

**Board of Trustees**  
**Executive Committee**  
**Wednesday, February 5, 2020, 9:00 am**  
**Byers Davidson Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA**

**Attendance:** Fran Aliberte (via video conferencing), John Brennan, Fred Cowan, Joe Grella (via video conferencing), Priscilla Malboeuf (left at 9:15) Simon Paddock, Mern Sibley, and Library Director Deborah Kelsey

**Not Present:** n/a

1. 9:00 Call to order
2. Welcome and introductions. This meeting is being recorded.
  - a. Fred moved to accept Fran and Joe into the meeting. Simon seconded and the motion was approved.
3. Approval of the Minutes for January 8, 2020. Fred moved to approve the minutes as presented. Simon seconded and the minutes were approved.
4. Discussion/Report
  - a. Treasurer – Joe Grella
    - i. Family Leave Act: Bookkeeper Mary-Kathryn Gray and Board scribe Tracy Bowen are covered under this act. The onus is on them to pay the tax; Joe proposed that SFL cover the cost instead (which is minor). The group agreed that the Corporation should take this on and bring this to a vote of the Board.
  - b. Building & Grounds – Fred Cowan
    - i. Security: We just reached our one-year anniversary with SafeGuard Blue.
    - ii. Children’s Library: Materials are on order. The Children’s Library will be closed for one week during those renovations. This is tentatively scheduled for the week after April vacation.
    - iii. Bathroom renovations: Estimated to start in March. They will construct a temporary wall to block off the work area so the library will remain open during construction.
  - c. Capital Projects – Simon Paddock
    - i. Simon is assembling the search committee for the Foundation Director.
  - d. Communications
  - e. Saunders House
  - f. Staff gathering – Deborah Kelsey
    - i. Staff development budget line will be exceeded by about \$1,000 to cover an annual celebration of staff, refreshments for a day-long training, and travel reimbursement.

5. Next meeting Wednesday, March 4, 2020, 8:30 am

6. 9:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

n/a

**Actions Summary**

Simon is assembling the search committee for the Foundation Director