

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, April 30, 2019 5:30 pm

Attendance: Fran Aliberte, Anne-Marie Anderson, Barbara Braver, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope, Joann Riley, Mern Sibley, Marsha Sloane, Library Director Deborah Kelsey, and guests Tracy Davis, Elizabeth Enfield, Prudence Fish, Mary Rhineland

Not Present: n/a

1. 5:47 Call to order
2. Welcome and introductions. This meeting is being recorded.
 - a. Barbara's term is expiring and this is her last meeting. John thanked her for her years of service.
 - b. The May Executive Committee and Governance Committee meetings have been cancelled.
3. Approval of the March 26, 2019 minutes. Fred moved to approve the minutes with one correction. Fran seconded and the minutes were approved.
4. Financial
 - a. Treasurer's report. Joe presented actuals vs. budget for the Corporation and for individual committees; he also provided an update on investments
 - b. FY2020 Budget Approval:
 - i. Each committee has submitted a budget request to Joe.
 - ii. The City portion of the budget has been submitted to the City for their review; this will be reviewed by the Budget & Finance Committee at a public meeting on the morning of May 8.
 - iii. Currently the Corporation spends more than is collected in donations and investment dividends. The Trustees discussed long-term strategies for limiting over-spending. The Foundation is being formed to help with that. Also, the new building will cost less to run.
 - iv. After discussion Fred moved to accept the FY2020 budget as presented. Fran seconded. James abstained and the budget was approved.
5. Discussion and Action
 - a. Media Policy – Fran Aliberte
 - i. See attached policy drafted by the Corporate Communications Committee. The group discussed the impact of social media and best practices in posting and responding to comments. Simon moved to approve the policy. Peter seconded and the policy was approved.
 - b. Process to act upon the Library Building Committee recommendation for the preferred concept design – Peter Feinstein

- i. May 6th: Pricing estimates on the Monell renovation are expected.
 - ii. May 15th: Next Building Committee meeting. The Committee will weigh the renovation expense estimate against an updated estimate on the new building plan. They will vote on the estimate and make a recommendation to the Board.
 - 1. The group discussed scheduling a Board meeting to review the Building Committee recommendation and to vote on the recommendation in order to present it at the Annual Meeting. After discussion Peter moved to schedule the Building Committee meeting for 4:00 on the 15th with a Board meeting to follow at, or about, 5:30. Fred seconded and the motion was approved.
 - a) Deborah will talk with architects Matt Oudens and Maria Fernandez-Donovan to schedule the meeting.
 - c. Merger of Library Building and Fundraising Committees – John Brennan
 - i. The merger was suggested by Library Strategies as a common practice with other libraries. Both committees have discussed the idea and voted to approve the merger as of May 20th. Priscilla moved to combine the Building and Fundraising Committees as of May 20 (after the Annual Meeting). Anne-Marie Anderson seconded and the motion was approved.
 - d. Annual Meeting agenda will include:
 - i. Amy Lannon from Reading Public Library on “Why do a Library Construction Project”.
 - ii. A brief on the Building Project to-date and what happens moving forward.
 - iii. An explanation of the relationship between the Corporation and the City.
 - iv. Reiterate the role of the Corporators.
- 6. Updates
 - a. Fundraising: The Feasibility Study – can begin once we have the visuals that will come out of the building decision.
 - b. Friends: There will be no Book Sale this year. They are working to bring us Harry and the Potters (a music group). Simon is currently the Friends-Board liaison; we are looking for someone else to take that on.
 - c. Building and Grounds: Scheduled for May 13th, Fred is trying to reschedule it for the 6th.
 - d. Saunders House: Gutter work is scheduled. The Committee has agreed to work with the Friends to accommodate and support their work as they can. The Committee is drafting a Saunders House write-up to include with the Feasibility Study packet.
- 7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
- 8. 7:04 Adjourn
- 9. Next meeting dates: May 21, 2019, 5:30 pm – monthly Board meeting

- a. Lyceum – Monday, May 6th at 4:00pm
- b. Corporate Communications – Wednesday, May 8th at 8:30am
- c. Building & Grounds – Monday, May 13th at 4:30pm
- d. Friends – Wednesday, May 15th at 4:00pm
- e. Building Program – Wednesday, May 15th at 4:00pm with Board Meeting to follow at 5:30
- f. Saunders House – Monday, May 20th at 10:30am
- g. Annual Meeting of the Corporation – Monday May 20th at 7:00pm

Respectfully submitted, Tracy Bowen

Motions Summary

After discussion Fred moved to accept the FY2020 budget as presented. Fran seconded. James abstained and the budget was approved.

Simon moved to approve the Media Policy as presented by the Corporate Communications Committee. Peter seconded and the policy was approved.

Peter moved to schedule the next Building Committee meeting for 4:00 on the 15th with a Board meeting to follow at, or about, 5:30. Fred seconded and the motion was approved.

Priscilla moved to combine the Building and Fundraising Committees as of May 20 (after the Annual Meeting). Anne-Marie Anderson seconded and the motion was approved.

Actions Summary

Deborah will talk with architects Matt Oudens and Maria Fernandez-Donovan to schedule the next Building Committee meeting.



Final for approval - 4/19

Media Relations Policies & Procedures

Purpose:

The purpose of this policy is to ensure that The Gloucester Lyceum & Sawyer Free Library, Incorporated, Board Members, Employees, and Volunteers understand what is expected of them concerning all media inquiries and communication with media.

Policy and Procedures:

- When Gloucester Lyceum & Sawyer Free Library, Incorporated (SFL), employees, Board Members or Committee Members are contacted by the media, including but limited to: print, electronic, television, radio and social media, regarding any library-related issue, they are to immediately direct the inquiry to the President, Vice President or Chairperson of Corporate Communications Committee (CCC) of the SFL's Board of Trustees. It will be their responsibility to respond or designate the appropriate spokesperson to respond to the request in a timely and thorough manner.
- SFL Board President, in consultation with the Vice President and CCC Chair, will manage the SFL's response to information or interview requests from the media. SFL's Board President, Vice President and/or CCC Chair or a designate will be the spokesperson when statements of behalf of Sawyer Free Library are required.
- SFL's Board President may assign other representatives to speak on specified topics as appropriate. Other Board Members and Staff will not act as spokespersons unless delegated by the Board President, Vice President or CCC Chair.
- Employees are to refer all media inquires directly to the Library Director or Assistant Director who will then contact SFL Board President. Employees may be designated by the Library Director to speak to the media about services and initiatives they are familiar with and for which they have direct responsibility.
- Volunteers will not speak on behalf of SFL and /or the Board about SFL matters. Volunteers shall inform the Board President or Library Director if asked for information or to comment on all SFL matters.