

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

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

Attendance: Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer, and Deborah Kelsey.
And guests: Rob Gulla joined the meeting at 4:45, and Christy Rosso at 5:00

1. 4:30 Call to Order
2. Welcome and Recent Developments
 - a. The fire alarm recently went off. Instant Alarm had to come and reset the panel; it appears someone pulled the alarm.
 - b. A toilet seat was ripped off by an angry child.
3. Approval of October 16, 2017 minutes. Chuck moved to approve the minutes as presented. Kecia seconded. The minutes were approved unanimously.
4. Interior Update – Kecia German
 - a. Locksets – Kecia emailed Bob Whitmarsh about changing the lock on the Saunders House fire door so it matches other outer library doors and about fixing the lock on Deborah’s office door.
 - b. Rugs/Glover – The heavily trafficked section of Berber rug that runs from Matz Gallery to the Circulation Desk, damaged further upon the removal of the three metal detectors, was replaced over Veteran’s Day weekend. Kecia will request an invoice.
 - c. AED Defibrillator – Not yet delivered. The Fire Department has already helped select the proper site for it.
 - d. Lighting – Fred would like to add better lighting to showcase Children’s Art displayed in the corridor along the Children’s Library running between both entrances to Friend Room. There was general consensus from the group to get a lighting plan and an estimate.
 - e. Shelving & furniture – Eight more ranges of shelving came down. Periodicals have moved to the mezzanine. The Maker Space is to be set up on the main level. We are ADA Compliant on main floor and mezzanine!
 - f. Phone update – We’re next in the City’s queue for phone system update.

- g. Stand-Sit Work Areas – Staff have requested furniture for stand-sit work areas. We will also have a mobile unit on the main floor and two on the mezzanine.
 - h. Next: booth seating for teens.
5. Exterior Update – Dan Ottenheimer
- a. Follow up on FEMA funding request; all funds went to defray ‘15’s snow removal debt.
 - b. Tall grasses were cut down around the parking lot ahead of scheduled Fall Maintenance by Cape Ann Tree because it was blocking the sidewalk. George Leavitt’s son and daughter-in-law, Matthew & Gabrielle, did it. Their company is called Dirty Hands Landscaping of Rockport.
 - c. In Phase One the fountain has been removed using Leavitt’s crew, the sump in the tank rebuilt, and a lateral drain to a dry well created. Lowe Masonry under the direction of Tim Kasprzyk needed extra time to remove a big pile of cement slag in the spot for the dry well left from when the tank was built. This Spring in Phase Two they will rehab and resurface the pool bottom so it can support a person needing to work in there and apply a custom coating to assure the tank’s water tight. We have an annual maintenance contract with Kasprzyk Waterscapes.
 - d. Lowe Bros. repaired the cement base below the transformer in the parking lot.
 - e. Olson Irrigation is coming Wednesday morning to shut down the system for the season. Corliss installed the original system; Kecia will ask them if they have a map of the system.
 - f. Soffitt lightbulbs have been replaced all around the building. They operate photovoltaically. Fred will ask Essery Electric to put the porch lights on the same switch.
 - g. Fall Clean-up and Cape Ann Tree. Dan will encourage them to do the work. They are very busy; we will need to decide over the winter if we want to stick with them given their busy schedule.
6. Saunders House Water Infiltration – Dan Ottenheimer
- a. Roof Drainage. We still need to determine where downspouts drain. We will ask the Saunders House Stewardship Committee to check older surveys for clues to where they drain. If necessary we can use a camera to look down the pipes.
7. Other
- a. Bathroom in the Children’s Library. Architect, Rob Gulla joined the meeting at 4:45
 - i. The addition of a family bathroom in the Children’s Library as designed earlier this year by Rob Gulla was priced out by George Leavitt at just under \$50,000; that includes a buffer for under-estimations for plumbing

and excavation. Fred cites it as a safety issue for children and families using the Children's Room. In addition, the lack of a bathroom is known to be an issue that keeps families away from SFL. Fred moved to approve the plan to install a family bathroom in the Children's Library at a cost not to exceed \$50,000. Dan seconded the motion for discussion.

- ii. Discussion: Rob Gulla reviewed his plans. He will redesign to remove the urinal and add a changing table. The total space will be ADA compliant and large enough to accommodate an adult with two children. We need to consider replacing storage space that will be lost with the addition of the bathroom.
 - iii. Fred moved to table the motion for the next meeting to give Rob a chance to rework the design. Kecia seconded. The motion was approved unanimously.
 - iv. Discussion re: plumbing for wastewater – It was agreed that rather than using an ejection pump to delivery waste to the building's sewer line, running the drain line from the bathroom through a trench in the concrete floor that's pitched for gravity feed will be quieter and thus less likely to startle children. This method too will allow for the installation of a simple floor drain.
 - v. At 5:00 Children's Librarian, Christy Rosso joined the meeting for five minutes to review the plans at Deborah's request. She expressed a strong desire to move the plan forward.
 - vi. Deborah re-raised the issue of creating a private staff space where staff currently sit and moving the service area to the center of the room. Deborah will give Rob an idea on the ideal size based on functionality.
 - vii. 5:10 Rob left the meeting, leaving the plans with the Committee.
- b. Bike rack for kids. We would like to install a portable rack to be visible from the Children's Library in order to keep the bikes safe and to store them off the walkway. Current racks (with the fisherman) were installed at grade with Dale Avenue by the City. Fred will talk to DPW to ask if they have spare racks in storage.
 - c. Budget - Fred asked the Board's Executive Committee to vote to approve the allotment of the second half of the B&G budget and the members agreed.
 - d. Dan suggests Welcome signs for the back of the building on the parking lot and Central Grammar sides. The Corporate Communications Committee is looking into this. Dan will share his idea with them.

8. 5:35 Adjourn. There being no further business, the meeting was adjourned.

9. Next meeting: December 11, 2017 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Children's Library Bathroom: Fred moved to approve the plan to install a family bathroom in the Children's Library at a cost not to exceed \$50,000. Dan seconded the motion for discussion.

Children's Library bathroom: Fred moved to table the motion for the next meeting to give Rob a chance to rework the design. Kecia seconded. The motion was approved unanimously.

Discussion re: venting the plumbing – It was agreed that running the line through a trench in the concrete floor will be quieter and less likely to startle children and will enable the installation of a simple floor drain.

Actions Summary

Rugs/Glover – The damaged Berber rug under the metal detectors running from Matz Gallery to the Circulation Desk was replaced over Veteran's Day weekend. Kecia will request an invoice.

Lighting – Fred will get information on improving the lighting for displaying Children's Art in the corridor along the Children's Library running between both entrances to Friend Room.

Kecia will ask Corliss Brothers if they have a map of the irrigation system.

Fred will ask Essery Electric to put the porch lights on the same switch as the soffit lights

Dan will send Cape Ann Tree a reminder about doing the fall clean-up.

We will ask the Saunders House Stewardship Committee to check older surveys for clues to where the downspouts drain.

Deborah will give architect Rob Gulla an idea on the ideal size for the Children's Library staff area and service area based on functionality.

Fred will talk to DPW to ask if they have spare bike racks in storage.

Dan will share his ideas for Welcome signs along the parking lot and Central Grammar sides of the building with the Corporate Communications Committee.