

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Notice
Monday, June 12, 2017**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, June 12, 2017 at 4:30 PM in the Teen Area, Monell Building, Sawyer Free Library.

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

1. Call to Order
2. Welcome and Recent Developments (see attached update)
3. Approval of May 8, 2017 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved unanimously.
4. Interior Update – Kecia German
 - a. Children's Library
 - i. Kecia is meeting with Glovers Flooring on Friday to look at samples. We are planning on colorful carpet squares. The estimate came in at \$10,000 to \$12,000.
 1. Fred asked to get something that will be comfortable for kids to crawl and sit on. Deborah can recommend an alternate vendor if Glover's doesn't have what we need.
 - ii. There's about 6 feet of wiring that runs across the floor and will need to be covered. Essery Electricians recommended cutting a channel in the concrete floor to run the wires. After some discussion Dan moved to have Essery cut the channel in the floor to run the wires. Kecia seconded and the motion passed unanimously.
 - iii. Essery will also run a data cable up the pillar in the middle of the room and cover it.
 - b. Locksets
 - i. Mr. Whitmarsh replaced two of the remaining locksets in the Saunders House and has two still to do.
 - c. Staff Breakroom Furniture
 - i. They would like a round table and comfortable seating.
 - ii. Kecia will check in with Beth.
 - d. 1913 Annex
 - i. The work is finished around the cage and the chicken wire is removed!

- e. Second floor computer station.
 - i. The station will be disconnected so the structure can be removed. Essery Electricians will cap a blocked outlet and install a power strip on the wall.
 - f. Sofa for Teen Area
 - i. AnnaKatherine has furniture picked out. Fred pointed out that furniture must meet fire code standards for libraries; he will follow up with AnnaKathrine to have her research the standards.
 - 1. She will present a proposal to the Friends to request funding. If the Friends can't help, the Committee will think about funding it.
5. Exterior Update – Dan Ottenheimer
- a. Dan met with Cape Ann Tree (CAT). They will build a stone walk-through by the run-off point; will allow water to soak in. Replacement trees are not planted yet. Dan will reach out to CAT to check on status of the requested work.
 - b. Kecia pointed out that people are pulling up in the parking lot by the connection between SFL and Central Grammar apartments and parking on the irrigation system. She requested we place a couple of big rocks in the area to prevent them from driving up. Dan will check with Matt Araneo and CAT.
 - c. Olson coming on the 16th to fix some leaks. Kecia will let them know we're going to place the rocks to protect the irrigation system.
 - d. Fred will let Audrey Latham at Central Grammar know that we're putting up rocks. - DK will give Fred her contact info.
6. Open tickets – Fred Cowan
- i. Repairing curb that sustained winter damaged from two years ago. DPW didn't find the damage. Fred has taken more photos of the granite curb that was damaged to share with DPW.
 - ii. Conduit in parking lot. Waiting to resolve technical issues before beginning the work.
 - 1. Fred will send note to Arlie with the Library's closed hours with the hope that work can be scheduled around those hours.
 - iii. Mezzanine can-light needs repair.
 - iv. Soffit lights: these are on George Leavitt's list.
 - v. ADA detection plates is a priority.
7. Other
- a. Lead mitigation repairs have been pushed back up to Jim Hafey. DPW needs reassurance that we're paying for the work. Fred will let them know.

- b. Environmental Health Assessment. They did the initial site visit work last week and we can expect a report in a week or two.
 - c. While washing, all outside, Jamieson Windows found two windows with broken seals.
8. Concerns of Members
- a. Fountain: Matt Theken told Kecia that there's a crack in the plastic inside the housing; debris gets caught and plugs up the fountain. City plumber, electrician and Matt have been working on fountain issues, but it's still not clear what's causing the problem. Fred will research a fountain company to inspect it and find a definitive solution. Kecia will check first with Olson. We would like to have it under contract for maintenance and repair.
 - b. Deborah suggested inviting Matt Theken to join these meetings in order to enable Matt to communicate his needs directly to the Committee.
 - c. Carpet in Teen Space is worn and dirty. Will need to be replaced in a few months.
9. 5:25 Adjourn. There being no further business Kecia moved to adjourn the meeting. Chuck seconded. The vote was unanimous.
10. Next meeting: July 11, 2017 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

After some discussion Dan moved to have Essery cut a channel in the floor of the Children's Library to run some wires. Kecia seconded and the motion passed unanimously.

Actions Summary

Kecia will check in with Beth re: furniture needs for the staff breakroom.

Fred will make sure AnnaKatherine has the fire code standards for libraries to help her in choosing appropriate furniture for the Teen Area.

Dan will reach out to Cape Ann Tree to check on status of our requested work (replacement trees and stone work).

Dan will talk with Matt Araneo and/or Cape Ann Tree about placing some large rocks in the corner of the parking lot to prevent people from parking on the irrigation system.

Kecia will talk with Olson Irrigation to let them know about the large rocks that will be coming.

Fred will let Audrey Latham at Central Grammar know that we're putting up rocks in the parking lot to protect the irrigation system. Deborah will give Fred Ms. Latham's contact info.

Fred will talk with Jim Hafey at the DPW to assure him that SFL will cover the cost of labor to do the lead mitigation in the effected taps.

Kecia will ask Olson Irrigation if they can repair the fountain or recommend someone who can. If they can't Fred will research a company with the goal of having fountain maintenance be under contract.