

**Board of Trustees**  
**Local History Area, Mezzanine Level**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, May 15, 2018, 5:30pm**

**Attendance:** Fran Aliberte, Barbara Braver, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Simon Paddock, James Pope, Wendy Quinones, Mern Sibley, Katlin Wagner, Library Director Deborah Kelsey and guest Elizabeth Enfield

**Not Present:** Bill Fonvielle, Kecia German, and Carol Anne Healy

1. 5:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the April 24, 2018 minutes. Fred moved to approve the minutes as presented. Fran seconded and the minutes were approved unanimously.
4. Financial
  - a. Treasurer's report – Fred Cowan
    - i. Fred has been working with bookkeeper, Mary-Kathryn Gray for more detailed reports. Joe had a question about net income and cash flow discrepancies. Fred noted that is a long-standing issue that they are working on.
    - ii. Joe requested a reporting indicating actual v. budget. Fred and Mary-Kathryn are also working on that.
    - iii. Fran moved to approve the Treasurer's Report; Simon seconded and the report was approved.
  - b. City Council Budget and Finance Committee FY19 budget request review May 17<sup>th</sup> at 8:00 AM. The budget arm of the City Council will be reviewing the SFL City portion of the budget. Board members are encouraged to attend.
5. Discussion and Action
  - a. Trustee candidate: Priscilla Malboeuf – Fran Aliberte, John Brennan
    - i. Fran and Fred met with her and were impressed. John asked for a show of hands on her candidacy and received unanimous support. Fran will let her know that her candidacy was approved. Deborah will add her to the list for the Annual Meeting.
  - b. Annual Meeting –
    - i. Discussed the order of the agenda.
    - ii. Fred re-opened the question of changing the title from President to Chair of the Board. Simon moved to strike the proposed change to the bylaws and keep the original language of President and Vice-President; Fred seconded. Cancellation of the proposed change was approved unanimously; titles will stand as President and Vice-President.

- iii. The activity proposed for the end of the meeting has been canceled allowing time for Trustees to mingle with Corporators after the meeting.
- c. Security – Deborah Kelsey
  - i. SFL staff attended a safety training for Cape Ann libraries led by Warren Graham (aka the “black belt” librarian and author of *The Black-Belt Librarian Real-World Safety & Security*). Approximately 100 librarians attended. Staff found his suggestions on how to monitor and address behavioral issues helpful. He stressed the importance of cameras.
  - ii. This sparked a conversation about custodial/security personnel. SFL staff want security personnel but City unions have some concerns. Deborah is trying to create a new position in the AFSCME-A union (includes custodians) for a City employee funded by the Corporation. The Union contract does not allow us to contract out for services.
    - 1. Deborah is drafting a job description for one full-time position, one half-time and one substitute.
      - a. James pointed out that creating this position would mean a permanent change.
  - iii. Bathrooms – We have considered creating a card entry option and removing locks. Any changes to the current system hinge on installing changing tables in a secure or lockable space such as the children’s bathrooms.
  - iv. Mobile panic devices - Personal devices: James has been reviewing options with Deborah. He recommends using a single purpose gadget over a phone app, but creating the necessary wireless network, providing devices to each staff member, and monitoring them would be cost prohibitive. The City had previously purchased a system that is not in use that we might have the option of using. It would be tied to a person or to a general area. Deborah is in discussion with Instant Alarm for wired panic alarms at the front desk
  - v. Cameras – Deborah did another walk-through with SideBand Systems (SBS). They have updated their proposal with fewer, strategically placed, cameras bringing the estimate from ~\$97,000 to ~\$27,000 for equipment. B&G reviewed the proposal and suggest the Board approve it. If the Board approves the SBS purchase Essery Electric would then write up a proposal for installation.
    - 1. After discussion of the details and logistics Fred moved to approved SBS quote #4438 dated April 30, for purchase of a video management server and 11 cameras at a total of \$27,663. Wendy seconded. The motion passed unanimously.
- d. Other
  - i. June 16<sup>th</sup> workshop with Library Strategies. Simon is creating an invitation for Trustees and committee members (~55 people). We will also invite Christine Armstrong and Mary Jane McGlennon. Simon encouraged Trustees to send him names of other people to include. Deborah would like to send the invitation by Thursday May 17<sup>th</sup>.

6. Ad Hoc Committee Reports
  - a. Exterior Signage – Wendy Quinones
    - i. We have entered the appeal period of the Historic District Commission’s approval of our signs. Once we have cleared that we turn to the Registry of Deeds for recording the decision. Fran and Christine Armstrong will attend to that.
  - b. Events Calendar – Wendy Quinones
    - i. Wendy created a Google calendar for tracking community events by the month. This will enable the Corporate Communications Committee (CCC) to plan for events and leverage PR opportunities. She will send the link and encourages all to add to the calendar.
  - c. Library Building Project – Peter Feinstein
    - i. Peter is working on a slide show for use at the Annual Meeting and beyond. It will be updated as we progress. Peter will share it with the Board; he asks that you not make changes to individual slides. Peter will prepare a list of likely locations/occasions for presenting the slide show.
    - ii. Saunders House – Mern Sibley
      1. Lynne Spencer will present the interim report to the committee at their May 21 meeting. Peter’s slide show will need to be updated for the Annual Meeting presentation.
  - d. Strategic Planning – John Brennan
    - i. ThinkGloucester postcards have gone out.
    - ii. The list of Gloucester Conversations’ dates and locations has been posted. The first one is tonight in Magnolia.
7. Concerns of Board Members – none presented
8. 6:45 Adjourn. There being no further business the meeting was adjourned.
9. Next meeting dates:
  - a. May 21, 2018, 6 – 7 pm – annual meeting
  - b. June 16, 2018, 8 am – noon – Library Strategies workshop
  - c. June 19, 2018, 5:30 pm – monthly board meeting

Respectfully submitted,

Tracy Bowen

### **Motions Summary**

Fred re-opened the question of changing the title from President of the Board to Chair. Simon moved to strike the proposed change to the bylaws and keep the original language of President and Vice-President; Fred seconded. Cancellation of the proposed change was approved unanimously; titles will stand as President and Vice-President.

John asked for a show of hands on approving Priscilla Malboeuf's candidacy as a Trustee and received unanimous support.

### **Actions Summary**

Fran will let Priscilla Malboeuf know that her candidacy for the Board was approved. Deborah will add her to the list for the Annual Meeting.

Fran and Christine Armstrong will register the decision with the Registry of Deeds once we have cleared appeal period of the Historic District Commission's approval of our exterior signs.

Wendy will send the link for the Google calendar she created for tracking community events by the month. She encourages Trustees to add to the calendar.

Peter will share with the Board the slide show he created about the Library Building Project. He will prepare a list of likely locations/occasions for presenting the slide show. The slide show will need to be updated for the Annual Meeting after Lynne Spencer presents her interim report on the Saunders House surveys at the May 21 meeting of the Saunders House Stewardship Committee.