

**Gloucester Lyceum and Sawyer Free Library**  
**Board of Trustees**  
**Executive Committee**

**Thursday, August 13, 2020, 8:30 a.m.**

**ZOOM:** <https://us02web.zoom.us/j/89392321287>

**Attendance:** Fran Aliberte, Anne-Marie Anderson (joined at 8:50), Fred Cowan, Joe Grella, Simon Paddock, Mern Sibley, and Library Director Jenny Benedict

**Not Present:** n/a

1. 8:35 Call to order
2. Welcome and introductions
3. Approval of the Minutes for July 9, 2020. Jenny made a correction to the minutes. Fred moved to approve the minutes as amended. Fran seconded and the minutes were approved.
4. Updates
  - a. COVID19 Safety Plan status - Jenny
    - i. SafeGuard Blue (SGB) security: They will handle logistics of covering the entrance and admissions and cope with incidents inside the building.
    - ii. Environmental Health & Engineering (EH&E) air quality: Jenny will work with EH&E for a more detailed report. She would like a list of goals to bring to them. The group brainstormed these goals: evaluate air quality throughout different spaces in the building and suggest how to make it consistent throughout the building; identify areas where it would be safe to sit and study; insight on the possible need to install a special air filtering system in the Children's Library as the split-system means no outside air is circulating in. We will work with Preferred Air to secure suggested air filtering/circulating systems.
    - iii. PPE requirements: Corporate Communications Committee (CCC) is buying surgical masks to provide to patrons if needed. Christine Armstrong ordered small SFL-branded hand sanitizers.
    - iv. Budget:
      - 1) The question was raised about the expense of having two full-time SGB guards on duty; Jenny has run the numbers and feels this will not increase the overall expense.
      - 2) We are still waiting on estimates for plexiglass installation and signage.

- v. Re-opening dates: Hinges on Board approval of the Safety Plan. Public Health Director, Karin Carroll has given us the nod to open as long as we meet the State checklist.
  - vi. Bathroom renovations and occupancy level: We will start opening at 2/3 capacity, increasing up to 75% at the next level.
  - vii. Public Service Plan: Jenny suggested we have Board approval “in principal” with an opening date but leave Jenny free to react quickly to circumstances. Jenny will keep the Executive Committee apprised of changes that arise.
  - viii. Simon moved to recommend to Board to approve the Safety Plan. AMA seconded and the motion was approved via roll call. The group thanked Jenny for her work on this.
- b. Public Service Plan
- i. Times for computer use: Jenny will make a small adjustment to the report for clarification. Time limits for public computer use are still under discussion. Public access will be available in the amphitheater and gardens; we have Chromebooks and hotspot devices available for borrowing. We are testing Wi-Fi range for people to use their own devices.
  - ii. Technology Budget: These expenses were already part of the existing budget with the exception of Pressreader which is used for reading magazines and newspapers.
  - iii. Fran moved to approve the Public Service Plan in principal. Fred seconded and the Plan was approved via roll call. The group agreed that Jenny is free to move forward with the plan. She will upload the plan to the Google drive to make it available for the board to view.
5. Review of 2020 edition of Accounting Policies and Procedures Manual – Joe Grella
- a. Approval of 3b.
    - i. Section 3: The required approval for expenses over \$5,000 is in place to provide standard checks and balances for large purchases.
    - ii. Reimbursement: Scan and submit receipts to Justine Laurie, Bookkeeper. We need to work out details for approval and signing. Joe reminded signers to go to BankGloucester and sign updated signature cards.
    - iii. The new Bookkeeper will not make the deposits. AMA has offered to do it as a volunteer for the time being; she will work out details with Beth Pocock who opens the mail. Jenny will work with Beth Pocock to find a secure location to leave deposits for AMA.
    - iv. Fran moved we recommend the Board approve the Accounting Policy & Procedure Manual as written and Simon seconded. With Fred voting no, the motion was approved via roll call.
6. Hiring an administrator: Tracy Bowen is willing to help out in the short-term. Mern will share the job description with the Executive Committee.

7. Reports

- a. Treasurer – Joe Grella
  - i. Hiring a Bookkeeper: Justine Laurie has applied. She submitted information about her familiarity with non-profits. Simon moved to hire her. Fran seconded and the hiring was approved via roll call.
  - ii. Pathways to Success (Mass Board of Library Commissioners (MBLC) granted awarded: Jenny received the contract. The City needs to fill out a form and the grant needs to be accepted by the City Council. The group agreed that, once the grant is accepted, the Board will not need to approve expenditures; they ask only that Jenny keep the Board informed.
  - iii. Hypothetical question: Can B&G receive approval on a pending project? Joe suggests bringing emergency expenditures to the President.
- b. Communications – Fran Aliberte
  - i. The Committee is working with Jenny on presenting re-opening details and safety plans to the public.
  - ii. Civic Hub grant census program: The plan has been launched and banners posted.
- c. Sawyer Library Foundation – Simon Paddock
  - i. The Foundation Board interviewed one candidate. They are meeting again next week.
  - ii. Case Study: The draft will likely not be ready for presentation at the Board meeting.

8. Next meeting September 10, 2020, 8:30 a.m.

9. 10:15 Adjourn

Respectfully submitted, Tracy Bowen

**Motions Summary**

Simon moved to recommend to Board to approve the Safety Plan. AMA seconded and the motion was approved via roll call.

Fran moved to approve the Public Service Plan in principal. Fred seconded and the Plan was approved via roll call. The group agreed that Jenny is free to move forward with the plan.

Fran moved we recommend the Board to approve the Accounting Policy & Procedure Manual as written and Simon seconded. With Fred voting no, the motion was approved via roll call.

Simon moved to hire Justine Laurie as Bookkeeper. Fran seconded and the hiring was approved via roll call.

**Actions Summary**

Jenny will keep the Executive Committee apprised of changes that arise to the Public Service Plan as dictated by evolving circumstances.

Jenny will upload the Public Service Plan to the Google drive to make it available for the board to view.

Joe reminded signers to go to BankGloucester and sign updated signature cards.

AMA has offered to make bank deposits for the time being; she will work out details with Beth Pocock who opens the mail. Jenny will work with Beth Pocock to find a secure location to leave deposits for AMA.