



Board of Trustees meeting – Tuesday, July 28, 2020 at 5:30 p.m.

Via ZOOM: <https://us02web.zoom.us/j/82617090615>

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Peter Brau, Jason Brisbois, Fred Cowan, John Day, Peter Feinstein, Neil Glickstein, Joe Grella, Priscilla Malboeuf, Melanie Murray-Brown, Simon Paddock, Joann Riley, Mern Sibley, Marsha Sloane, Library Director Jenny Benedict, and Assistant Library Director Beth Pocock

**Not Present:** n/a

1. 5:30 Call to order
2. Welcome and introductions
3. Approval of the June 23, 2020 minutes. Joe made a correction to the minutes. Fran moved to approve the minutes as amended. Jason seconded and the minutes were approved via roll call.
4. Secretary's comments – Anne-Marie Anderson (AMA)
  - a. Google Drive: Please let AMA know if you do not have access to the Drive. She is working with committee chairs to update folders.
  - b. Governance and Trustee On-Boarding: Peter B and Simon have drafted an outline for on-boarding. They will share this with the Governance Committee and with Jenny to review. It includes a list of documents and links as well as a new mentoring program for new Trustees.
  - c. Open Meeting Laws and Conflict of Interest: Trustees and committee members are required to take the state training every other year. AMA will share the link with Trustees; committee Chairs please share it with your committee members. Please forward certificates to AMA when you've completed the training.
5. Financial
  - a. Treasurer's report – Joe Grella
    - i. Joe brought figures for the end of the fiscal year. Actual expenses are down from budget and will be rolled into FY21. Committee expenses are below budget as well. Investments are down overall but did rebound after

a withdrawal earlier this year. Priscilla moved to approve the Treasurer's Report. Fran seconded and the motion was approved via roll call.

- ii. Bookkeeping position: we received a proposal from a local CPA, Justine Laurie, at an estimated expense of \$1,500/month. Outgoing Bookkeeper, Mary-Kathryn Gray's monthly expense is higher but she had also taken on other office administrative tasks including updating the Bloomerang database and maintaining files. Bloomerang, a fundraising program, might fall within the Foundation's purview.
    1. Joe will ask her to revise her proposal to highlight her experience working with non-profits. Simon moved to move approval to the Executive Committee pending confirmation that she's familiar with non-profits. Fred seconded and the motion was approved via roll call.
    2. Admin duties: Joe worked with M-K to write up the admin duties. He would like someone else to take on finding someone.
  - iii. Online Banking: With our new bill-pay system we need to set up online banking for our BankGloucester account. The Friends, however, are using our EIN for their online banking. Mern will talk to Kecia German who is the Friends Treasurer.
- b. Insurance Coverage for Corporation and Trustees – Fran
- i. As of June 29 we are covered for D&O insurance up to \$2,000,000. We are covered under the City's \$1,000,000 liability policy and \$5,000,000 umbrella policy. The building is covered under the City's policy; our agent says this is standard for municipal buildings.

## 6. Discussion and Action

- a. Action Plan FY21 Review – Mern Sibley
  - i. Bathroom Renovations: We are waiting for the architect to provide details for George Leavitt to apply for the building permit
- b. Draft COVID19 Safety Plan – Jenny drafted three recommended motions for moving the Plan forward. The Board reviewed each motion individually.
  - i. Motion #1: Simon moved to support the Draft COVID-19 Safety Plan in principle and Fran seconded. Discussion: Jenny is working out details in several areas: contact tracing; cleaning protocols; logistics of the Friends on-going book sale; air filtration system (pending the Environmental Health & Engineering (EH&E) survey report); re-opening the Children's Library; phased occupancy limits; security needs and numbers of entrances/exits to the building. Some of these will be detailed in the Public Service Plan. After discussion the motion was approved via roll call.
    - 1) Children's Library staff requested a policy change to specify that there be no unaccompanied children and asked for language allowing one family in at one time. Beth has been working with staff on these issues and will continue to do so.

- 2) Corporate Communications Committee (CCC) will make signs, if needed, and otherwise help to get the word out about COVID-19 policies and practices.
- ii. Motion #2: Simon put forward the second recommended motion which reads as follows:

“To direct the Director to proceed with:

    - a) developing operational procedures and guidelines based on the Draft Covid-19 Safety Plan;
    - b) securing approval for the Library’s COVID-19 Safety Plan from the Gloucester Health Department;
    - c) working with City of Gloucester DPW to implement preventative measures and controls in collaboration with the Buildings and Grounds Committee;
    - d) developing the Public Service plan;
    - e) coordinating with the Friends of the Library on an alternative location for the booksale;
    - f) developing the budget for the COVID-19 Safety Plan;
    - g) working with the Corporate Communications Committee on reopening announcements and materials for media and the Library.”

