

**Board of Trustees**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, August 27, 2019 5:30 pm**

**Attendance:** Fran Aliberte (via video conferencing), Anne-Marie Anderson, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope, Joann Riley, Mern Sibley, Marsha Sloane, Library Director Deborah Kelsey, and guests Gail Sarofeen, Community Librarian Lara Vilahomat and Technology Librarian and Stephen Margelony-Lajoie

**Not Present:** John Brennan, Fred Cowan, Peter Feinstein

1. Call to order
2. Welcome and introductions. This meeting is being recorded.
  - a. Joe made a motion to invite Fran into the meeting. Anne-Marie seconded and the motion was approved via voice roll call.
3. Approval of the July 23, 2019 minutes. Simon moved to approve the minutes as presented. Priscilla abstained from voting. The motion was seconded and approved.
4. Financial
  - a. Treasurer's report – Joe Grella  
Joe presented actual vs. budget for July and for the fiscal year to date, as well as committee figures. The FY19 audit is underway.
5. Discussion and Action
  - a. Foundation: Motion for consideration: Once the Sawyer Foundation's EIN is established the Gloucester Lyceum and Sawyer Free Library, Inc. will provide a promissory note for a loan up to \$300,000 for FY2020.
    - i. It was determined the EIN has been obtained and so the motion was amended: Joe moved that the Gloucester Lyceum and Sawyer Free Library, Inc. will provide a promissory note for a loan up to \$300,000 for FY2020. Simon seconded.
    - ii. Simon moved that the Trustees approve the promissory note pending review by attorneys for SFL and the Foundation, Meredith Fine and Elizabeth Reinhardt respectively. Mern seconded. After discussion Simon withdrew his motion.
    - iii. Priscilla moved to approve the motion as amended in Item 5.a.i. Simon seconded. The motion was approved via voice roll call.
    - iv. Simon moved to send the draft promissory note for review by attorney Elizabeth Reinhardt with the intention of forging a document indicating that the loan is forgivable by the lender (i.e., SFL). The motion was seconded and approved via voice roll call. Deborah will forward the document to the attorney.
6. Updates

- a. Corporate Communications (CCC) – Fran Aliberte
    - i. Civic Hub Grant: Focusing on three areas the first of which is Immigration: Collaborating with Gloucester Stage Company; also planning a panel discussion on income inequality.
    - ii. Upcoming Sponsorships (Focusing on events that could bolster fundraising efforts):
      - 1. Gloucester Schooner Festival
      - 2. Movie Night at I4C2
    - iii. Assisting the Friends with the upcoming Art Auction.
    - iv. Please channel requests/suggestions for PR duo Christine Armstrong and Tracy Davis through Fran.
    - v. Fran thanked the Library staff for their help and support.
  - b. Building & Grounds – Deborah Kelsey
    - i. Fountain: Paint is bubbling up on the outside of the fountain. B&G will address this.
    - ii. Fire Suppression System: Dry heads are being replaced; a new leak in the system is being repaired.
    - iii. IT projects: Staff work-stations are being installed on all three floors.
  - c. Friends – Gail Sarofeen
    - i. The annual Book Sale has been replaced by the on-going book sale area.
    - ii. They are accepting paintings for the Art Auction in October. Paintings will be hung in the Matz Gallery for silent bidding starting next week.
    - iii. The Friends have been approached by the CCC to fund an event commemorating past Sawyer Medal winners. This is under discussion. There might also be some other funding sources.
  - d. Governance –
    - i. Last month’s meeting was canceled. There will likely not be a meeting in September.
  - e. Executive Committee – Deborah Kelsey
    - i. The next meeting is scheduled for September 4. Changing the meeting date to the second Wednesday will be on the agenda.
  - f. Lyceum – Marsha Sloane
    - i. Marsha met with Mary Weissblum. Mary has stepped down as the Chair; Susan Oleksiw is stepping up. Marsha will attend the next meeting on September 9.
  - g. Saunders House – Mern Sibley
    - i. A rotted gutter has been replaced. This still needs to be capped.
    - ii. The Committee is meeting with contractors re: repairing a section of rotted sill in the basement.
7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting.
- a. New staffers Lara Vilahomat, Community Librarian and Stephen Margelony-Lajoie, Technology Librarian attended the meeting briefly to introduce themselves to the Trustees.
8. 6:40 Adjourn. There being no further business the meeting was adjourned.

9. Next meeting dates: Trustees – Tue, Sep 24, 5:30 pm
  - a. Executive & Governance – Wed, Sep 4, 8:30 am
  - b. Lyceum – Mon, Sep 9, 4:30 pm
  - c. Building & Grounds – Mon, Sep 9, 4:30 pm
  - d. Corporate Communications – Wed, Sep 11, 9:00 am
  - e. Saunders House – Mon, Sep 16. 10:30 am
  - f. Financial Review – Tue, Sep 17, 9:00 am or 2:30 pm
  - g. Friends – Wed, Sep 18, 3:00 pm
  - h. Trustees – Tue, Sep 24, 5:30 pm
  - i. Capital Projects – Wed, Sep 25, 8:30 am
  - j. Executive & Governance – Wed, Oct 2, 8:30 am

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.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Foundation: Motion for consideration: The Gloucester Lyceum and Sawyer Free Library, Inc. will provide a promissory note for a loan up to \$300,000 for FY2020. Priscilla move to approve the motion as amended. Simon seconded. The motion was approved via voice roll call.

Simon moved to send the draft promissory note for review by attorney Elizabeth Reinhardt with the intention of forging a document indicating that the loan is forgivable by the lender (i.e., SFL). The motion was seconded and approved via voice roll call.

### **Actions Summary**

Deborah will forward the draft promissory note to attorney Elizabeth Reinhardt.