

Gloucester Lyceum & Sawyer Free Library
Executive Committee of the Board of Trustees – Meeting Minutes
Wednesday, September 6, 2017, 8:30 am

The monthly meeting of the Executive Committee of the Sawyer Free Library Board of Trustees was held on Wednesday, September 6, 2017 at 8:30 am in the Muzzey Room of the Saunders House.

Attendance: John Brennan, Fred Cowan, Peter Feinstein, Kecia German, Deborah Kelsey, Katherine Prum, and Wendy Quinones

1. Call to order.
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the minutes for July 5 and August 2, 2017. Minutes were not distributed and will be approved at the next meeting.
4. Mass. Board of Library Commissioners (MBLC) - Deborah Kelsey and Peter Feinstein
 - a. They met with representatives from MBLC to discuss the grant.
 - i. Because the grant goes to the City we will need to turn the asset over to the City to do the renovations. The City will then turn the asset back to the Corporation.
 - ii. The grant is a reimbursement of building expenses.
 - iii. The architects and design are on hold during the next steps of building public support and raising funds, though a new schematic might be needed to help with funding.
 - iv. We are likely in the next round of distributions in 2020.
 - v. Plans must meet Sawyer Free Library's programmatic goals.
 - vi. Decisions to consider:
 1. Tearing down or remodeling?
 2. Can we raise the money?
 3. Is the City behind us?
 - a. City approved the grant application. They will have to vote to accept the money as well.
5. Fundraising – Katherine Prum
 - a. We will conduct a feasibility study and have a prior one for reference.
 - b. The Board will be starting a strategic planning process which will engage the community and will go hand in hand with the fundraising plan.
 - c. Simon has been meeting with heads of other organizations to learn from them about their capital campaigns and other fundraising efforts.
 - d. We will need to send out an RFP to hire a fundraiser.
 - i. The goal is to be interviewing candidates at the beginning of 2018.

6. Discussion / Report
 - a. Corporate Communications Committee (CCC) – Wendy Quinones
 - i. Gloucester Conversations to start in October. Discussion re: best way to proceed and on the format. CCC has drawn up a plan.
 - ii. Social media. Will develop a Facebook page specifically to invited members of the community to submit opinions on Library programs. Will reach out to a demographic not currently reached.
 - b. Other – Deborah
 - i. Deborah requests Committee reports in writing at least by the Thursday before the Board meeting.
7. Next meeting: Wednesday, October 4, 2017.
8. 9:50 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen.