

**Board of Trustees**  
**Executive Committee**  
**Wednesday, April 3, 2019, 8:30 am**  
**Byers Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

**Attendance:** Frank Aliberte, John Brennan, Fred Cowan Joe Grella, Priscilla Malboeuf, and Library Director Deborah Kelsey

**Not Present:** n/a

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the Minutes for March 6, 2019. Fred moved to approve the minutes as presented. Fran seconded and the minutes were approved.
4. Discussion/Report
  - a. Budget Report: Joe Grella
    - i. Met with the City re: FY20 budget. Deborah and Joe described the process to the group. We encourage the Board to attend the Budget & Finance meeting with the City for the next review.
  - b. Building & Grounds: Fred Cowan
    - i. AV upgrade has begun and has already made a great difference to the quality of meetings. Fred noted that James Pope was a huge help in creating the plan and equipment list. Fred also had Erich Archer from 1623 Studio to make sure that our system will work well with theirs. New Technology Librarian, Gabi Toth, and Beth Pocock participated in the discussion as well. The Friend Room will get the first upgrade.
    - ii. Fred is also working on improving lighting in the Friend Room and on the main floor.
    - iii. Metro-Swift continues to work on the fire suppression system.
  - c. Library Building Committee: Deborah Kelsey
    - i. They are staggering the working group meetings. The Committee is holding a meeting next week to begin discussing pricing; they will meet to discuss details in May. The next meetings of the Committee will be April 17 and May 15. Architect Matt Oudens will present proposed plans at the Annual Meeting in May.
  - d. Fundraising: John Brennan
    - i. Feasibility Study: The Committee is meeting tomorrow to discuss the Home Gatherings – an important part of the Feasibility Study.
    - ii. The group discussed increasing the Board's role in helping with the Fundraising process.

- e. Communications (CCC)
  - i. Media Relations: CCC has drafted a policy stating that requests for interviews should go through the President, the VP, or the CCC Chair; the Library Director will approve staff interviews for non-corporate matters. It will go to the next Board meeting for approval. Once approved it will be included in the Board packet given to new Trustees.
- f. Annual Meeting agenda:
  - i. Proposed agenda includes: Keynote speaker Amy Lannon; Matt Oudens on the proposed Building Program; Business meeting
  - ii. Signing people in: People want to sign the book. There was a brief discussion of the logistics and best plans for signing people in.
  - iii. There was side discussion of increasing communication with the Corporators outside of the Annual Meeting; as a start we will send a mid-year report.
- g. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
  - i. Priscilla is reviewing the bylaws for suggestion updates.
  - ii. Showing of The Public at Cape Ann Cinema tomorrow night.
  - iii. Fred is providing food for Board meetings. Thank you, Fred!

5. Next meeting Wednesday, May 1, 2019, 8:30 am

6. Adjourn

Respectfully submitted, Tracy Bowen

**Motions Summary**

n/a

**Actions Summary**

Present the Media Relations draft policy at the next Board meeting for approval.