted against. Kecia abstained from voting. All others voted in favor. The motion passed. Wendy and Bill stated their opposition to having short notice to review and vote on Katherine's proposal.
- Peter moved that in the future materials to be reviewed at a meeting be submitted 24 hours in advance. Wendy seconded and the motion was approved unanimously.
- Bill Fonvielle left the meeting at the end of the discussion.
- Katherine was invited back to the meeting. John informed her of the Board's vote. Katherine requested time to think about her decision.

e. Board and Committee procedures – Kecia

- Submitted guidelines for Committee chair re: Open Meeting Law (see attached)

f. New microfilm reader for Local History area proposal - not to exceed \$9,000 + \$2,000 for software - Deborah

- Wendy moved to approve the expense to replace two old readers. Peter seconded and the motion passed unanimously. The purchase will come out of the IT budget.

g. ADA and Space Reviews of the Saunders House to be conducted by Bill Remsen proposals – Peter Feinstein

- Mern gave some background on the Saunders House Stewardship Committee (SHSC) and on Bill's proposals. She shared a document from Meredith Fine re: research into the Saunders House deed/title. (see summary in Deborah's report).
- Fred moved to ask Bill to step down from the SHSC and work as consultant with Building Plan architects, Dorr & Whittier. Simon seconded and the motion passed unanimously.

7. Ad Hoc Committee Reports

a. Fundraising – Simon Paddock

- Simon has been doing research on best practices and has drafted a timeline for hiring a consultant. Communication with the Corporate Communications and the Building Committees is crucial.

- He's forming a committee to draft the RFP and hire a consultant; Samantha and Katlin agreed to serve on the committee.
 - There was general acceptance of Simon's proposed plan.
- b. Corporate Communications – Wendy Quinones (see attached)
- Plan to use social media, specifically Facebook to elicit ideas and feedback from the community.
 - Gloucester Conversations will start in January. Peter moved for a show of hands to approve starting Gloucester Conversations in January. Unanimous.
- c. Saunders House – Mern Sibley – see above
- d. Library Building – Peter Feinstein
- See attached work flow chart
- e. Building & Grounds – Fred Cowan
- See attached monthly work update
- f. Governance – Katherine Prum
- Discussion was tabled.

8. Concerns of Board Members

9. 7:00 Adjourn There being no further business Fred moved to adjourn the meeting. Fran seconded and the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Next meeting dates:

Friends: Wed, Sep 20, 4 pm
 Financial Review: Wed, Sep 27, 1:30 pm
 Library Closed for Staff Training: Fri, Sep 29, 8:30-noon
 Executive: Wed, Oct 4, 8:30 am
 Lyceum: Wed, Oct 4, 4 pm
 Building & Grounds: Mon, Oct 16, 4:30 pm
 Trustees: Tue, Oct 17, 5:30 pm

Motions Summary

Katherine moved that all officers of the Board have check-signing privileges on all accounts. Bill seconded and the motion was approved unanimously.

Fred moved that every invoice for the Corporation have two signatures for approval with one signature required on the check. Katherine seconded. Amendments to the motion: require two signatures for checks over \$2,500; require both the Library Director and the appropriate Committee Chair approve invoices for the Corporation; the policy will be reviewed by the Financial Review Committee. With those amendments the policy was approved unanimously.

Peter moved to ask Katherine to step down from the Board in order to hire her to draft a Strategic Plan. Fred seconded. Wendy & Bill voted against. Kecia abstained from voting. All others voted in favor. The motion passed.

Peter moved that all materials to be reviewed at a meeting be submitted 24 hours in advance. Wendy seconded and the motion was approved unanimously.

Wendy moved to approve the purchase of two new microfilm readers for the Local History area at a cost not to exceed \$9,000 + \$2,000 for software. Peter seconded and the motion passed unanimously. The purchase will come out of the IT budget.

Fred moved to ask Bill Remsen to step down from the SHSC and work as consultant with Building Plan architects, Dorr & Whittier. Simon seconded and the motion passed unanimously.

August 23, 2017

Library Director FY18 Goals

Support and encourage Board of Trustees in meeting their goals to stabilize, communicate, and align through community engagement, strategic planning, new building design, donor development, clarification of responsibilities within the Corporation and with the City, repair and maintenance of building and grounds, and succession planning.

Establish vision, mission, and goals/expectations for each service initiative with individual staff and provide guidance about library science theories, best practices, and trends.

Create staff manual for library operations policies and procedures.

