

**Gloucester Lyceum and Sawyer Free Library
Capital Projects Committee
Wednesday August 21, 8:30-9:30 am
Location: Byers / Davison Room**

2 Dale Avenue, Gloucester, MA 01930

Attendance: Fran Aliberte, Anne-Marie Anderson, Christine Armstrong, Fred Cowan, Joe Grella, Paul McGeary, Simon Paddock (Chair), Joe Taormina, Library Director Deborah Kelsey, and guest Stu Wilson from Library Strategies (via video conferencing)

Not Present: Joan Pohas

1. Call to order, welcome and introductions
2. Approve minutes from July 24, 2019. Paul moved to approve as presented; Fran seconded and the minutes were approved.
3. Finalize Feasibility Study Interview Booklet
 - a. The final draft has been received. A small group will remain after this meeting to make final corrections (typos, etc.).
 - b. These packets are not for public distribution, but to be given to interviewees.
4. Discuss House Meeting
 - a. Tracy Davis prepared a draft of materials for the meetings. Simon will share this electronically with the Committee. We will schedule another meeting to edit and finalize the documents: Agenda for the meeting format; A take-away for attendees
 - b. Paul moved to move the House Meetings be scheduled for a time after the Feasibility Study has been conducted with a view toward building support for the Library in general and the building project in particular. The motion was seconded and approved.
 - c. Please send edits/comments to Deborah via email; she will compile these for review at the September 5th meeting.
5. Review Interviewee Letter
 - a. These will be personalized. Committee members will review the list for letters to personally address. After discussion the group decided to call a special meeting to review the final list with the expectation of sending the letters in September.
 - b. Interviews will be scheduled for October.
6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting

- a. The long-term fundraising strategy, including different types of events and efforts, was briefly discussed.
 - b. Paul is moving out of town and, as such, submits his resignation from the Committee. The Committee thanked Paul for his service.
 - c. The Foundation:
 - i. With Paul stepping down, we will need to find a new Chair. Paul will stay on until the paperwork is filed with the State.
 - ii. The Trustees still need to vote on setting aside start-up money, in the form of a loan, for the Foundation; this will be on the agenda for the next Board meeting.
 - iii. Paul will instruct attorney, Meredith Fine to file the EIN forms with the State as soon as possible.
7. Next meeting date: Thursday, September 5, 2019 at 5:00 pm.
8. 9:20 Adjourn. There being no further business the meeting was adjourned.

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

Paul moved to move the House Meetings be scheduled for a time after the Feasibility Study has been conducted with a view toward building support for the Library in general and the building project in particular. The motion was seconded and approved.

Actions Summary

Simon will share draft House Meeting materials for the meetings with the Committee electronically.

Send edits/comments on the House Meeting materials to Deborah via email; she will compile these for review at the September 5th meeting.

Paul will instruct attorney, Meredith Fine to file the EIN forms with the State as soon as possible.