

**Board of Trustees**  
**Executive Committee**  
**Wednesday, December 4, 2019, 8:30 am**  
**Byers-Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

**Attendance:** Fran Aliberte, John Brennan, Fred Cowan, Joe Grella (via video conferencing), Priscilla Malboeuf, Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

**Not Present:** n/a

1. Call to order.
2. Welcome and introductions. This meeting is being recorded.
  - a. Mern moved to accept Joe into the meeting. Fran seconded and the motion was approved.
3. Approval of the Minutes for November 6, 2019. Fred moved to approve the minutes; Fran seconded and the minutes were approved.
4. Discussion/Report
  - a. Treasurer: Joe requested that Fred email a six-month estimated cash flow for the Building & Grounds Committee. Simon commented that he still needs to do that for the Capital Projects Committee.
  - b. Building & Grounds:
    - i. We are arranging for the plumber to come and price out the various bathroom options being considered: 1) two on the main floor, one on the second; 2) one on each floor; 3) two on each floor.
    - ii. The Committee has asked the DPW to address the flooding and freezing safety issue at the sidewalk/crosswalk on Dale Avenue. The DPW is aware of the problem; the Committee will continue to push the issue.
    - iii. The commemorative plaque for the beech tree has been installed.
  - c. Capital Projects – Foundation:
    - i. Feasibility Study: we have a draft of the results. The Committee will review it tomorrow and bring it to the Board with a recommendation; Deborah will send the draft and the Committee recommendation with the Board packet. The group discussed the important points raised; these will be detailed in the Committee's recommendation.
  - d. Communications:
    - i. Annual Appeal: responses are coming in. In the future, we should make hard copies available at the Circulation Desk.
    - ii. Social Media: The Committee has drafted a social media schedule for posts. Fran noted that our schedule has not been posted on Good Morning Gloucester lately; Tracy Davis is looking into this.

- iii. Take-away for house-parties: Christine Armstrong is working on this. When it's done each Board member will get a copy. Fran will make sure City Councilors get a copy as well. Simon will send an electronic copy to Deborah.
  - iv. The recent immigration event was well-attended and well-received.
  - e. Saunders House:
    - i. Paint Analysis: Historical expert Bill Finch has given us an estimate for conducting an in-depth paint analysis on the Byers-Davidson Room and the hallway. The Committee had previously agreed to do the analysis at a cost not to exceed \$5,000. They will discuss the estimate at their next meeting.
    - ii. Furnace: There was a problem with the furnace over the weekend. Brad Poole, the technician for the City is not available in the off-hours. B&G will try to contract with an outside service provider.
5. Next meeting Wednesday, January 8, 2020, 8:30 am
6. 9:05 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

n/a

**Actions Summary**

Fred and Simon will send Jo a six-month estimated cash flow for their respective committees.

Deborah will send the draft Feasibility Study report, and the Committee recommendation, with the Board packet.

When the take-away for house-parties has been completed, Simon will send an electronic copy to Deborah. She will forward it to Trustees and Fran will make sure City Councilors get a copy as well.