

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

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

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

1. 4:40 Call to Order
2. Welcome and Recent Developments
3. Approval of February 13, 2017 minutes. Kecia moved to approve the minutes as presented; Chuck seconded. No discussion. The minutes were approved unanimously.
4. Interior Update – Kecia German
 - a. Locksets:
 - i. After a brief medical leave, Bob Whitmarsh will replace the three remaining locksets upstairs and one downstairs out to the porch of the Saunders House. He made six keys for Deborah.
 - ii. We discovered a knob in the basement of the Saunders House that needs to be replaced with an ADA lockset. George Leavitt will submit a bid to replace it.
 - b. Lead-testing and water:
 - i. The DPW has ordered replacement parts for the four taps where elevated levels were detected. The work requires specialized plumbers.
 - ii. Purchase of replacement fixtures with DPW handling installation was approved at the previous meeting with the cost not yet known. We have since received a quote of \$3,514.93 for the fixtures and \$5,063.08 for labor at a total of \$8,578.01. Fred moved to approve the expense. Dan seconded and the motion was approved unanimously. (project # S-76-17003)
5. Exterior Update – Dan Ottenheimer
 - a. Landscaping:

Cape Ann Tree was contracted for landscape maintenance for 2017. They are cutting and cleaning out the ornamental grasses in the parking lot as we meet.
 - b. Soffit Lights:

The soffit lights switches were found in the basement of the Saunders House. The wiring tests out OK. We will ask the Fire Department to change out the light bulbs (with their big ladder).

6. Open tickets – Fred Cowan (see work update)
 - a. Dan commented on the new handicap access signs. The DPW has ticket #2200 to install the new signs.
 - b. Dan asked for clarification about the white board in the vault that was delivered to the Muzzey Room. It came from St. Ann's and has been hung for use by Wellspring.
 - c. Update on the mentioned elevator R&M: a patron had complained that the elevator was leaking hydraulic fluid. We had it tested out and it is working fine.

7. Other
 - a. Children's Library staff sent a memo with several requests:
 - i. They had requested a raised garden from Backyard Gardeners for the gravel area outside their entrance. The Committee discussed this at the November meeting and had asked for a maintenance plan before giving the go-ahead. Deborah reminded them that the Committee would like them to submit a maintenance plan before granting approval;
 - ii. They state a need for more Library parking;
 - iii. They suggest installing multi-lingual signs in the building;
 - iv. They requested more security cameras in the building.
 - v. Fred requested this be an agenda item for the next Committee meeting.
 - b. Relocation quote.
 - i. Deborah met with the movers again to review the needed work. They added on an additional \$3,056 to the original quote (had not included the media). The new total comes in at \$22,226 – still significantly less than the other bids. Dan moved to amend the contract with Sterling Movers for the additional expense not to exceed \$3,500. Fred seconded and the motion was approved unanimously. (project # G-76-17001)
 - ii. They requested to have the shelving shipped to them for assembly off-site.
 - iii. Kecia asked for clarification about the new space for the Friend's Sale Spot after the relocation. The plan, as of now, is for it to be in the 1913 building on existing shelving. Kecia requested that it go, instead, on the shelving right inside the entry to 1913 where there are currently DVDs. Deborah said it will depend on media needs once the move is done. Wherever it is, we will have signs to help people find their way.
 - iv. We have a working date of June 5, with the Library closed for one week. We will need to coordinate timing with the Temple and the work in the

parking lot. The movers will do a shelf count and create a CAD drawing to finalize the plan before work begins.

- v. Dan asked what the Committee can do to help. Deborah stated that we will need one staff per section to oversee the relocation. Other staff will be given professional opportunities to visit other libraries or attend training. We will know more details once the movers have developed a plan. There will be lots of resulting cleaning needed; Matt Theken will handle that. She will keep the Committee posted on how they can help.
 - vi. We have a contingency plan of keeping some existing shelving if it's needed.
 - vii. The relocation provides an opportunity to measure circulation changes with non-fiction in one location. Helen Freeman will do the statistical analysis and will research what other libraries do to enhance patron borrowing.
 - c. The Friends' book sale is scheduled for May 18-20 in the Friend Room. Unsold books will stay there for the following week. A child literacy group in Lynn will take the remaining children's books and remaining adult books will go to a group called More than Words – a Massachusetts non-profit that promotes literacy. Deborah and Kecia discussed the best place to leave boxes of books for pick up.
 - d. The security gates at the main entrance and by the Children's Library will likely be removed.
 - e. Snow blower:
 - i. It is owned by the Library and serviced by the DPW;
 - ii. Storage:
 - 1. Without gas – it can be stored anywhere;
 - 2. With gas – it is to be chained outside, or at the Fire Dept. NOT in the library building!
 - f. Custodian's hours are changing as of today. The new schedule is Monday-Friday from 7:00-4:00, with an additional custodian from 8:15 to 12:15 on Saturdays. A City Hall custodian will close the building Monday through Friday. Deborah, Beth, or Fred will be responsible for closing the Library on Saturdays in the winter. In the summer, when the custodian's hours are longer than the Library is open, it will be the responsibility of the custodian.
8. 5:20 There being no further business, Kecia moved to adjourn, Chuck seconded, and the meeting was adjourned.
9. Next meeting: April 10, 2017 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary:

Fred moved to approve the expense of \$8,578.01 (\$3,514.93 for fixtures, \$5,063.08 for labor) to replace the four taps where elevated levels of lead were detected. Dan seconded and the motion was approved unanimously. (project # S-76-17003)

Dan moved to amend the contract with Sterling Movers for the additional expense not to exceed \$3,500. Fred seconded and the motion was approved unanimously. (project # G-76-17001)

Actions Summary:

Fred will ask the Fire Department to change out the light bulbs in the '76 building soffit light fixtures.

Fred requested the issues listed in the Children's Library memo be included as an agenda item for the next Committee meeting.