

Gloucester Lyceum and Sawyer Free Library
Executive Committee
June 5, 2019 Minutes Draft

Present: John Brennan, President, Joe Grella, Treasurer, Priscilla Malboeuf, Secretary and Deborah Kelsey, Library Director

Absent: Fran Aliberte, Vice President

Discussion:

Annual Meeting and the role of the corporators: Corporate Communications should focus on the corporation. Concerns about the lack of timeliness of invitation to the corporators, the avoidable mistakes in the annual report and treasurer's presentation. Need to engage the corporators e.g. gala, silent auction, meal; annual report; newsletter. Annual Report could be sent to donors of the Annual Appeal when the information is more current rather than distributed at the Annual Meeting.

Executive Committee meetings: Committee chairs as well as officers of the board should attend to improve communications and cross silos. Issues need to be vetted. J Brennan will try to present each issue in the form of a case study and invite committee members to discuss.

Plaques and donor recognition: need a policy; need to determine where, what kind, how big, what is said. Maybe Library Strategies can help especially with room naming

Building project: Should have an engagement piece at the front desk.

Liaisons to the Board: P Malboeuf will discuss with M Weissblum, Lyceum and R Aliberte, Friends.

Treasurer's Report: Met at Cape Ann Savings Bank Trust Department to discuss investment strategies.

Bylaws: Considering eliminating committees in favor of task forces as the means to be more agile and focused. P Malboeuf is working on draft revisions.

Respectfully submitted,

Deborah Kelsey