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Board of Trustees
Executive Committee
Wednesday, October 3, 2018, 8:30 am
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA

Attendance: Fran Aliberte, John Brennan, Joe Grella, Priscilla Malbeouf, Library Director Deborah Kelsey, and guests Prudence Fish (Saunders House Committee), Donna Leete (City HR), and Beth Pocock

Not present: Fred Cowan

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Donna Leete, Director of Human Resources for the City attended the meeting to discuss safety and custodial staffing for the library. Discussion included coverage of open hours, union concerns, and job descriptions

8:50 Donna Leete left the meeting

4. Approval of the Minutes for September 5, 2018. Fran moved to approve as presented. Priscilla seconded and the minutes were approved.
5. Discussion/Report
 - a. Budget, Finance and Investment – Joe Grella
 - i. Joe presented a Balance Sheet, investment account activity, summary of activity for the year to date, and a more detailed accounting of committee budgets. He plans to present the same reports to the Executive Committee on a monthly basis. He welcomes feedback on the reporting. John asked for inclusion of the fiscal year activity.
 - b. Library Building Project
 - i. Several meetings have been scheduled:
 - 1) October 15: D&W, Board, and members of the two historic commissions;
 - 2) October 16: Sustainability meeting
 - 3) October 16: Board of Trustees
 - 4) November 15: Visioning with the community
 - 5) November 19: Saunders House

- ii. We received a letter from the Gloucester Historic District Commission and the Gloucester Historical Commission August 28, 2018 letter signed Mary-Ellen Lepionka. John reached out to Ms. Lepionka to schedule a meeting with the two Commissions, the architects, and the Board of Trustees.
- c. Custodial services: Matt Theken is being transferred within the DPW. His last day at SFL is this Friday. The DPW will provide a temporary replacement.
 - i. Deborah is working on contracting out the service.
 - 1) This will not affect DPW making necessary repairs.
- d. Fundraising – Fran Aliberte
 - i. Proposal to hire a consultant to work on the 501 (c)3 application.
 - 1) Library Strategies suggested hiring someone to oversee the project and the new foundation to be formed. Attorney Meredith Fine is drafting the application to form the new foundation; new committee member, Joan Pohas has agreed to oversee the forming of the foundation.
- e. October 16th Board of Trustees meeting agenda
- f. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
 - i. Building Plan: Brad Dore reached out to Deborah. He feels we need to work out some process steps.
 - 1) Maria Fernandez-Donovan is new to their team.
 - ii. The State excepted our Strategic Plan; this means we are approved to receive State funds.
 - iii. Saunders House report was presented to the Saunders House Committee. It will be shared with the Board pending some small corrections that came out of the meeting. There is an executive summary as well.
 - iv. Proposals for services are approved by the Board. Joe requested there be means of sharing approved contracts with the Board of Trustees; he and Priscilla will discuss and design a plan.
 - v. Fran raised the question of posting of agendas for meetings. Deborah and Prudence Fish are working on a plan.

6. Next meeting Wednesday, November 7, 2018, 8:30 am

7. 9:30 Adjourn

Respectfully submitted, Tracy Bowen

Upcoming Meetings

- 1) October 15: D&W, Board, and members of the two historic commissions;
- 2) October 16: Sustainability meeting
- 3) October 16: Board of Trustees
- 4) November 15: Visioning with the community
- 5) November 19: Saunders House

Actions Summary

The Executive Committee tentatively agreed on Monday, October 15th to meet with representatives from the Gloucester Historic District Commission and the Gloucester Historical Deborah will confirm with Mern Sibley, Peter Feinstein, and D&W. John will check with Ms. Lepionka.

Joe and Priscilla will draft a plan for sharing approved service contracts with the Board of Trustees.