

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, July 9, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, July 9, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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**Attendance:** Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer (left at 5:11), and Library Director Deborah Kelsey

**Not Present:** Scott Memhard

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
  - a. Saunders House: an HVAC engineer, an electrical engineer, and a plumbing and fire protection engineer are scheduled for Wednesday to evaluate the condition of the Saunders House and a HazMat specialist is scheduled for Friday. The expense is covered under the contract with Sullivan, Spencer, and Vogt (SS&V).
3. Approval of May 14 and June 11, 2018 minutes
  - a. May – Kecia moved that the May minutes be approved as presented; Chuck seconded and the minutes were approved
  - b. June – Dan asked for clarification about Kecia presenting Mern’s opinion. Chuck moved to approve the minutes as amended; Kecia seconded and the minutes were approved unanimously.
4. Interior Update
  - a. Furniture: Deborah is compiling a list of furniture needs for the upper floor staff area in the Monell building. We will also need child-sized furniture for the Children’s Library.
  - b. Phone System: Waiting for changes to the network configuration. We need more and different phone jacks in different locations from where jacks are currently located. Fred will check in with James Pope.
  - c. Security Cameras: Wiring is completed and deposits paid. Work is being scheduled.
  - d. HVAC: Improvements are being made:
    - i. Adjustments to ductwork will allow the Friend Room to be cooled.
    - ii. Children’s Library will be on an independent system.

- e. Changing table: George Leavitt installed a table in the girls' room in the Children's Library; another will be installed in the boys' room.
  - f. Dedication sign for the Teen Area (from Cape Ann Savings Bank) needs to be moved to the main floor from the upper floor.
  - g. Window unit AC in the Anderson Room: City electrician came to fix a leak. He informed Fred that the leak happened because the machine was not properly installed. He also noted that the machine is under-sized. Deborah observed that staff are comfortable; her concern is damage inside the walls due to the leak. Fred will ask George to look for damage from the leak and let Mern know.
5. Exterior Update – Dan Ottenheimer
- a. Rocks have been installed in the parking lot to prevent people from driving over the corner and that section of the irrigation system.
  - b. Children's Play Area:
    - i. Copley Wolff Design Group-Boston will contact Fred re: play area.
    - ii. Raised bed outside the Children's Library to be moved slightly. Fred and Deborah will do that. Dirty Hands will supply soil.
    - iii. Sod will be delivered this week.
  - c. Amphitheatre circle: rather than sod in the circle, Fred proposes AstroTurf for easier care. He will get an estimate.
  - d. Fountain in the winter: Should we have a protective box built for the winter? Fred will check with Robert Shure/Skylight Studios-Woburn- about the necessity.
  - e. Landscaping: The Committee has not been satisfied with performance from Cape Ann Tree; Dan is meeting with them at 10:00 on Tuesday morning (Committee members are invited to join the meeting). We received a proposal from Hilarie Holdsworth and are soliciting bids from other vendors for maintenance of the property. The Committee will collect bids and decide on a vendor at the next meeting.
    - i. Kecia will ask her landscaper to remove dead grasses from around the parking lot, prune shrubs as needed, and add mulch to cover the irrigation system. Fred will ask Dirty Hands to weed.
    - ii. Kecia heard from Susan Kelly of Generous Gardeners. Once the garden is back in shape we will ask them to help with upkeep. Kecia requested we make another donation to Generous Gardeners. Fred moved to propose that the Board approve a donation of \$250 to Generous Gardeners in support of their fine work in the City. Kecia seconded and the motion was approved unanimously.

6. Open tickets – Fred Cowan
    - a. Fire suppression system: The City is not willing to address this. It continues to sprout leaks and malfunction. Discussion re: best way to proceed. The Committee suggested Deborah ask the fire suppression engineers coming to look at the Saunders House to come back to look at the system and advise.
  
  7. Other
    - a. Security Cameras:
      - i. Phase 2: Placing cameras in DVD area and in parking lot
        1. DVD area: George Leavitt has asked Essery Electric to look into this.
        2. Parking lot: Need to wait until security personnel are hired. Policing the parking lot will be under their purview.
    - b. Sundays in the Fountain: People go into the fountain in search of coin and end up tracking in mulch and clogging the system. We need a better filtering system.
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8. 5:45 Adjourn
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9. Next meeting: August 13, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Kecia requested we make another donation to Generous Gardeners. Fred moved to propose that the Board approve a donation of \$250 to Generous Gardeners in support of their fine work in the City. Kecia seconded and the motion was approved unanimously.

The Committee suggested Deborah ask the fire suppression engineers who are coming to look at the Saunders House come back another time to look at Monell building system and advise.

### **Actions Summary**

Phone System: Waiting for changes to the network configuration. Fred will check in with James Pope on the status of the update.

Window unit AC in the Anderson Room: City electrician came to fix a leak. Deborah is concerned there might be damage inside the walls due to the leak. Fred will ask George to look for damage from the leak and let Mern know.

Raised bed outside the Children's Library to be moved slightly. Fred and Deborah will do that.

Amphitheatre circle: rather than sod in the circle, Fred proposes AstroTurf for easier care. He will get an estimate.

Fountain in the winter: Should we have a protective box built for the winter? Fred will check with Kasprzyk Waterscapes about the necessity.

Kecia will ask her landscaper to remove dead grasses from around the parking lot, prune shrubs as needed, and add mulch to cover the irrigation system. Fred will ask Dirty Hands to weed.