

Sawyer Free Library Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
5:30 pm, Tuesday, February 20, 2018

Attendance: Fran Aliberte (via Skype), Barbara Braver, John Brennan, Fred Cowan, Peter Feinstein, Bill Fonvielle, Kecia German, Simon Paddock, James Pope, Wendy Quinones, Mern Sibley, and Library Director Deborah Kelsey

Not Present: Samantha Low, Dana Tobey, Katlin Wagner

1. 5:40 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of past minutes.
 - December 19, 2017 minutes: Peter asked for a correction to the wording of Section 6 re: soliciting expenses for the Building Plan. With that correction, Fred moved that the minutes be approved; John seconded and the minutes were approved.
 - January 16, 2018 minutes: Wendy moved that the minutes be approved as presented; Bill seconded. Barbara Braver abstained because she was not at the meeting; the minutes were approved.
4. Saunders House: Spencer, Sullivan & Vogt Group (SSVG) Preservation Plan Proposal – Mern Sibley
 - In advance of the meeting Mern shared a summary of the proposal with the Board.
 - SSVG will conduct a comprehensive assessment including inspection of historic features, a structural survey and list of repairs needed, ADA and zoning compliance survey, site plan review for drainage and utilities.
 - For the end product they will suggest best options for use of the building for the Saunders House Stewardship Committee and the Board to choose from, and a public presentation of the plan.
 - To be completed in five months at a cost of \$47,500 plus \$1,000 in reimbursables for printing and travel.
 - There was discussion on the details of the proposal.
 - Mern moved that the Board approve SSVG to perform the Saunders House assessment at a cost in line with proposal. Simon seconded. The motion was approved unanimously.
5. Website update: The person responsible for putting the new website online is out on extended Family Medical Leave. That means the minutes are not being posted in a timely fashion. This will be resolved when she returns to work.
6. Financial
 - a. Treasurer's report – Fred Cowan
 - Fred is meeting with committee chairs to design budgets.

- Budget & Finance will meet on March 15th.
- b. Discussion – need for another check signer
 - Fred proposed that Simon Paddock be added as a signer to the Bank Gloucester checking account. Fran seconded. The motion was approved unanimously.
 - Signers will be Fran Aliberte, John Brennan, Fred Cowan, Kecia German, and Simon Paddock. Kecia will schedule a trip to the bank for all signers to update the signature card.

7. Discussion and Action

- a. Nominations to the Board – Fran Aliberte
 - **Carol Healy:** Works as a sustainable strategies expert with McDonald's. She has worked with Brad Dorr. She serves on the Building Committee. She feels we can achieve Gold standard of LEED certification. Peter moved to elect Carol to the Board. Barbara seconded and she was elected unanimously.
 - **Joe Grella:** He is a Certified Financial Planner and owns his own business. He serves on the Building Committee and in that role is plotting out a cost structure for the life of the project. Fred moved to elect Joe to the Board. Peter seconded the motion and Joe was elected unanimously.
- b. Strategic Planning – John Brennan
 - The Board retreat is scheduled for April 14. The goal is to create a straight-forward statement of values and goals.

7. Ad Hoc Committee Reports

- a. Fundraising – Simon Paddock
 - Library Strategies Contract was approved by the Board at the January 16, 2018 meeting.
 - Phase 1 will include a pre-campaign planning retreat facilitated by Library Strategies. Date of the retreat is to be determined.
 - The Committee is putting together a separate committee to review the progress.
- c. Safety and Security – Fred Cowan (see Library Director report for details)
 - Fred & Kecia met with SideBand Systems re: installing interior and exterior security cameras in the Monell building and the first floor of the Saunders House. They have also been talking with Larry Ingersoll, retired Gloucester police officer, re: arranging for onsite security personnel.
 - We are waiting on a proposal for installing more security cameras.
 - Dan Ottenheimer, a member of Buildings & Grounds, pointed out the need to be sensitive to the immigrant population and not scare them away from the library with a security detail; a patch on the uniform could help alleviate that concern.
 - At Dan's suggestion Fred asked Deborah to arrange a conversation with the Director of Greenfield library re: how they've addressed security issues.
 - Top priority is to keep SFL staff safe.
- d. Library Directors Report – Deborah Kelsey (see attached)
 - Urged Board to continue pursuing security and other systems update.
- e. IT Server, Technology - James Pope
 - Suggests SideBand Systems add 3-D cameras to help track foot traffic.
 - IT Server hardware is in place. City IT will now start on configuring it.
- f. Building & Grounds

- Continues with maintenance, including (but limited to) fountain upkeep, and installing screens to cut down glare on computers.

