

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, April 24, 2017

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, April 24, 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, and SFL staff: Christy Rosso, Children’s Librarian & Katelynn Vance, Archivist

1. Call to Order
2. Welcome and Recent Developments
3. Approval of March 13, 2017 minutes. Kecia moved to approve as presented, Chuck seconded. The minutes were approved unanimously.
4. Interior Update – Kecia German
 - a. Remaining locksets: Bob Whitmarsh is planning to start on the remaining doors this week – to be completed before next meeting! Fred thanked Kecia for all her work on this. Kecia asked that we thank Bob Whitmarsh at the Annual Meeting.
 - b. The time is coming to switch from heat to AC with new system. While the warranty is still in effect Snowden is responsible for help and service; the DPW will take over the work after the warranty expires. Fred will contact Snowden re: concerns about possible leaking when switching from heat to AC. Deborah will check on time-frame for warranty;
 - c. Fred raised the idea of installing two bathrooms on the main floor. Discussion followed re: state of Children’s Room bathrooms and pros and cons of making the capital expense. The Committee suggested a temporary hold on the idea until learning more from the Building Committee about long-term plans.
5. Exterior Update – Chuck Everett
 - a. Irrigation repairs – Matt Theken noted that some repairs to the irrigation system are needed. Olson is supposed to come in April and would repair any broken lines at that time.
 - i. The contract was to start on April 1st. Kecia will call them to check on the status and ask for an invoice for the contract.
 - b. Fountain repair – this is on the DPW’s list and is to be combined with the work needed on the ramp.
 - c. J&L Welding will come to repair and paint any damage to the outside metal.

6. Open tickets – Fred Cowan
 - a. Fred met with DPW today and reports that all ticket requests are approved.
 - i. Fix a splintered door downstairs in the Saunders House bathroom.
 - ii. Install an auto-flush urinal in the '76 men's room.
 - iii. Install hand dryers in all bathrooms. Fred will check on the noise level before installation.
 - iv. Install ADA detection plates in the parking lot ramp.
 - v. Repair a broken pane in Anderson Room window
 - vi. Replace damaged ceiling tiles in '13.

7. Other – Discussion of two issues raised by Library staff
 - a. *Children's Room Garden*. Christy Rosso presented the Children's Room staff's proposal for a demo garden outside the back entrance.
 - i. Concept:
 1. This would be installed with the help of the Backyard Growers.
 2. They would like a design that can be easily maintained by SFL staff and interested children.
 3. There would be one raised bed (4'x 8'x 2'high).
 - a. They would like two beds if the young adults department plans to participate.
 4. The cost is minimal and reasonable and would be funded by the Friends.
 - ii. Discussion
 1. The Committee expressed concerns about off-season maintenance.
 - a. After discussion it was agreed that the garden would be cleaned of dead growth at the end of the season and mulched over.
 - iii. Kecia moved to approve the installation of the bed. Chuck seconded. The suggestion was unanimously approved. (project #G-GL-17006)
 - b. *Archives*. Katelynn Vance informed the Committee of a mold problem in the Saunders House basement.
 - i. Katelynn suspected mold and contacted the state's preservation specialist who recommended a firm called Polygon, located in North Andover. After examining the basement Polygon confirmed the presence of white mold. They are preparing a quote on cleaning the collection of historic newspapers.
 - ii. Handling of materials:
 1. Polygon will give an estimate for treating all newspapers (391 bound volumes dating back to the mid-1800s and some loose Cape Ann Beacons).

2. Once the newspapers are cleaned and treated Polygon recommends storing them off-site in a climate controlled environment so mold does not return once treated.
 - a. They will be sent off for microfilming, but Katelynn would like to keep the originals after filming.
 3. Everything will need to come out of the basement.
 4. Kecia wondered about disposing of unwanted books from the Friends' collection. They had been putting them in the bin for the book collector program. They will now start disposing of them.
 5. Kecia noted that there's also artwork stored in the basement; Katelynn will inventory that.
 - a. Fred suggested Elizabeth (Lisa) Mehlin 703-577-9990 for cleaning artwork.
 6. Any materials removed from the basement should not be carried out through the Library for fear of spreading the mold.
 7. Katelynn will research best practices for disposing of items.
- iii. Dealing with the space:
1. Fred pointed out that the basement will need to be treated.
 2. There is concern about mold spreading through the shared heating system with ground floor '76 and up the open stairway.
 3. Deborah suggested getting input from experts re: environmental assessment and to determine if it's spread beyond the basement.
 4. Fred requested that Katelynn talk to Polygon about doing the entire clean-up.
 5. Masks should be worn at all times while working in/examining the basement.
 6. The Corporation could apply for an environmental emergency mitigation grant to help with costs.
- iv. Next steps:
1. Katelynn will talk to Polygon about cleaning up the basement;
 2. Katelynn will research proper disposal practices;
 3. Deborah will issue an edict to the staff re: use of the basement (add nothing, remove nothing);
 4. Katelynn will let Fred know when she has quotes from Polygon.

8. Concerns of Members

- a. Minor masonry work is needed to repair some chipping on the front porch.
 1. Fred will ask Dan to check it out.
- b. Fred wondered about getting Port-o-Potties on the porch for the Annual Meeting.
 - i. Deborah noted that the downstairs facilities will be open as will the Saunders House bathrooms.

- c. Children's Library requests for:
 - i. More library parking:
 - 1. Not much this committee can do.
 - ii. Multi-lingual signs in the building:
 - 1. They can make their own for short-term;
 - 2. Christine Armstrong is working on the design;
 - 3. Need to decide on languages;
 - 4. This is a question for AnnaKatherine Amacker.
 - iii. More security cameras in the building:
 - 1. Current security cameras have bad sight-lines;
 - 2. A system for contacting main desk in emergencies was installed;
 - 3. The Committee can revisit this issue in July after the reconfiguration.

9. 6:00 There being no further business the meeting was adjourned.

10. Next meeting: May 8, 2017 at 4:30 in the Davidson Room. Deborah will notify Reference Staff.

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to approve the installation of the garden bed outside the Children's Room. Chuck seconded. The suggestion was unanimously approved. (project #G-GL-17006)

Action Summary

Fred will contact Snowden re: concerns about possible leaking when switching from heat to AC.

Deborah will check on time-frame for the warranty on the new HVAC system.

Kecia will contact Olson Irrigation to check on the status of our contract and request an invoice.

Fred will check on the noise level of hand dryers to be installed in the bathrooms.

Deborah will issue an edict to the staff re: use of the basement pending redress of the mold problem (add nothing, remove nothing).

Fred will ask Dan to inspect a minor masonry issue on the front porch.