

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, May 8, 2017

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, May 8, 2017 at 4:30 PM in the Byers/Davidson Room, Saunders House, Sawyer Free Library.

In attendance: Fred Cowan (Chair), Chuck Everett (left at 5:30), Kecia German, Deborah Kelsey, Dan Ottenheimer

1. 4:30 Call to Order
2. Welcome and Recent Developments
3. Approval of April 24, 2017 minutes. Chuck moved to approve the minutes as presented; Kecia seconded. Dan abstained from voting because he was absent from the April meeting. All others voted in favor and the minutes were approved.
4. Interior Update – Kecia German
 - a. Locksets: installation of final locksets is not yet completed, but is on Mr. Whitmarsh's list.
 - b. Children's Library:
 - i. Shelving and carpeting: Perimeter shelving has been installed and previous shelving removed which showed the carpet needs to be replaced. All remaining shelving will be pulled out and more mobile shelving installed in early June. (project #G-76-17002)
 1. Will wait to replace carpet once all new shelving is ready to be installed. Also discovered black substance on the walls behind shelving. This might be toner from the old copier, but we'll have it checked out when the Saunders House basement is examined.
 2. Kecia will get an estimate on replacing the carpeting. To be scheduled for the second week in June.
 - ii. Computers: are not wired in. Deborah asked the electrician to wire in five new data-points. Data-points will be in the wall, but the computers are in the middle of the room, so we'll need a solution for the covering of wires. (project #G-76-17010)
 - c. Lead in the water at identified taps: The DPW is in the process of ordering parts and has us on their list for remediation of lead contamination.

- d. Saunders House mold:
- i. The issues:
 1. Need to find a permanent storage solution for materials currently in the basement.
 2. The heating system in the Saunders House basement blows hot air into Children's Room and Friend Room.
 3. Polygon will clean the paper materials, but they don't clean buildings.
 4. We need to resolve the residual humidity problem or mold will return. Moisture is running down the walls of the foundation.
 - a. Fred is in discussion with Jim Laverdiere of Fine Period Homes, Inc. on addressing the on-going moisture issue.
 - ii. Possible solutions:
 1. Deborah suggests an indoor air quality assessment which the state can do, though they would take long to schedule. Deborah has reached out to the EPA for guidance.
 2. Dan suggests bringing in a private company who specializes in indoor quality and can make some recommendations (e.g., Healthy Buildings).
 3. Consensus was that this issue needs to be addressed by this Committee and quickly.
 4. Will need to budget for hiring someone to assess the situation.
 - iii. Next steps: Assessment; recommendation; follow-up plan; expensing.
 1. Will start with assessing the Saunders House basement.
 - a. Chuck moved to hire someone for assessing the situation at a cost not to exceed \$10,000. Kecia seconded and the motion was approved unanimously. (project #S-SH-17007)
 - b. Dan is empowered to contract with the person he feels is best for the job.
 - iv. Deborah has informed staff and given them talking points for talking with the public.

5. Exterior Update – Dan Ottenheimer

- a. Landscaping:
 - i. Cape Ann Tree (CAT) is primed to replace plants and do a spring clean-up.
 - ii. Generous Gardeners will do the maintenance weeding this summer after CAT has done the spring clean-up. Kecia will let them know when it's ready to go.

1. Kecia would like to give them a donation again this year and proposed a donation of \$200. There was general agreement on the point and Fred will bring the question to the next Board meeting for approval.
- iii. Olson Irrigation is coming tomorrow for maintenance and to start the system.
- iv. Dan's walk-about check of landscaping needs (see attached):
 1. Window screen: Matt Theken will address this.
 2. Concrete around transformer in the parking lot: This is not a safety concern, but an aesthetic one. Fred will put in a ticket with the DPW.
 3. Soil erosion at the corner of the Lorraine Apartment building: There's also a second spot in the parking lot that needs attention (at the cut-through path where the feeder line comes in for the irrigation system). Dan will ask CAT to add gravel to the two spots where it's needed to cover the erosion and help with drainage. (project #G-G-17012)
 4. Rust on handicap signs: There is an open ticket out on that.
 5. Rust on bike racks: Included on J&L Welding's list.
 6. ADA ramp and warning device: DPW has been out four times and hasn't been able to resolve. Fred and Deborah will talk about it with the DPW. If they are still not able to resolve the issue we can buy it from a private company.
 7. Missing 'No Parking' sign from Mason Street: removed because the language was not the official language. Because this is not a safety issue the topic was tabled with the possibility of installing a new sign of some sort in the future.
 8. Parking lot curbing: City just received money from FEMA. Fred will issue a ticket with the DPW who has a firm they use just for this sort of thing.
 9. Stop sign in parking lot: Fred will issue a ticket with the DPW.
- b. Open tickets – Fred Cowan (see attached Work Update):
- c. Fred will write a thank you to the DPW re: renovated bench on the front porch and to acknowledge their on-going assistance.
- d. '13 ceiling tiles: The carpentry work is done and ceiling tiles can be installed. Fred will issue a ticket.
- e. Bathroom hand dryers: DPW will give Fred decibel levels before purchasing anything.
- f. Auto-flush urinals are on order.