Fran seconded and the motion was approved via roll call.
  - iii. Motion #3: Simon moved to authorize the Executive Committee (EC) to approve the final COVID-19 Safety Plan and Budget, and set the date for the reopening of the Library. Fran seconded. Discussion: The group discussed the logistics and the pros and cons of approval coming from the EC versus the full Board. Mern amended the motion to direct the Director to report on the status of the Safety Plan at the next EC meeting; the EC would then decide if the Policy is ready to put before the full Board for a vote. Joe seconded and the amended motion was approved via roll call. Jenny will work with Mern to direct questions to the appropriate people within the City as questions arise.
  - c. Amendment of Technology Policy: The proposed Policy was amended to allow for 90 minutes of computer time. Mern moved to approve the amended Policy. Fran seconded. Discussion: Depending on the results of the Environmental Health & Engineering (EH&E) survey we might want to amend the policy yet again. The vote was tabled for the next meeting.
  - d. Amendment of Public Spaces Policy
    - i. Mern moved to suspend the Use of the Library Meeting Spaces Policy until the Board of Trustees approves the reopening of spaces for public meetings. Neil seconded. The motion was approved via roll call.

## 7. Updates

- a. Sawyer Foundation – Simon Paddock
  - i. Executive Director search committee has interviewed finalists and will forward two candidates to the Foundation Board for final selection at their August 7<sup>th</sup> meeting.
  - ii. They are working with Stu Wilson of Library Strategies to draft a Case Statement for fundraising purposes.
- b. Corporate Communications – Fran Aliberte
  - i. Beth thanked the Committee for their help on the Census grant logistics.
- c. Friends – John Day
  - i. Book donations have been steady. Membership is strong. The art auction is postponed until the spring. They are updating their Friends website.
- d. Lyceum – Marsha Sloane
  - i. They are putting together a list of local unpublished authors for National Indie Writer Day; this will include a public event at some point. They are scheduling some online programs.
- e. Buildings and Grounds – Fred Cowan
  - i. The Committee is primed to respond to the EH&E survey report. The Children’s Library renovation is completed; Fred complimented Beth Pocock and Kecia German for their work to coordinate the project.
- f. Library Director – Jenny Benedict
  - i. Board feedback is welcome.

8. Next Meeting: Tuesday, August 25, 2020 at 5:30 PM

9. 7:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Priscilla moved to approve the Treasurer’s Report. Fran seconded and the motion was approved via roll call.

Simon moved to move approval of CPA Justine Laurie’s proposal to the Executive Committee pending confirmation that she’s familiar with non-profits. Fred seconded and the motion was approved via roll call.

Simon moved to support the Draft COVID-19 Safety Plan in principle and Fran seconded. The motion was approved via roll call.

Simon put forward the second recommended motion which reads as follows:

“To direct the Director to proceed with:

- a) developing operational procedures and guidelines based on the Draft Covid-19 Safety Plan;
- b) securing approval for the Library's COVID-19 Safety Plan from the Gloucester Health Department;
- c) working with City of Gloucester DPW to implement preventative measures and controls in collaboration with the Buildings and Grounds Committee;
- d) developing the Public Service plan;
- e) coordinating with the Friends of the Library on an alternative location for the booksale;
- f) developing the budget for the COVID-19 Safety Plan;
- g) working with the Corporate Communications Committee on reopening announcements and materials for media and the Library."

Fran seconded and the motion was approved via roll call.

Simon moved to authorize the Executive Committee (EC) to approve the final COVID-19 Safety Plan and Budget and set the date for the reopening of the Library. Fran seconded. Mern amended the motion to direct the Director to report on the status of the Safety Plan at the next EC meeting; the EC would then decide if the Policy is ready to put before the full Board for a vote. Joe seconded and the amended motion was approved via roll call.

Mern moved to suspend the Use of the Library Meeting Spaces Policy until the Board of Trustees approves the reopening of spaces for public meetings. Neil seconded. The motion was approved via roll call.

### **Actions Summary**

Peter B and Simon will share their draft on-boarding plan with the Governance Committee and with Jenny to review.

Open Meeting Laws and Conflict of Interest: Trustees and committee members are required to take the state training every other year. AMA will share the link with Trustees; committee Chairs please share it with your committee members. Please forward certificates to AMA when you've completed the training.

Joe will ask Justine Laurie to revise her proposal to highlight her experience working with non-profits.

Mern will talk to Friends Treasurer, Kecia German about online banking.

Jenny will work with Mern to direct questions to the appropriate people within the City as questions about reopening arise.