8. Concerns of Board Members

- Deborah provided her insight into foot traffic, digital usage, collections, operations and security concerns.
- Please let Deborah know if you're interested in attending the Essex County Community Foundation Institute for Trustees event.
- Fred will provide food for the March meeting.

9. 7:00 Adjourn. There being no further business the meeting was adjourned.

10. Next meeting dates:

March 15, 2018, 3:30pm – Budget & Finance

Mar 20, 2018, 5:30pm – monthly board meeting

Mar 24, 2018, 8:30am-4:30pm – Institute for Trustees

Apr 14, 2018, 8am-noon – strategic planning retreat

Apr 24, 2018, 5:30pm – monthly board meeting. Moved from the original April 17th date to avoid a conflict with a City Hall meeting.

Motions Summary

Mern moved that the Board approve SSVG to perform the Saunders House assessment at a cost in line with proposal. Simon seconded. The motion was approved unanimously.

Fred proposed that Simon Paddock be added as a signer to the Bank Gloucester checking account. Fran seconded. The motion was approved unanimously. Signers will be Fran Aliberte, John Brennan, Fred Cowan, Kecia German, and Simon Paddock

Actions Summary

Kecia will schedule a trip to the bank for all signers to update the signature card.

Deborah will arrange a conversation with the Director of Greenfield library re: how they've addressed security issues.

Please let Deborah know if you're interested in attending the Essex County Community Foundation Institute for Trustees event.

**Gloucester Lyceum & Sawyer Free Library
Library Director's Report
February 20, 2018**

Budget, Finance, and Investment – Fred Cowan

Charge: fulfill a fiduciary role; ensure prudent use of the resources of the Corporation; oversee expenditures relative to budget.

- See separate reports of Treasurer and the monthly financials

Building and Grounds – Fred Cowan

Charge: Improve the facilities and grounds as needed, possible, and feasible.

- Considering lessening window glare with light filter shades
- Investigating non-water fire suppression system for the 'vault'
- Planning a complete cleanup of the basements
- Concerned about tripping hazard caused by curling of the carpeting in the Children's Room
- 2 30 AMP circuits installed in vault for IT upgrade Suggest naming to stairwells, Dale Ave and Parking Lot, to facilitate locating people in an emergency
- Garden lights were repaired. LED bulbs were tried, but failed.
- Safety and Security
 - Retired Gloucester police officers are considering forming a small business to provide security to the library.
 - Walked through with security surveillance company to identify how to secure the building with cameras
 - Gloucester police are working through three time each day
- Drafting a building and grounds maintenance and repair manual
- Sculpture is structurally stable. Recommended treatment is cleaning and two applications of wax – verdigris patina will be maintained
- Diebold alarm for vault and paintings has been disconnected.
- Vault - shelving has been dismantled, cleaned, and organized for IT equipment, portable furnishings, and artwork storage
- We, Fred Cowan and I, will be meeting with the DPW Operations Manager, Joe Lucido once a month.
- A lot of tickets with DPW have been closed in the last month!
- Open tickets with DPW
 - Side entrance door replacement
 - Fire door paint
 - Ceiling tile replacement
 - Elevator button replacement and repair
 - Basement handwashing sink leak repair
 - Fire suppression system
 - 1976 2nd floor air leak repair
 - compressor excessive run time due to leaks
 - Downspouts clean
 - Cabinets under sink in Children's mold/mildew treatment
 - Roof runoff redirect

- Soffit water infiltration investigate

Collections – Beth Pocock

Charge: Provide the most well-reviewed, current, popular materials in various formats with special emphasis on Local History and Art, organized for the best intuitive access.