Focus on big-picture and long term strategies for the Library while delegating day-to-day tactical, operational, and staff decisions to the Assistant Director.

SFL Committee Meeting Procedures

Open Meeting Law applies to the posting of meeting notices, remote participation, and the recording and posting of minutes for all meetings of the Corporation, Board of Trustees, and Committees.

For regularly scheduled committee meetings, it would be helpful to know the dates for inclusion in our SFL calendar. If possible, please do not plan to meet in August as our Clerk for Committees is unavailable for transcription of minutes.

Meeting Notices:

Each committee should have a template of their generic agenda for meeting notices to be **submitted by the staff liaison for applicable postings and filings**. Advance written notice of regular meetings, special meetings, and committee meetings shall be provided at least two (2) days, fifty (50) hours, in a Word document, prior to the meeting in accordance with the Open Meeting Law, except in emergencies.

Agendas:

Specific agenda items should be sent to the committee chair, who in turn will add them to the agenda. Materials including an agenda of the items to be discussed and supporting materials shall be provided to committee members prior to the meeting.

Remote Participation:

Committee members may participate remotely, but their identity must be confirmed through audio and visual means.

Minutes:

The Clerk of Committees, staff liaison, or designee will transcribe draft minutes within ten (10) days following the meeting and email them to the committee chair and the staff liaison.

Please email your approved minutes to staff liaison and the library director, who will see to the applicable postings and filings.

Meeting Exceptions:

If members of a committee gather for a work session where less than a quorum is present, then there is no necessity to provide an agenda or minutes.

Sawyer Free Library Corporate Communications Committee Report

Board meeting 9/19

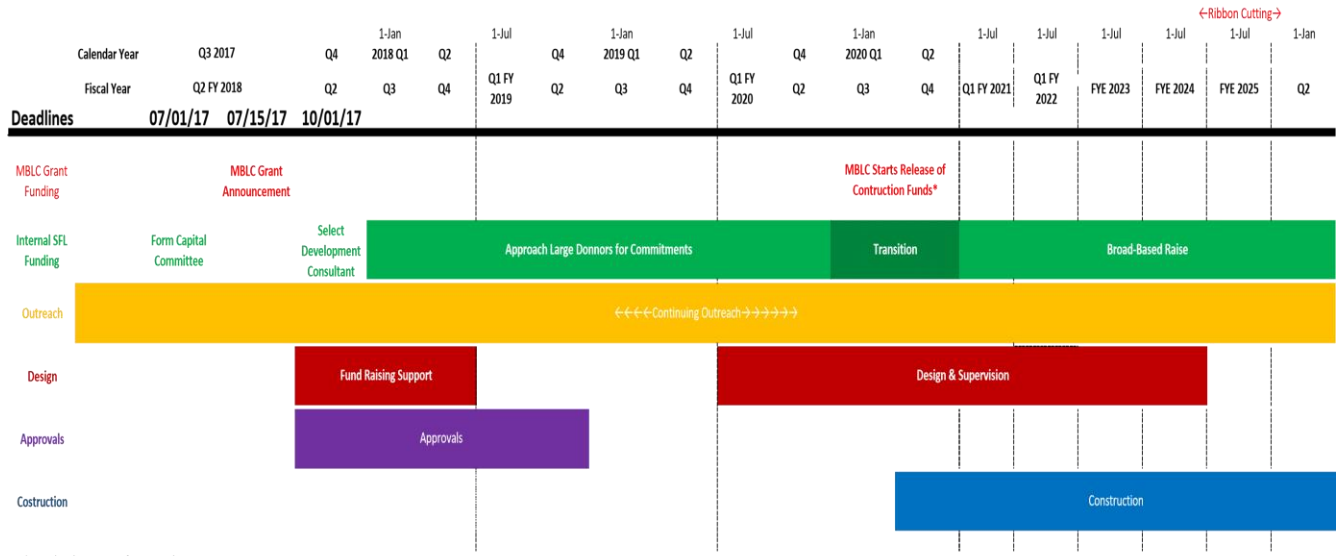
The Committee met on July 31, 2017. The majority of the meeting was devoted to various means of public outreach.

Social media: The committee agreed that Facebook, in particular, could be a valuable asset in attracting and support. An article from a British Columbia library (attached) showed how they had used a variety of social media to reach exactly the demographic (young families, young adults) that we are missing with our current methods. We decided to have a Facebook page separate from the library, but with links back and forth, to attract and collect community ideas and support for the building project. Christine will do research into any additional platforms that could be useful and will draft a mockup of the page and plan for monitoring posts, collecting ideas and questions, and passing them along to the relevant parties (building committee, library director, city officials, Saunders House committee, etc.) Estimated cost for startup and perhaps three months of service, roughly \$2,000. We hope to have it up and running by the end of October, when it will serve not only as publicity for Gloucester Conversations (see below) but also as a way to help focus them and to increase support for them and for our building project as a whole.

