

**Board of Trustees**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Tuesday, December 17, 2019 5:30 pm**

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Peter Brau, John Brennan, Jason Brisbois, Fred Cowan, Peter Feinstein, Joe Grella (via video conferencing), Priscilla Malboeuf, Simon Paddock, James Pope, Joann Riley, Mern Sibley, Marsha Sloane, Library Director Deborah Kelsey and visitors Tracy Davis (Corporate Communications Committee) and Gloucester Daily Times reporter Taylor Ann Bradford

**Not Present:** n/a

1. 5:37 Call to order
2. Welcome and introductions. This meeting is being recorded.
  - a. Priscilla moved to accept Joe into the meeting. Fred seconded and the motion was approved.
3. Approval of the November 19, 2019 minutes. Fran moved to approve the minutes as presented and Priscilla seconded. Fred and Anne-Marie abstained and the minutes were approved.
4. Financial
  - a. Treasurer's report: Joe presented actual versus budget figures for November and for the year-to-date. He also presented figures for the various committees. Joe thanked committee chairs for submitting cash flow projections for the next six months.
  - b. Check-signing policy: Joe, and Bookkeeper Mary-Kathryn Gray, reviewed the process. They are looking into automated systems to approve and process invoices for payment.
  - c. Fran moved to approve the Treasurer's Report. Mern seconded and the report was approved.
5. Discussion and Action
  - a. Accept Feasibility Study: We have received the draft to be reviewed. Simon will discuss some privacy concerns with Stu Wilson of Library Strategies. Fred moved to table the discussion. Priscilla seconded and the motion was approved.
  - b. Authorize Library Strategies (LS) to begin the search for a Develop Director for the Sawyer Library Foundation – Simon Paddock
    - i. Fran, Simon, and the Capital Projects Committee are beginning the process. It is expected that by May they will have the Foundation running and will have narrowed the application field down to finalists. Foundation Board members would help with the final decision. LS will help, but not lead the process.

- c. Approve Library Action Plan FY2021 – Deborah Kelsey
    - i. This is an annual requirement to retain funding from the Mass. Board of Library Commissioners (MBLC). The plan has been submitted but can be amended. Fred moved to approve the Action Plan. Fran seconded and the Plan was approved.
      - 1. MBLC suggested the Board draft a similar plan for themselves as a way to focus efforts. Deborah will draft it for review by an *ad hoc* committee consisting of Fred, Anne-Marie, Priscilla, and Mern.
6. Updates
- a. Building & Grounds – Fred Cowan
    - i. Please see minutes on the Google drive.
  - b. Capital Projects – Simon Paddock
    - i. See above
  - c. Corporate Communications – Fran Aliberte
    - i. Annual Appeal: Donations are slightly behind last year.
    - ii. Take-aways from Feasibility Study: Fran gave each Trustee a copy of the document. He will give one to each City Councilor and School Committee member as well. He would like it posted on the SFL website. Priscilla suggested sharing it with school leaders.
  - d. Friends – Deborah Kelsey
    - i. The Friends were active at the Middle Street Walk (thank you also to Fran and Priscilla for helping).
  - e. Governance – Priscilla Malboeuf
    - i. Bylaws revision: The Committee is reviewing proposed revisions. These will come before the Board to review before the May Annual Meeting. Priscilla will share the latest version with Deborah who will share it with interested Trustees before the January Governance Committee meeting.
  - f. Lyceum – Marsha Sloane
    - i. Marsha attended the December meeting where they reviewed possible future programs and author talks. Among programs discussed: aging and dementia/memory, “Life on the Docks”, and much more.
  - g. Saunders House – Mern Sibley
    - i. The Committee has agreed to hire Bill Finch to conduct a paint analysis of the Byers-Davidson Room and the adjoining hallway. This will be done at a cost not to exceed \$5,000. The Committee is considering doing an historic renovation of that room and hallway.
  - h. Library Director’s Report – Deborah Kelsey
    - i. Attendance continues to be on the rise.
    - ii. Library of Things: a collaboration between DPW and SFL. This is through a recycling grant from the state. This would be a range of items from technology to tools to household items. Deborah and Technology Librarian, Stephen Margelony-Lajoie are working out the details.
  - i. John thanked the Trustees for their work over the past year.
7. 6:25 Adjourn. There being no further business the meeting was adjourned.

8. Next meeting dates: Trustees – Tuesday, January 28, 5:30 pm
  - a. Friends – Wednesday, December 18, 3:00 pm
  - b. Library Closed: Christmas Eve Day– Tuesday, December 24
  - c. Library Closed: Christmas Day – Wednesday, December 25
  - d. Library Closing: New Year’s Eve Day – Tuesday, December 31, 4:00 pm
  - e. Library Closed: New Year’s Day – Wednesday, January 1
  - f. Lyceum – Monday, January 6, 4:00 pm
  - g. Executive & Governance – Wednesday, January 8, 8:30 am
  - h. Building & Grounds – Monday, January 13, 4:30 pm
  - i. Corporate Communications – Wednesday, January 15, 9:00 am
  - j. Friends – Wednesday, January 15, 3:00 pm
  - k. Library Closed: Martin Luther King Jr. Day – Monday, January 21
  - l. Capital Projects – Wednesday, January 22, 8:30 am
  - m. Saunders House – Monday, January 27, 10:30 am
  - n. Trustees – Tuesday, January 28, 5:30 pm

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Priscilla moved to accept Joe into the meeting. Fred seconded and the motion was approved.

Fran moved to approve the Treasurer’s Report. Mern seconded and the report was approved.

Fred moved to table discussion of the Feasibility Study report. Priscilla seconded and the motion was approved.

Fred moved to approve the FY2021 Action Plan. Fran seconded and the Plan was approved.

### **Actions Summary**

Simon will discuss some privacy concerns about the Feasibility Study report with Stu Wilson of Library Strategies.

Deborah will draft an action plan for the SFL Board for review by an *ad hoc* committee consisting of Fred, Anne-Marie, Priscilla, and Mern.

Priscilla will share the latest version of the bylaws revision with Deborah who will share it with interested Trustees before the January Governance Committee meeting.