- Device chargers and Kindles are circulating well
- Blu-ray drive and projector are in processing
- Circulation and Collection Access Group has analyzed circulation statistics. All categories are down, except media and teen nonfiction. There is a trend nationwide in public libraries: a decrease in item circulation, and an increase in program attendance. We will be looking at specific sub-collections to identify factors affecting access, discoverability, and usability.
- DVD genre classification is continuing
- Weeding children's collections

Community

Charge: Forge supportive, functional, collaborative, sustainable working relationships with community organizations.

- Continuing to strengthen the collaboration with Wellspring House.
 - We are planning a series of focus groups each with a different community partner as part of our strategic planning process.
- Donations discarded by the Friends have been welcomed by Open Door.
- Collaborating with the Public Health Department on the North Shore Mother Visiting Partnership (NSMVP) with a brochure, board books, and public health nurse presentation for mothers at our storytimes as part of the Children's Department literacy initiative
- Organizing an alternative monthly Spanish and Portuguese storytimes at the Beeman School library at the request of the ELL teachers – Christy Rosso

Corporate Communications – Wendy Quinones

Charge: Raise the public profile of the library in the community.

Compliments/Complaints/Anecdotes

Corporation

Charge: Provide public library services to the City of Gloucester.

Executive – John Brennan

Charge: Oversee the Corporation - Gloucester Lyceum and Sawyer Free Library, Inc.

Financial Review – Jon Morse

Charge: Conduct review annually of audit of the Corporation.

Friends – Kecia German

Charge: Enhance the library patron experience

Fundraising/Development – Simon Paddock

Charge: Raise funds to sustain the immediate, short and long term, and capital needs of the library through feasibility studies, fundraising planning, and donor development.

- Negotiated, signed and paid earnest money for the contract with Library Strategies.

Governance –

Charge: Recruit, develop, and support members of Board and Committees; develop annual Board action plan and evaluate outcomes; review annually the bylaws.

- Executive Committee convened as Governance on Feb 7, 2018.
- Nominate Joe Grella and Carol Healey to serve as a member of the Board of Trustees. Biographical information on each candidate has been emailed separately.

Local History and Archives – Katelynn Vance

Charge: Provide access to well-curated, protected, collections of materials that are unique and local.

- Writing an LSTA grant for preservation of archival items.
- Archivist is Project Manager for current LSTA grant for preservation assessment.
- Formed an Advisory Group for Archives and Local History

Planning

Charge: Conduct a planning process and develop a strategic plan every five years; draft annual actions for Library and Board; realize Library Building Program.

- Library Building Project
 - Waiting for direction from the Saunders House Stewardship Committee.
 - Developing a financial model for the total project costs
 - Met with John Dunn, City Treasurer
 - Toured West Parish School to learn more about LEED
- Strategic Planning
 - Community Strategic Planning Committee is meeting twice a month.
 - Developing a survey
 - Staff Strategic Planning Committee is researching trends in public libraries nationwide and trends in the community and beyond.
 - Board Strategic Planning is scheduled for Saturday, April 14th from 8-noon.

Policies and Procedures – Deborah Kelsey

Charge: Develop policies and procedures identified as needed by the Library staff and Board.

- Pending Makerspace Policy
- Pending Local History and Archives collection policy
- Pending loan rules.

Programs & Services

Charge: Design, promote, and implement programs and services based on needs identified for all populations, especially the underserved.

- The Lyceum – Barbara Braver
- Technology – Lewis Parsons

- Multigenerational
 - Populating Makerspace with passive programming e.g. puzzles, board games – Cindy Williams
 - Offering a weekly “make” challenge, e.g. origami
- Children’s – Christy Rosso
 - Ongoing:
 - Lego Club
 - Dads and Donuts
 - After-school Book Group
 - Minecraft
 - Jr. STEAM Club
 - Science Fun
 - Preschool Storytime
 - Early Intervention
 - Veteran’s Memorial School Book Club
 - Musical Storytime
 - Grandparents as Parents Forum planned for April
- Teens
 - Dungeons and Dragons – Alex Jones
 - Tabletop game night in March – Alex Jones and Lewis Parsons
- Adults
 - Tax forms have been delayed. Photocopies are made for whatever is needed.
 - TED talk discussion group will be held be-monthly – Alex Jones
 - Book groups:
 - World Mysteries – Wendy Quinones (Pleasant Street Tea),
 - Global Issues – Alex Jones (Library),
 - Cookbooks – Cindi Williams (Library),
 - Literature - Mary Weissblum (Library),
- Community / Underserved – AnnaKatherine Amacker and Cindi Williams

Records Management – Kecia German

Charge: Organize and maintain the records of the Library and the Corporation, e.g. facilities, donors, financial, personnel, contracts, and minutes.

