

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, February 13, 2017**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, February 13, 2017 at 4:30 PM in the Anderson Room, Saunders House, Sawyer Free Library.

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

1. 4:30 Call to Order

2. Approval of January 9, 2017 minutes
 - Kecia moved to accept the minutes as presented; Chuck seconded. Discussion: Dan suggested a change in the Other section to indicate that the committee cautions against spending Library funds on the Saunders House. The amended minutes were approved unanimously.

3. Interior Update – Kecia German
 - **Locksets:**
Three locksets remain to be changed out. Bob Whitmarsh should be back from vacation now. Kecia will check in with him about replacing the final three.
 - **Relocation:**
Deborah requested quotes from four professional library moving services to reconfigure shelving on all three floors of the '76 building and the '13 Annex. The quotes include: packing and moving materials, dismantling shelving, assembling and reassembling shelving to ADA standards, and replacing materials on shelving to complete the reconfiguration.
She received three out of four requested quotes. (Ed. Note: the fourth bid was received after this meeting for over \$19,000). The three bids ranged from \$19,170 to \$35,000, with the best references from other libraries coming in for the lowest bidding company – Massachusetts-based Sterling Office Moving.
In order to complete the work smoothly and quickly, the Library will close for one week. Timing of the reconfigure depends on arrival of new shelving; expect 8-10 weeks lead time once the shelving is ordered.
Deborah requested a motion to approve the bid from Sterling to reconfigure the Library at a cost not to exceed \$20,000; Kecia made the motion and Dan seconded. The motion passed unanimously. The decision will be reviewed by Executive Committee and go from there for approval from the Board. (project #G-76-17001)

- **Shelving**

The reconfiguration will mean replacing existing shelving in the Children's Library with mobile shelving, and adding perimeter shelving. The cost for new shelving for the Children's Library (~\$24,000) will be funded out of last year's annual appeal donations. Dan made a motion to acquire and install mobile shelving in the Children's Library at a cost not to exceed \$25,000. Chuck seconded and the motion passed unanimously. (project #G-76-17002)

Additional shelving needs include lockable shelving for archives, more new materials shelving, etc.

- **Water testing:**

At Fred's request the DPW tested the taps in all Library buildings. Four taps on the ground floor of the '76 building showed moderate to dangerously elevated lead levels with both still and running tests; these taps will be temporarily shut off and added to the DPW's maintenance schedule to replace fixtures and install filters. They have agreed to do the work if the Library pays for the fixtures and filters; fixtures with filters run ~\$500 each. Each filter cartridge is changed annually at ~\$200. We need to ensure that we are on the DPW's filter-changing schedule. Kecia moved we assume cost of fixtures and filters with DPW providing the labor. Chuck seconded and the motion passed unanimously. Cost TBD. (project #S-76-17003)

4. Exterior Update – Dan Ottenheimer

- **Cape Ann Tree:**

Dan and Chuck had a successful meeting with Matt Natti of Cape Ann Tree (CAT) to discuss one-time replacement plantings as well as an annual maintenance contract. CAT estimated ~\$1,700 for replacement planting and \$2,600 for annual maintenance. This comes in at about one-third the quote from Walker Creek for annual maintenance. Kecia moved to contract with CAT for landscaping maintenance (excluding current replacement needs) at a cost not to exceed \$3,000. Fred seconded and the motion passed unanimously. (project #G-G-17004)

Kecia moved to use CAT to remove and replace damaged and moribund exterior plantings at a cost not to exceed \$2,500 for 2017. Dan second and the motion was approved unanimously. (project #G-G-17005)

- **Ornamental Grasses (edging parking lot)**

Dan and Chuck will ask CAT to cut the grasses down now as part of the regular maintenance contract. Fred suggested having CAT coordinate with Olson about plantings and irrigation needs. Fred will tell Matt Theken that this will be done.

5. Open tickets – Fred Cowan

- **Exterior soffit down-lights on '76**

The switches for the lights have been located near electrical panels in the basement of the Saunders House. Deborah will ask Matt Theken to test the lights out.

6. Other

- **Parking lot conduit**

Comcast will assume the cost of any digging in our parking lot to replace crushed conduits and upgrade the Temple's telephone, internet and cable service. It will mean digging a trench in the parking lot from the Mason Street pole across to the Temple. We will try to coordinate timing of the digging with closing the Library for the reconfiguration. The Committee discussed the importance of properly filling the trench to prevent pooling when the work is completed and suggested having Dan McRitchie oversee the project. Fred will coordinate with the Temple.

7. Concerns of Members

- **Handicap signs in parking lot**

The steel poles supporting the signs at the ADA ramp are starting to rust and they will need to be scraped and painted. Fred will put in a DPW Facilities Ticket to do the work.

- **Dale Avenue handicap entrance sign**

Dan wonders if we want something more permanent. Deborah suggests posting a sign on the stone work at the main entrance and a second one part way down the garden. Fred will ask Seaside Graphics to make two permanent signs.

8. 5:20: There being no further business the meeting was adjourned.

9. Next meeting: March 13, 2017 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Deborah requested a motion to approve the bid from Sterling to reconfigure the Library at a cost not to exceed \$20,000; Kecia made the motion and Dan seconded. The motion passed unanimously. The decision will be reviewed by Executive Committee and go from there for approval from the Board.

Dan made a motion to acquire and install mobile shelving in the Children's Library at a cost not to exceed \$25,000. Chuck seconded and the motion passed unanimously.

Kecia moved we assume cost of fixtures and filters to replace taps that test high for lead contamination with DPW providing the labor. Chuck seconded and the motion passed unanimously.

Kecia moved to contract with Cape Ann Tree (CAT) for landscaping maintenance (excluding current replacement needs) at a cost not to exceed \$3,000. Fred seconded and the motion passed unanimously.

Kecia moved to use CAT to remove and replace damaged and moribund exterior plantings at a cost not to exceed \$2,500 for 2017. Dan second and the motion was approved unanimously.

Actions Summary

Deborah will bring the motion to approve the bid from Sterling for reconfiguring the Library to be reviewed by Executive Committee and, from there, to the Board for approval.

Three locksets remain to be changed out. Bob Whitmarsh should be back from vacation now. Kecia will check in with him about replacing the final three.

Dan will let Cape Ann Tree (CAT) know that their bids for annual landscape maintenance and for replacement plantings were approved.

Dan and Chuck will ask CAT to cut the grasses down now as part of the regular maintenance contract. Fred suggested having CAT coordinate with Olson about plantings and irrigation needs.

Fred will tell Matt Theken that the grasses will be cut down.

Deborah will ask Matt Theken to test the switch for the exterior soffit lights.

Fred will coordinate with the Temple re: digging in our parking lot for the Temple's Comcast upgrade.

The steel poles supporting the handicap parking signs in the parking lot are starting to rust and they will need to be scraped and painted. Fred will put in a DPW Facilities Ticket to do the work.

Fred will ask Seaside Graphics to make two permanent signs marking handicap-accessible entry to the Library.