

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, December 11, 2017, 4:30 pm**  
**Muzzey Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA 01930**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, December 11, 2017 at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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Attendance: Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer, and Mern Sibley.

Meeting Agenda

1. 4:30 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of November 13, 2017 minutes. Dan moved to approve the minutes as presented. Kecia seconded and the minutes were approved unanimously.
4. Interior Update – Kecia German
  - a) Locks: Deborah Kelsey's office door lock has been repaired. The fire door exit in Saunders House still needs to be rekeyed. It is on Mr. Whitmarsh's list to do; George Leavitt has a worker who can do it if we opt not to wait.
  - b) Paintings: Michael Faherty, Chairman of the Sawyer Art Trust, oversaw removal of the three Lanes and other important paintings that were hanging in the '76 building and Saunders House. They will be stored permanently and the Lanes on display at Cape Ann Museum. Mr. Faherty granted us the right to photograph/scan the Lane paintings if we want to make Giclee prints. See Martha Oaks.
    - i) Should there be plans to sell, Scott Memhard suggested we investigate provenance of the paintings; it's possible one of the paintings was actually gifted to the Library;
    - ii) Jose the Painter painted walls in '76 where the Lane paintings were;
    - iii) The IT server will be installed in the vault of the Friend Room now that paintings have been removed. Preferred Air has done the necessary work for climate control. Lewis Parsons has ordered the server.
  - c) Children's Library renovations:

- i) Deborah forwarded staff requests for space to Rob Gulla. Dan will ask Rob for the revised plans including creating a new space for the staff. George Leavitt will price out the revised plans.
  - ii) The rug for the Children's Library is on hold pending remodeling decisions.
- d) HVAC system: The system in the Monell building still needs to be balanced. Preferred Air has made a first-pass inspecting the system and will provide an estimate on the work. It involves moving a thermostat and installing or adjusting the baffles and installing adjustable grates. Could be a complicated project.
- e) Stairwells: Fred suggests naming them and placing signs. Floor numbering on signs will match labeling in the elevator (e.g. Ground, 1<sup>st</sup> & 2<sup>nd</sup> as opposed to First, Main & Mezzanine). Dan recommends having the sign design coordinate with signs being created by the Corporate Communications Committee.
- f) Voice recognition subtitling for lectures, etc.: Fred suggests researching a system that would transcribe and project spoken words to make them visible for audience members.
- g) Fire suppression system: there is hissing in the stairwell. Metro-Swift was here today. They repaired the hiss on the first floor and know about the one on the second floor.
- h) Children's Art Display Lighting in the hallway between entrances to the Friend Room: We have a plan/estimate from Essery Electric (see attached). Dan made a motion to approve the work at a cost not to exceed \$2,000. Chuck seconded and the motion was approved unanimously. (project #G7617027)

## 5. Exterior Update – Dan Ottenheimer

- a. Bike Racks:
  - i) DPW fixed the bike racks in front of the building;
  - ii) Fred found a source for a bike rack for the gravel patch outside the Children's Library at a cost of ~\$500/rack. It can hold six bikes and is portable; can be stored inside in the winter. We will order it in powder coat black. Will place the order in the spring.
- a. Cape Ann Tree did the fall clean up and replacement plantings.
- b. Saunders House Stewardship Committee will take on the issue of removing vegetation from around Saunders House. Fred will send contact info to Mern for Dirty Hands Landscaping of Rockport.
- c. Saunders House Stewardship Committee will take on additional R&M of their building and grounds. Fred will send contact info to Mern for George Leavitt.
- d. Irrigation system:
  - i) Kecia spoke with Corliss Bros. looking for a plan detailing the placement of the irrigation system. They do not have one.

- ii) Olson Irrigation: They should have come to winterize the system. Kecia will double-check with custodial staff.
  - e. Benches that face City Hall: The middle arm rest on the middle bench needs sanding and painting. Fred will contact DPW.
  - f. Think about replacing the sidewalk on Dale Avenue. Fred will mention it in his monthly meeting with the DPW.
- 6. Saunders House Update – Mern Sibley
  - a. SH Drainage: Need to bring a camera in to see where downspouts are draining. Dan recommends a company called Dash Drains to help. Mern will talk with George Leavitt for advice and bring a proposal before the Board.
- 7. Open tickets – Fred Cowan
  - a. Repair exhaust fan in the men’s bathroom. Preferred Air used the existing duct when making improvements to the Friend Room vault. DPW will need to create another hole in the wall for the vent. Dan suggested asking them to drill a smaller hole for the electrical work and combine the rest in the existing duct. Fred will pass that suggestion on to the DPW.
- 8. Other
  - a. Security:
    - i. Jewelry belonging to the Friends for this past weekend’s Bling Fling was stolen from a cabinet in the staff area on the ground floor of the Saunders House.
    - ii. We have a police detail coming through the Library thrice daily.
    - iii. Security on the ground floor. In her absence Fred reported that Deborah has suggested placing a staff person by the side entrance to provide among other duties a presence near the bathrooms. This will limit use of the door to exit only. This would mean a few modifications to the area to make it comfortable for a person to sit at a work station there. We might also relocate some and add camera surveillance, monitored at that station.
- 9. Concerns of Members
- 10. 5:45 Adjourn. There being no further business, the meeting was adjourned.
- 11. Next meeting: January 8, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Lighting in the hallway outside the Friend Room: We have an estimate from Essery Electric (see attached). Dan made a motion to approve the work at a cost not to exceed \$2,000. Chuck seconded and the motion was approved unanimously. (project #G7617027)

### **Actions Summary**

Dan will ask Rob for the revised plans for the Children's Library renovations, including creating a new space for the staff.

Fred will send contact info to Mern for George Leavitt and Dirty Hands Landscaping of Rockport.

Kecia will double-check with custodial staff to see if Olsen Irrigation came to winterize the system.

Fred will contact the DPW about sanding and painting the middle arm rest on the middle bench that faces City Hall.

In his next monthly meeting with the DPW Fred will ask them about replacing the sidewalk on Dale Avenue.

Mern may talk with George Leavitt about bringing a camera in to see where the Saunders House downspouts are draining.

Fred will suggest to the DPW that, rather than cutting a second hole in the outer brick wall, they drill a smaller hole for the electrical work and combine the rest in the existing duct in order to repair the exhaust fan in the men's bathroom.

**JOHN W. ESSERY II ELECTRICIAN, INC.**

94 Marmion Way  
Rockport, MA

01966 Cell Phone (781) 526-1613

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**PROPOSAL**

DATE: December 9, 2017  
SUBMITTED TO: Deborah Kelsey  
ADDRESS: 2 Dale Avenue  
Gloucester, MA 01930  
EMAIL: [Kelsey@sawyerfreelibrary.org](mailto:Kelsey@sawyerfreelibrary.org),  
DESCRIPTION: Gloucester Lyceum and Sawyer Free Library

Wire lights near children's art display in hallway as discussed with Fred Cowan.

Work to include the following:

- supply and install 6 LED slim-line recessed lights on 2 separate LED wall dimmers
- supply and install 2 LED slim-line recessed lights off existing hallway lighting circuit
- remove and cap-off 2 existing ceiling fluorescent light fixtures

**PRICE: \$1,790.00**