- Please submit final drafts of committee minutes to kelsey@sawyerfreelibrary.org
- [M-K Gray will be working with me to make order out of chaos.](#)

Saunders House Stewardship – Mern Sibley

Charge: Identify the facility’s needs in terms of protection, stabilization, preservation, and use.

- Lynn Spencer, preservation specialist will work with the Committee to review Finch & Rose Report as an aspect for considering SH part of the library building project and work with the principal architects, Dore & Whittier.
 - Spencer & Vogt Group Contract – Action Item

Staff:

Charge: Facilitate the maximum use of the library, its programs and services, virtually and physically through curation, community collaboration, best practices, professional standards and ethics, trends, outreach and understanding of community needs.

- AK Amacker is on leave, FMLA. She may be able to return in March.
- Reviewing materials for reclassification of the positions. Editing position descriptions to reflect library administrators' point of view.
- AFSCME performance appraisals are due in February, GMAA in March. Beth Pocock and I are working with each staff member to acknowledge their accomplishments of the past year and set the goals for the next year.
- Staffing for public service has reached a critical level due to a too lean staff with a high incidence of sickness and several vacations. We are not able to double staff at each of the three services points, one on each floor. This is a serious safety issue.
- Staff meetings are being held on the 2nd Friday each month. Meetings include staff training and time to share information, both professional and personal.
- Training by City EMS will be scheduled ASAP. The text of my email requesting training follows:

The library staff is trying to safely respond to the need to check on users of our restrooms if the keys are not returned within 15 minutes.

Last Friday, they developed the following interim protocol:

- Outmost caution should be taken to protect the staff from exposure and potential harm.
- Two staff members, preferably one of whom is an administrator, will support each other while responding.
- Each will have protective gear and a dose of Narcan.
- They will open the restroom door after knocking and determine their next course of action - call emergency services, provide immediate assistance and call 911, etc.

Several concerns and requests arose during our discussion.

We identified the need for protective gear, gloves, respirator/mask, and eye protection, and additional doses of Narcan. Both will be provided by the Department of Public Health.

Also, staff would appreciate training on how to respond given the risk of exposure to fentanyl. They are not "first responders", but need to know what to do before calling 911. The Board of Trustees' first priority is the safety of the staff; second that of the public. Both Fred Cowan and I asked Karin Carroll, Public Health Director, for staff training. Her response: "...we feel that is more appropriately handled by the City's EMS program who are the first responders in these situations...."

The training should be appropriate for library professionals who directly serve the public and are charged with maintaining a safe and healthy environment for people of all ages who use the library. Another aspect of the training should be confirmation that it is okay and appropriate to not respond other than to call 911. Some people may feel they need to do more. For them there should be additional information on how to respond while protecting themselves and others to exposure. Others may feel they cannot or should not do more. For them there should be permission to wait for EMS personnel to respond.

Technology – Lewis Parsons

Charge: Identify and provide up-to-date technology for use by the staff and the public

- Network
 - Equipment for upgrade has been received
 - Electrical upgrade for the new server and backup has been completed
 - City IT will need two weeks to configure and crossover
- Microfilm reader printer
 - City IT configured the computer that will be connected with the new microfilm machine
 - It appears we own the old machines. We are planning to donate one to the Cape Ann Museum
- Email
 - Next steps are to create a Google account for each position in the Corporation and provide technical support and guidelines on use.
- Technology plan is being drafted.

Other

- A young child was slightly injured while climbing on furniture stacked in the Friend Room. Subsequently the “vault” was dismantled, cleaned, and reorganized. Storage is very limited.

Respectfully submitted,

Deborah Kelsey