

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, January 9, 2017**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, January 9, 2017 at 4:30 PM in the Anderson Room, Saunders House, Sawyer Free Library.

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In attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Deborah Kelsey, Dan Ottenheimer

1. 4:30 Call to Order
2. Welcome and Recent Developments (see update)
  - a. The DPW provided Fred with the alarm security code, enabling him to open or close the Library if needed.
  - b. Meredith hired a lawyer to do a title search on the Saunders House and learned that Samuel Sawyer made the gift specifically to house a library.
    - i. Deborah suggests having the Board revisit the suggestion of forming a non-profit entity to care for the Saunders House; Fred will bring the idea to the Executive Committee on Wednesday for addition to the agenda of the next Board meeting.
    - ii. Kecia suggested having the deed legally changed to meet current needs.
  - c. Fred raised concerns about drinking water in the building based on recent discoveries at local schools. The City is currently testing all taps in the schools for lead and copper contamination and having to replace some taps based on their findings. Fred suggests having Library taps tested. Fred & Deborah will raise the issue with the DPW at their meeting next week. If it can be done within a month the Committee is comfortable with waiting for the City to test faucets at the Library rather than pursuing it ourselves.
3. Approval of December 14, 2016 minutes
  - a. Deborah made a correction to the Gloucester Rotary response to the defibrillator request. Chuck moved to approve as amended, Kecia seconded. The amended minutes were approved unanimously.
4. Interior Update – Kecia German
  - a. Locksets:
    - i. Bob Whitmarsh is away; the remaining locksets will be replaced when he returns in late February/early March. These are: Deborah's office door and two of the Anderson Room doors.

- b. Flooring:
    - i. Saunders House downstairs flooring has been refinished. The Davidson Room floor has some new boards that were not stained before the floors were refinished and the floor coloring is not uniform as a result. There was discussion of having the floor sanded down and stained now; the Committee decided against this.
    - ii. Wellspring approached Deborah about re-carpeting the space they use. The Committee discussed use of an area rug instead, but decided to keep the bare floor for now.
  - c. Shelving and the move:
    - i. Deborah has received one estimate for the book move from a professional library mover and has scheduled meetings with two more library movers for quotes.
5. Exterior Update – Dan Ottenheimer
- a. Cape Ann Tree:
    - i. Dan has not been able to reach Matt Natti for a quote on basic landscaping upkeep. He will keep trying. Chuck will reach out too.
  - b. Grasses around the parking lot:
    - i. Matt Theken would like the ornamental grasses bordering the parking lot trimmed down now as they clog the snow blower if they get caught in there. Dan will add this to the discussion with Cape Ann Tree.
  - c. Parking lot conduit
    - i. The Temple is upgrading their internet and has determined that the conduit that feeds under the easement in our parking lot has been crushed. Nothing needs to be done about this right now. They will probably want the work done in the spring.
6. Open tickets – Fred Cowan (see update)
- a. New parking lot sign with re-worded towing language is in the works.
  - b. A sign re: video surveillance will be posted to discourage public urination.
  - c. Exterior soffit lights on the '76 building: none of the lights work. They appear to be on a sensor. We do not have the plans for the building and are not sure where the switch is for the sensor. Committee members will research this.
  - d. '76 Porch benches are at the DPW yard being repainted.
  - e. '13 Annex ceiling tile replacement.
7. Other
- a. The big table in the mezzanine that housed the computers is to be removed and donated to another library. It needs to be disassembled to get it out of the building.
  - b. Budgeting:

- i. Reporting shows that last year we overspent our budget by \$4,000. Fred would like to see better reporting on sources of funding for the Committee (i.e., which funds are being used).
- ii. Because the Saunders House is no longer used nor certified as a library we question the prudence of using Library funds to repair it.
- iii. Tracy & Fred are working with Mary-Kathryn and Deborah to track expenses by project in two main categories: Safety issues; Projects/General repair and maintenance (see attached)

8. 5:50 There being no further business the meeting was adjourned.

9. Next meeting: February 13<sup>th</sup> at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

No motions

### **Actions Summary**

Deborah suggests having the Board revisit the suggestion of forming a non-profit entity to care for the Saunders House; Fred will bring the idea to the Executive Committee on Wednesday for addition to the agenda of the next Board meeting.

Fred suggests having Library taps tested for lead and copper contamination. Fred & Deborah will raise the issue with the DPW at their meeting next week. If it can be done within a month the Committee is comfortable with waiting for the City to test faucets at the Library rather than pursuing it ourselves.

Deborah has received one estimate for the book move from a professional library mover and has scheduled meetings with two more library movers for quotes.

Dan will reach out again to Matt Natti at Cape Ann Tree for a quote on basic landscaping upkeep. He will keep trying. Chuck will contact him too. They will add immediate trimming of the ornamental grasses bordering the parking lot to the work requested.

The big table in the mezzanine that housed the computers is to be removed and donated to another library. It needs to be disassembled to get it out of the building.