

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA
Tuesday, November 27, 2018, 5:30 pm

Attendance: Fran Aliberte, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Simon Paddock (left at 7:30), James Pope, Library Director Deborah Kelsey, Library Assistant Director Beth Pocock, and guests Mary-Kathryn Gray (SFL Bookkeeper), Maria Fernandez-Donovan (Dore & Whittier, aka D&W), Neil Glickstein and Paul McGeary (Building Committee), Patrick Thorpe (Audit Committee), Vince Luccitelli, Christine Bruch (auditors), Erik Ruoff from Green Engineer in Concord, MA

Not Present: Anne-Marie Anderson, Barbara Braver, Priscilla Malboeuf, Wendy Quinones, Mern Sibley

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the October 16, 2018 minutes. Fred moved to approve. John suggested some amendments. Fred moved to approve as amended; Simon seconded. James abstained and the minutes were approved.
4. Financial
 - a. Financial Review - Auditors and Financial Review Committee
 - i. Mr. Luccitelli presented the Financial Statement from the FY18 audit.
 - ii. Fran moved to accept the audit and Financial Statement. Fred seconded the motion passed unanimously.

5:47 The auditors, Mary-Kathryn Gray, and Pat Thorpe left the meeting.

5. Discussion and Action
 - a. Library Building Project
 - i. Sustainability: Erik Ruoff presented information about sustainable building options, types and ways of measuring sustainability, and options for SFL.
 - ii. D&W recommend building to LEED standards over NetZero because of the LEED holistic approach. They feel our site is better suited to LEED standards.
 - iii. John moved to instruct D&W to do their best in pursuit of LEED sustainability to the highest degree possible second only to the Library Building Program as presented to the MBLC. Fran seconded and the motion was approved unanimously.

- 1) Erik noted that the energy companies offer financial incentives toward that end; he will help us find those. D&W will work with the Building Committee on this.

6:55 Erik, Maria, Neil, Paul left the meeting

- b. Saunders House (SH)
 - i. The Building Committee recommends keeping SH and the main building joined with the entrance to both where the current 1913 annex is. Peter moved we request D&W to design with the buildings conjoined with D&W's design responsibility stopping at the SH door. Simon seconded and the motion was approved unanimously.
 - ii. SH fundraising will remain separate from Building Program fundraising. SHSC and Fundraising will work out the details.
- c. Treasurer's Report – Joe Grella
 - i. Fran moved to accept the report. Peter seconded and the report was approved unanimously.

6. Updates

- a. Fundraising – Simon Paddock
 - i. Proposal from Library Strategies for hiring a fundraiser and for coaching the new entity. Simon will bring proposals to the Board in December
 - ii. Creating the Foundation. He will bring to the Board in December.
 - iii. As well as documents on hiring the Executive Director of Fundraising.
- b. Friends – Simon Paddock
 - i. He continues to attend meetings. He has asked them to think about how they can contribute to the Building Program. And to consider sharing their member list with us for fundraising.
- c. Action Plan – Deborah Kelsey
 - i. This is prepared annually to be submitted to the state. Deborah and Beth have prepared a plan for FY20 based on the Strategic Plan. Fred moved to approve the plan. Simon seconded and the plan was approved unanimously.
- d. Corporate Communications – John Brennan
 - i. Focusing on promoting a positive public image about SFL with community events.
 - 1) Met with the City Council.
 - 2) Had the public meeting with Dore & Whittier.
 - a) Nice to have had teenagers participate in that activity.
 - 3) Planning an art contest and family/youth activities for February school vacation.
 - ii. Fundraising is at \$8,300 so far.
 - iii. Communications with the press should go through John.
- e. Building & Grounds – Fred Cowan
 - i. HVAC improvements are under way.
 - ii. Safety personnel: We have a tentative agreement with SafeGuard Blue pending small adjustments in the contract.

- iii. Fire Suppression system. MetroSwift is conducting an assessment of the system. B&G has set this as a priority.
- iv. Ground floor adult bathrooms renovations have been proposed.

7. Concerns of Board Members

8. 7:30 Adjourn. There being no further business the meeting was adjourned.

9. Next meeting dates: December 18, 2018, 5:30 pm - monthly board meeting
Respectfully submitted, Tracy Bowen

Motions Summary

Fran moved to accept the audit and Financial Statement. Fred seconded the motion passed unanimously.

John moved to instruct D&W to do their best in pursuit of LEED sustainability to the highest degree possible second only to the Building Program. Fran seconded and the motion was approved unanimously.

Peter moved we request D&W to design with the buildings conjoined with D&W's design responsibility stopping at the SH door. Simon seconded and the motion was approved unanimously.

Fred moved to approve the annual Action Plan prepared for the State. Simon seconded and the plan was approved unanimously.

Actions Summary

For the December Board meeting, Simon will bring information re: a proposal from Library Strategies for hiring a fundraiser and for coaching the new entity; details on creating the Foundation; documents on hiring the Executive Director of Fundraising.