

**Gloucester Lyceum and Sawyer Free Library**  
**Executive Committee Meeting Notice**  
**June 14, 2017 Meeting**

The monthly meeting of the Sawyer Free Library Executive Committee was held on Wednesday, June 14, 2017 at 8:30 am in the Muzzey Room of the Saunders House of the Sawyer Free Library.

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In attendance: John Brennan, Board President, Katherine Prum, Vice President, Kecia German, Secretary and Deborah Kelsey (ex officio).

**1. Call to order:**

The meeting convened at 8:40 am in the Muzzy Room at the Library.

**2. Administration:**

- a. The Executive Board will meet in the future on the first Wednesday of the month at 8:30 am while the full Sawyer Free Library Board will meet on the 3<sup>rd</sup> Tuesday at 5:30pm. There will be no July or August meeting for the full Board. Katherine Prum will provide onboard training to new members. Samantha Low and Katlin Wagner, during the summer.
- b. The full Board must be divisible by three so one person must be deleted or two added. Fred Cowan can fulfill the role of past President.
- c. A draft 2017-18 calendar was reviewed and will be amended to reflect the revised meeting times.
- d. All requests for staff assistance should flow through the Director or Assistant Director.

**3. 2018 Goals:**

- a. Goals will focus on stabilization, internal and external communication and alignment. Our summer goal is to work toward stabilization, continue strategic planning and make efficient use of time.
- b. Discussion took place on raising our profile in the community through story-telling about our successes and repeating the library tours by the staff as given at the annual meeting.
- e. Christine Armstrong's contract expires on 7/1 and thereafter will do consulting on an ad hoc basis. John Brennan will be re-evaluating the Communications Committee roles and responsibilities.

**4. Fund-raising:**

- a. Deborah Kelsey suggested turning the annual appeal over to the Friends of the Sawyer Free Library and any donor would automatically become a "friend". Library clerical staff would be available to assist with the mailing and long-term, donor management software might be purchased. The Board would direct their attention to the larger capital campaign fund-raising.

**5. Other:**

At the suggestion of Katherine Prum, the Board Self-Assessment process will be postponed to September.

The meeting adjourned at 9:40 am.

The next meeting will be on July 5, 2017 at 8:30 am.

Respectfully submitted,  
Kecia German, Secretary

**Motions Summary:**

There were no motions.

**Actions Summary:**

- Deborah Kelsey will provide an updated draft of the 2017-18 committee members and will revise the organizational chart, the 2017-18 calendar and the Board roster.
- Kecia German will arrange for the four new officers to have check-signing authority for our bank account(s) and for the President and Treasurer to manage the Vanguard account.
- Deborah Kelsey will post the June full Board meeting notice with the city clerk.
- Katherine Prum will continue onboard training to the new members.