

Board of Trustees
Executive Committee
Wednesday, March 4, 2020, 8:30 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA

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

Not Present: Joe Grella

1. Call to order
2. Welcome and introductions
 - a. Simon moved to vote Fran into the meeting. Priscilla seconded and the motion was approved.
3. Approval of the Minutes for February 5, 2020. John and Deborah offered some corrections. Fred moved to approve the minutes as corrected. Mern seconded and the minutes were approved.
4. Announcements
 - a. Mern showed the group an article about the Friends in Cape Ann Magazine. Fran thanked Tracy Davis for her work on that.
 - b. Donna Leete updated the Director job description and sent it to John yesterday for review.
 - c. FY2020 budget discussion with the City is scheduled for the end of the month. Deborah would like to have the Corporation budget ready for review at that time; she will need committee budgets.
5. Discussion/Report
 - a. Treasurer's Report – Deborah Kelsey
 - i. The group quickly reviewed projected committee budgets for FY20.
 - b. Building & Grounds – Fred Cowan
 - i. Custodial staff for every open hour: Fred met with the Mayor and Jim Destino who asked that we add that expense to our City budget for approval.
 - ii. Bathroom renovation: Plans are progressing. Tracy Davis is working on talking points to address questions that might come up from the public.
 - c. Capital Projects – Foundation – Simon Paddock
 - i. The IRS has approved our application and assigned us an EIN. Thanks to good work by Meredith Fine and the Committee. With this development the Capital Projects Committee has gone dormant and the Foundation Board will pick up the work for now.

- ii. Search for a Director: We have signed the contract with Library Strategies to conduct the search.
 - d. Communications – Fran Aliberte
 - i. Sponsorships: Fiesta, Power of Play, Backyard Growers
 - e. Saunders House – Mern Sibley
 - i. Murals: Preservationist, Lisa Mehlin is scheduled to visit next week to talk about the murals.
 - ii. Paint Analysis: Bill Finch is actively working on this. He needs help from a carpenter to get access to one section.
 - f. Annual Meeting: Monday, May 18 – John Brennan
 - i. Change of Officers
 - ii. Announcement about the Foundation
 - 1) Corporate Communications is producing a short video about the Foundation. They are working on story boards that they can share with the Committee.
 - iii. Acknowledgement of long-time volunteer and staffer, Heather Faulk.
- 6. Next meeting Wednesday, April 1, 2020, 8:30 am
- 7. 9:30 Adjourn

Respectfully submitted, Tracy Bowen

Motions Summary

Actions Summary