- g. Mezzanine light.
 - h. The fountain light has been fixed. Jim Hafey brought a mason out to look at the fountain, but Matt feels debris is clogging the drainage. Deborah will check with Matt.
6. Other
- a. There is a foggy window in the basement level stairwell of the '76 Building due to a broken seal. It would cost ~\$2,000 to fix. The Committee agreed to table this until we know what the larger Building Committee's decision is.
 - b. Window washing. Fred received a quote for washing the windows. To avoid damaging the tinting we will ask that only outside be washed. Steve Jamieson will contact Deborah to schedule the work. (project #G-76-17008)
 - c. Switching out the soffit lights in '76. George Leavitt will do it. (project #G-76-17009)
 - d. Furnishing needs for the Teen space redo: Teen Services Librarian, AnnaKatherine Amacker would like a sofa and we'll need more soft seating.
 - e. Staff furnishing: The Staff Breakroom needs comfortable seating (two comfy chairs or a couch) and a round table. Kecia will work with Beth to figure out what to buy to meet staff needs/wants. (project #G-76-17011)
 - i. There was discussion, and general agreement, on the benefits of buying new (rather than repurposed) furniture when appropriate.

7. Concerns of Members

8. 5:35 There being no further business, the meeting adjourned.
9. Next meeting: June 12, 2017 at 4:30 in the Byers/Davidson Room

Respectfully submitted, Tracy Bowen

Motions Summary

Chuck moved to hire someone to assess the mold situation in the Saunders House basement at a cost not to exceed \$10,000. Kecia seconded and the motion was approved unanimously. (project #S-SH-17007)

Actions Summary

Will have the black substance on the walls behind shelving in the Children's Library inspected when the Saunders House basement is examined. (project #S-SH-17007)

Kecia will get an estimate on replacing the carpeting in the Children's Library.

Dan is empowered to contract with the person he feels is best for the job of assessing the Saunders House basement.

Kecia will let the Generous Gardeners know when CAT has done the spring clean-up and the gardens are ready for regular maintenance.

Fred will suggest to the Board at the next that they approve a donation of \$200 to the Generous Gardeners in appreciation for their work.

Fred will put in a ticket with the DPW to repair the concrete around transformer in the parking lot.

Dan will ask CAT to add gravel to the two spots in the parking lot where it's needed to cover the erosion and help with drainage. (project #G-G-17012)

Fred will issue a ticket with the DPW to prepare damaged curbing in the parking lot.

Fred will issue a ticket with the DPW to re-secure the stop sign in parking lot.

Fred will write a thank you to the DPW re: the renovated bench on the front porch and to acknowledge their on-going assistance.

Fred will issue a ticket to have the ceiling tiles replaced in the '13 Annex now that the carpentry work has been completed.

Deborah will check with Matt Theken re: debris clogging the drainage in the fountain.

Kecia will work with Beth to figure out furniture needs for the Staff Breakroom. (G-76-17011).

Sawyer Free Library Grounds: Winter Items

- Window screen is ripped, ground floor, temple side of library.
- Concrete around electric transformer base in the parking lot is damaged. Looks like perhaps due to plow or else just frost action caused some decay.
- Erosion of soil into parking lot at corner of Lorraine Apartment building. Looks like water channels into that spot and thus erodes. I think this just needs a small bit of gravel to be placed in a thin strip heading up the slope and that should stabilize things nicely.
- Rust on the handicapped parking sign posts needs to be sanded away and then painted.
- Rust on bike racks near Dale Avenue entrance. Rust is small now but if not dealt with soon it will spread. They are lovely Gloucester-centric racks and I'd love to see them be able to stay around.
- Concrete ADA ramp is missing the detectable warning device (rubber strip with bumps) that is glued onto it. It came off two winters ago.
- Sign missing from post along Mason Street. Post is still there but I have no idea what the sign used to say.
- Curbing near the parking lot exit is damaged. Likely due to snow plow. This will not be an easy fix.
- Stop sign in parking lot is somewhat askew. It would be nice if this was straight and true.

We can discuss at our next meeting or if you know how to address any of these beforehand please feel free to get the ball rolling.

I will also write to Cape Ann Tree just to make sure we are on their schedule.

Best,
Dan

Sawyer Free Library Building & Grounds Committee
Update
May 8, 2017
4:30

DPW provided SFL via Facilities Ticketing System:

- '13: Ceiling tiles need frame/construction before replacement Ticket 1886
- Garden Path: Mount & post aluminum signs: ADA ENTER Ticket 2200
- SH: 1st Floor Bathroom: Fill to smooth wood in door Ticket 2288

George Leavitt

- SH Basement: Weather stripping & ADA latch: On hold. **No Entry.**
- '76: Order placed to swap out soffit light's bulbs

Saunders House

Project for Stewardship Committee ongoing. Mern Sibley, Chair
Meredith Fine to shepherd

B&G Outdoor Crew

- Building Project: By Committee Vote: Architects rehired
- '76: Jamieson Window Cleaning to schedule
- Grounds: J&R Welding to R&R metalwork

B&G Indoor Crew

- '76 Project for lead mitigation is ongoing
- '76 Essery Electric to supply additional wiring on Mezzanine Level
- '76 Children's Library carpeting revealed; replace
- SH: Basement Mold Remediation Ongoing – Wellspring Informed
- '76 & SH: DPW to supply db rating of proposed hand driers Ticket 2332
- '76: Deborah resolved questions re HVAC: 1st time Heat to Cool

Open Projects

- Parking Lot: Rehab posts for Disabled Parking signs. Ticket 2146
- Parking Lot: Attach ADA detection plates (3) on ramp. Ticket 2168
- '76: Repair mezzanine level's tubular light fixture. Ticket 2240
- '76 Men's Room: Install automatic flush on urinal. Ticket 2263
- '13: Replace piece missing that secures light fixture's shade. Ticket 2266
- '76 Men's Room: Stop water leak at toilet. Ticket 2287

Fountain: One spotlight is out Ticket 2295

- SH: Anderson Room Window glass is broken. Replace Ticket 2320
- '76 & SH: Supply hand driers (6) in bathrooms Ticket 2332 – On Hold