

Board of Trustees
Friend Room
2 Dale Avenue, Gloucester, MA 01930
Tuesday, October 22, 2019 5:30 pm

Attendance: Fran Aliberte, Anne-Marie Anderson, John Brennan, Fred Cowan, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, Joann Riley, Mern Sibley, Marsha Sloane, Library Director Deborah Kelsey, guests Mary-Kathryn Gray, and auditors Christine Bruch, and Vince Luccitelli (5:30-5:45), and Assistant Library Director Beth Pocock (6:04-6:10)

Not Present: James Pope

1. 5:37 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the September 24, 2019 minutes. Fran moved to approve the minutes as presented. Priscilla seconded and the minutes were approved.
4. Financial – Joe Grella
 - a. Financial Review: The auditors presented the FY2019 Financial Statement; they cited good practices in place in SFL record-keeping. With their guidance we have updated our Investment Policy. Joe moved to accept the audit as present; Fred seconded and the motion was approved.
 - b. Treasurer’s report: Joe presented budget vs. actual figures for the month of September and for the fiscal year to date. He also presented committee budgets vs. actuals for the fiscal year. We recently took over bookkeeping responsibilities for the Friends
 - i. Based on the auditors’ findings, Joe made the motion to move \$50,000 temporarily restricted funds from Cape Ann Savings Bank to the operations account at BankGloucester. Fred seconded and the motion was approved.
 - ii. Fran moved to approve the report. Priscilla seconded. Approved.
5. Discussion and Action
 - a. Overview of the Civic Hub – Beth Pocock
 - i. We received a grant from The Institute for Museum and Library Services with the goal of fostering civic engagement.
 - ii. We have chosen to focus on: Immigration, Journalism, and Rising Oceans
 - 1) Immigration: we are organizing a photo exhibit of Wellspring students; photos by Tracy Davis and interviews by Miriam Weinstein. Opening reception for the exhibit on November 14th.
 - b. Foundation: Review of the grant agreement – Priscilla Malboeuf
 - i. Priscilla spoke with SFL’s attorney Elizabeth “Liz” Reinhardt re: the language around the money SFL Trustees voted to fund the Foundation. Liz will prepare a document explaining the SFL Board’s decision-making

process and decision for reference in the future. She will discuss this with Deborah and have it available for the next meeting of the Trustees.

- c. Acceptable Behavior Policy: Review of proposed changes – Deborah Kelsey
 - i. Sleeping: SafeGuard Blue security staff have raised concerns about people sleeping in the Library; they have requested that the current policy – that discourages “extended sleeping” – be changed to disallow all sleeping.
 - ii. Vaping: Smoking is not allowed on Library premises; explicit reference to vaping needs to be included in the policy.
 - iii. Deborah and Beth have made the suggested changes to the policy. The Board agreed to the changes.
- d. Consider candidate Peter Brau for Trustee – Fran Aliberte
 - i. Fran and Fred met with him. He has a financial background and a firm belief in giving back to the community. He was the point-person for construction of the building for his former business. Peter moved to approve Peter Brau for the Board; Fred seconded and the motion was approved. Fran will reach out to him.
- e. Bylaws: Review of proposed changes – Priscilla Malboeuf
 - i. Priscilla has drafted suggested changes to the bylaws. Deborah will send a PDF of the suggested revision to the Trustees along with comments from Priscilla; send comments to Deborah. Proposed changes and comments will be reviewed at the next Governance Committee meeting and distilled for discussion at a future Board meeting.
- f. Library Director’s report:
 - i. Numbers of visitors have increased.
 - ii. The Teen Center has been very popular.
 - iii. Cape Ann Reads update: Catherine Ryan refused to accept the certified letter re: returning original artwork. The winning artist removed her artwork from the display in the Library. Catherine refused a request from Deborah to return original artwork to other artists. The Board suggested Deborah consult with attorney Meredith Fine re: next steps. Peter moved to give John and Deborah leeway to act on this. Fran seconded and the motion was approved.
 - iv. Census: MBLC has asked if/how we are participating in the census. Gloucester is an under-represented city in an under-represented county. This limits federal funding and might lead to a lost House seat. On the flip side it raises concerns of ICE intervention. Deborah spoke to the Mayor who wants the Library to take this on. In partnership with the Census we are forming a Complete Count Committee and will offer an anonymous way for people to complete the census online.

6. Updates

- a. Building & Grounds – Fred Cowan
 - i. Fountain: The Committee plans to update the pump and filter system, at cost of ~\$5,000; the new system will save on weekly upkeep expense.
 - ii. Electrical upgrades have been scheduled
 - iii. Bathroom renovations: We have plans for addition of a bathroom on the main floor and for renovations to ground floor bathrooms; these include

suggested fixtures and are sufficient for getting quotes. Fred will be meeting with the City Plumbing Inspector. There was brief discussion about how to move forward with the decision.

- iv. AV Upgrade: Deborah met with Eric Archer of 1623 Studios for a full list of necessary equipment. James Pope will review the list.
 - b. Capital Projects – Simon Paddock
 - i. Feasibility Study: Interviews are scheduled for three days at the end of October. Interviewers are three representatives from Library Strategies. Trustees are invited to a reception to meet them at Beauport Hotel on Tuesday, October 29th at 5:30 – all Board members are invited.
 - c. Corporate Communications – Fran Aliberte
 - i. Annual Appeal: working on a marketing campaign; letters are scheduled to go out at the beginning of November. We have a goal of \$30,000 – up about \$5,000 from last year. Fran asked each Trustee to submit three to five names of people to solicit.
7. 7:10 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting dates: Trustees – Tue, Nov 26, 5:30 pm
- a. Capital Projects – Wed, Oct 23, 8:30 am
 - b. Lyceum – Mon, Nov 4, 4 pm
 - c. Executive & Governance – Wed, Nov 6, 8:30 am
 - d. Library Closed: Veterans Day – Monday, Nov 11
 - e. Corporate Communications – Wed, Nov 13, 9:00 am
 - f. Massachusetts Library Trustees Association Annual Meeting – Sat, Nov 16, 9:30-1:30, Shrewsbury Public Library
 - g. Saunders House – Mon, Nov 18, 10:30 am
 - h. Building & Grounds – Mon, Nov 18, 4:30 pm
 - a. Friends – Wed, Nov 20, 3:00 pm
 - b. Trustees – Tue, Nov 26, 5:30 pm
 - c. Capital Projects – Wed, Nov 27, 8:30 am
 - i. Library Closed: Thanksgiving Day – Thursday, Nov 28

Motions Summary

Joe moved to accept the audit as presented; Fred seconded and the motion was approved.

Based on the auditors' findings, Joe made the motion to move \$50,000 of temporarily restricted funds from investment funds at Cape Ann Savings Bank to the operations account at Bank Gloucester. Fred seconded and the motion was approved.

Fran moved to approve the Treasurer's Report. Priscilla seconded. Approved.

Peter moved to approve Peter Brau for the Board; Fred seconded and the motion was approved. Peter moved to give John and Deborah leeway to act on Cape Ann Reads and Catherine Ryan's refusal to comply with requests to return original artwork. Fran seconded and the motion was approved.

Actions Summary

Fran will reach out to Peter Brau with an invitation to join the Board.

Deborah will send a PDF of the suggested bylaws revision to the Trustees along with comments from Priscilla. Trustees should send comments to Deborah.