

**Board of Trustees**  
**Friend Room**  
**2 Dale Avenue, Gloucester, MA 01930**  
**Wednesday, January 29, 2020 5:30 pm**

**Attendance:** Fran Aliberte (via video conferencing), Peter Brau, Jason Brisbois, Fred Cowan, Peter Feinstein (left at 6:30), Joe Grella (via video conferencing), Simon Paddock, James Pope, Joann Riley, Mern Sibley, Library Director Deborah Kelsey, and guests GDT Reporter Taylor Ann Bradford and Tracy Davis

**Not Present:** Anne-Marie Anderson, John Brennan, Priscilla Malboeuf, Marsha Sloane

1. Call to order. Fred moved to vote Fran and Joe into the meeting. Simon seconded and the motion was approved.
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the December 17, 2019 minutes. James moved to approve the minutes as presented. Jason seconded and the minutes were approved.
4. Financial
  - a. Treasurer's report – Joe Grella
    - i. Joe presented budget versus actuals for December and for the year-to-date. He also presented committee activity.
    - ii. Joe raised the question of whether contract employees fall under the new Family Leave act. The Board has asked Deborah and Mary-Kathryn Gray to research this further before we implement anything.
    - iii. Jason moved to approve the Treasurer's Report. Simon seconded and the report was approved.
5. Discussion and Action
  - a. Accept Feasibility Study – Simon Paddock
    - i. Simon shared the Executive Summary of the Feasibility Study. Key recommendations of the study are: 1) Form the Foundation and 2) Use the Foundation to run the Capital Campaign
    - ii. The Foundation has been formed and the 501(c)3 application filed with the IRS. Three people have agreed to serve on the Board and we are looking for others. The Foundation Board will set the timeline for the Capital Campaign. We hope to have the Director in place and begin the Capital Campaign in the spring. The Mass. Board of Library Commissioners (MBLC) is looking into speeding up the disbursement of the grant.
    - iii. Peter moved to accept the recommendations of the Feasibility Study; Joann seconded and the motion was approved.
  - b. Authorize Library Strategies to begin search for Development Director for the Sawyer Library Foundation

- i. Sue Hall of Library Strategies has agreed to oversee the search. She will put together an *ad hoc* committee of 6-7 people including one or two SFL Trustees. She will write the job description, with feedback from the committee, and place the ad. She would vet applicants to select 12-15 applicants for review by the committee with the goal of interviewing three to five finalists. She is proposing \$18,000 plus expenses for her work.
      - 1. The Board discussed the process and potential salary range.
    - ii. Simon moved to approve the proposal to hire Sue Hall to help with the search for director. Joann seconded and the proposal was approved.
  - c. Outline Library Director Search Process – Deborah Kelsey
    - i. The Mayor has suggested we use the City’s search process.
    - ii. Deborah outlined some annual obligations:
      - 1. Budget in the spring
      - 2. Audit and reporting to the state in the fall
      - 3. Action Plan reporting in the winter
    - iii. We should begin the process ASAP. We will plan not to have any overlap with Deborah and the new Director.
    - iv. John Brennan, Mern, and James will meet with the City’s HR Director, Donna Leete. Assistant Library Director Beth Pocock has asked to be part of the search committee.
  - d. Approve Board of Trustee Candidate John Day – Fran Aliberte
    - i. Scott Memhard recommended him. Fran and Fred met with him and were impressed with his background. Simon moved to vote John onto the Board. Joann seconded and the motion was approved. Fran will let John know.
  - e. Review and approve restroom plan (see attached) – Fred Cowan
    - i. Fred and members of the B&G Committee met with the City Plumbing Inspector who approved our proposed plan for two unisex bathrooms on the main floor (next to the elevator). Legally bathrooms would need to be kept open when not in use. For this reason, they need to be visible by staff. Bathrooms on the ground floor would be unavailable unless there is a program. Eventually, we’d like to have three bathrooms available on the ground floor; the Plumbing Inspector approved that plan as well. Main floor bathrooms would need to be installed before that work could begin. The Committee has stressed the safety concerns over current bathroom configuration and location.
      - 1. George Leavitt priced out the work for two bathrooms on the main floor at an estimate of \$105,000 using the same vendors we’ve used in the past.
        - a. James raised the question of soliciting a second estimate. As a private corporation, we are under no obligation to do so. In the interest of expediency, and having had experience working with George Leavitt in the past, we will choose not to do that.
      - 2. Deborah feels this can be done with minimal impact on patrons.

- ii. Fred moved to approve Option D as prepared by Rob Gulla to add two bathrooms to the main floor at a price not to exceed \$105,000. Simon seconded and the motion was approved.