Gloucester Conversations: The committee also felt strongly that Gloucester Conversations, twice scheduled and twice postponed, should be implemented. These meetings, one per ward, led by experienced facilitators, would be another invaluable way to collect community feedback and generate public support. Opening with a brief presentation of the status of the project (grant approved, to be received at least 2-3 years in the future, exterior of the building undecided), we envision the conversations revolving around questions of what the community wants in terms of the library's future, programming and services. We initially wanted to schedule them beginning Oct. 21, to conclude before Thanksgiving. At the recent Executive Committee meeting, however, several members felt this would be premature. We plan instead to schedule them beginning in January, after developing the core questions in concert with the library director. We feel a real urgency to opening the community conversation with the community.

Wendy Quiñones

SFL New Building Time Line



* Based on best guess of MBLC ranking.

Sawyer Free Library Building & Grounds Committee
Update
September 11, 2017
4:30

DPW provided SFL via Facilities Ticketing System:

- '76: Mount (2) 4'X5' bulletin boards near Children's Library. Ticket 2684
- SH near cellar door: Security cover for electric power box. Ticket 2687
- '76: Exterminate mice in kitchen-reoccurrence. Tickets 2605/2698
- '76: Matz Gallery: Hang Art Auction Display pegboards. Ticket 2707
- SH: Remove & recycle metal shelving in basement. Ticket 2711
- DPW Provided new Proforce 1500XP vacuum. Negates B&G approval to purchase @ \$500.

George Leavitt – Open

- '76: Swap-out soffit light bulbs
- '76: Ground floor locker's latch broken.

George Leavitt – Done

- Parking Lot: Purchase and Attach (bolt) ADA Detection plates (3) on Ramp
- '76: Repair/Replace broken masonry on Dale Avenue's stairs. (Lowe Bros.)

Fountain:

- Tim Kasprzyk has connected with Lowe Brothers Masonry; together to restore the fountain to functioning. George Leavitt is anticipating Chris Lowe's written proposal @\$2K for scope & detail.
- Kasprzyk Waterworks estimates <\$500.
- Fountain needs to be removed by October 15.
- Kasprzyk Waterworks estimates full maintenance <\$1,000/year.

Saunders House Stewardship Committee:

- Decision:** Cape Ann Museum (Martha Oaks) is offering us photocopies of rolls of architectural renderings related to c 1912 work on the library.
- George Leavitt offered an assessment of the sources of basement water infiltration. Damage. Solutions. Essentially mirror Bill Remsen's

Building Committee:

- Deborah Kelsey & Peter Feinstein (Chair) met with the OPM for a grant critique from MBLC.

Sawyer Free Library Building & Grounds Committee
Update

September 11, 2017

4:30

-2-

B&G Outdoor Crew

Dan Ottenheimer negotiated: Arley Pett acknowledges the Temple's responsibility to repair Temple parking lot's street drain.

Parking Lot: DPW is assessing difficulty of having their mason repair electric transformer's fractured base.

B&G Indoor Crew:

'76: **Decision:** Waiting on Change Order from TE Snowden to balance HVAC system.

'76: Preferred Air submitted bid to provide and install AC for The Vault. September 7: James Pope approved the choices of location and split-system equipment for housing IT's server.

'76: The Vault: Stored Artwork must be moved.

Open Projects

Parking Lot: Concrete around electric transformer is damaged. Ticket 2386
Time of the essence to prevent teetering, George Leavitt solicited a fallback bid from Lowe Brothers.

'76: Fire Suppression System **Main Floor** air leak – **Priority** Ticket 2491

'76: **lead mitigation:** Materials are in at F W Webb.

Boston Mechanical is providing work. In progress. Additional parts / material ordered for out-of-service first floor bubbler.

'76: Side-Entrance Stanley Door: Frame needs rehab. Ticket 2663

'76: Remove magnetic detectors at ground & main floor exits. Ticket 2706

'76: Repair/Replace light above Stanley Door. Ticket 2759

'76: Mezzanine Level: Ceiling Fan out of service. Ticket 2761

'76-SH: Install Soap Dispensers-New Version (8). Ticket 2777