6. Updates

- a. Building & Grounds – Fred Cowan
    - i. We are moving forward with AV upgrades on the main floor and in the Friend Room.
    - ii. Children’s Library renovations are moving forward.
    - iii. Furniture: Deborah and Fred are making plans to purchase chairs and desks for other parts of the library.
  - b. Capital Projects – Simon Paddock
    - i. See above
  - c. Corporate Communications – Fran Aliberte
    - i. The Annual Appeal came in at \$27,500 – a 5% increase over last year though we missed our goal of \$30,000.
    - ii. The Committee is planning out sponsorship events for the coming year.
  - d. Governance – Mern Sibley
    - i. We are working on bylaws updates.
  - e. Saunders House – Mern Sibley
    - i. Masonry expert Richard Irons inspected the chimneys and other stone work and found no major issues.
    - ii. Bill Finch will begin work on the paint analysis next month.
    - iii. Brad Poole spent three days cleaning and repairing the furnace, which had been damaged by another service provider.
7. 6:40 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting dates: Trustees – Tuesday, February 25, 5:30 pm
- a. Lyceum – Monday, February 3, 4:00 pm
  - b. Governance & Executive – Wednesday, February 5, 8:30 am
  - c. Building & Grounds – Monday, February 10, 4:30 pm
  - d. Corporate Communications – Wednesday, February 12, 9:00 am
  - e. Library Closed: Presidents’ Day– Monday, February 17
  - f. Trustees – Tuesday, February 25, 5:30 pm
  - g. Capital Projects – Wednesday, February 26, 8:30 am
  - h. Saunders House – Monday, March 16, 10:30 am
  - i. Friends – Wednesday, March 18, 3:00 pm

Respectfully submitted, Tracy Bowen

**Motions Summary**

Fred moved to vote Fran and Joe into the meeting. Simon seconded and the motion was approved.

Jason moved to approve the Treasurer’s Report. Simon seconded and the report was approved.

Peter moved to accept the recommendations of the Feasibility Study; Joann seconded and the motion was approved.

Simon moved to approve the proposal to hire Sue Hall to help with the search for director. Joann seconded and the proposal was approved.

Simon moved to vote John Day onto the Board. Joann seconded and the motion was approved.

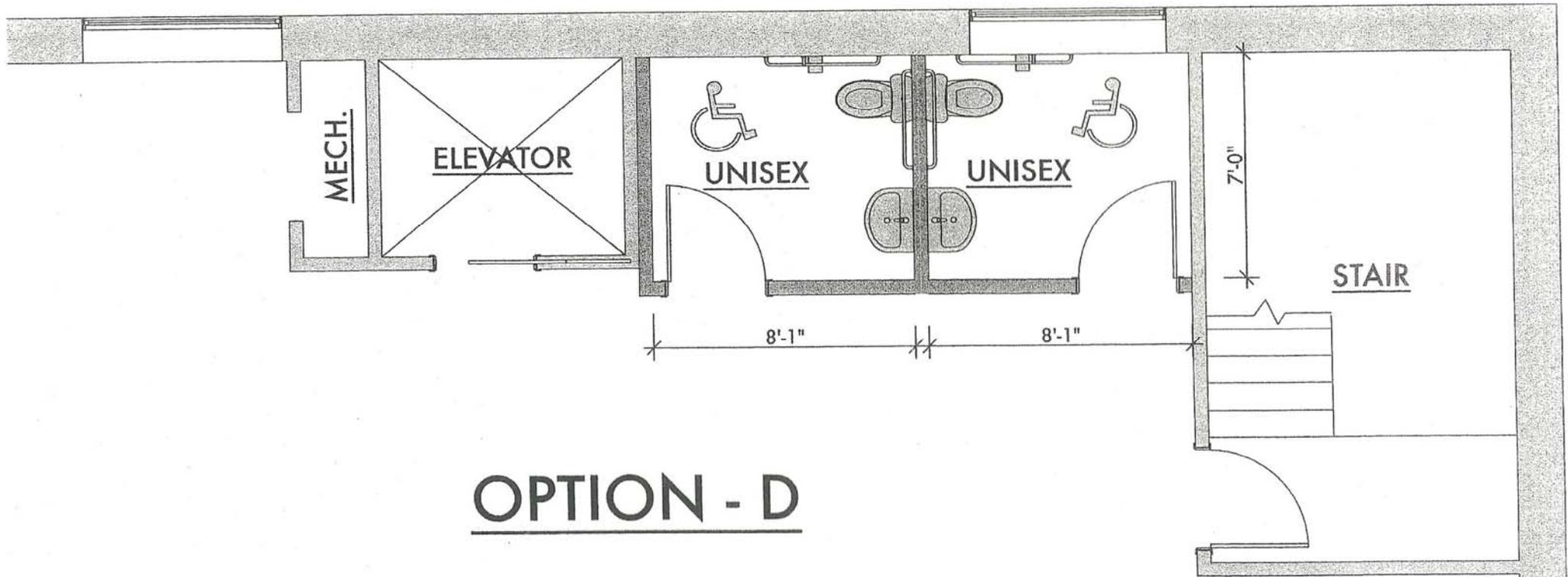
Fred moved to approve Option D as prepared by Rob Gulla to add two bathrooms to the main floor at a price not to exceed \$105,000. Simon seconded and the motion was approved.

### **Actions Summary**

Deborah and Mary-Kathryn Gray will research whether contract employees fall under the new Family Leave act.

John Brennan, Mern, and James will meet with the City's HR Director, Donna Leete to discuss the search process for the new Library Director.

Fran will let John Day know he's been voted in as a Trustee.



## OPTION - D

THIS OPTION SHOWS TWO 'OVER SIZED' UNISEX BATHS ON FIRST FLOOR ONLY. THIS ABSORBS STORAGE SPACE INDICATED IN OPTION A

## PROPOSED FIRST FLOOR PLAN