The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, January 8, 2018 at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Mern Sibley, and guest Beth Pocock

Meeting Agenda

1. 4:30 Call to Order. This meeting is being recorded.

2. Welcome and Recent Developments

3. Approval of December 11, 2017 minutes. Kecia moved to approve the minutes as presented. Mern seconded and the minutes were approved unanimously.

4. Interior Update – Kecia German
   - Children’s Library:
     - Replacing the rug is pending a decision on bathroom renovations.
     - Kecia suggests replacing carpeting now and moving instead, to install a bathroom on the first floor beside the elevator using Rob Gulla’s earlier plans. Having a bathroom on the first floor would address safety issues. Mr. Gulla is attending the February meeting; we will ask him to bring his plans for installing a bathroom on the first floor.
   - Security:
     - Fred suggests talking with John McCarthy, Gloucester PD Chief for suggestions on arranging for security personnel to be on site for the full day. Would we use off-duty police or private security firm? Kecia will accompany Fred to the meetings.
     - Fred & Kecia will review staff log of events before the meeting to inform the conversation.

5. Exterior Update –
   - Irrigation system: Olson did turn the system off.
• Snow removal: DPW is creating a snow-shoveling pool comprised of able-bodied members of the community. Once SFL custodial staff have reached their time limit we will file a ticket with the DPW to send a member of the pool to finish shoveling.
• Locksets: fire exit door from Saunders House to the front porch still needs re-keying. Fred will ask George Leavitt to re-key the door.

6. Saunders House Update – Mern Sibley
• Landscaping: Mern spoke with Matt Natti of Cape Ann Tree re: removing vegetation from around the SH. He had suggestions for removing some shrubs and replacing a couple of others in the spring.
• Dash Drains: Mern spoke with them and will schedule an appointment for them to come in spring and look at the downspouts. Mern will call them to schedule an appointment.
• Cleaning out the basement of unnecessary items: Fred suggests we ask Archivist, Katelynn Vance to review the items that are marked for disposal to make sure they can be disposed of. Moving forward we will ask Katelynn to decide what can be disposed of. Mern will contact Katlynn to schedule a time to meet.

7. Open tickets – Fred Cowan
Reviewed the list of long-standing open tickets with the DPW (see below) for projects the Committee can take on. After brief discussion the group decided to refer Live Wire needs capping/safe storage Ticket 3091 to Essery Electric. Fred will give the DPW a nudge on the fire suppression system Ticket 3045.
‘76: Children’s Library: Repair light above Stanley side door. Ticket 2759
‘76: Touch up Red Paint on Fire Doors (6). Ticket 2941
‘76: Replacing stairwell ceiling tile requires it fit around pipe. Ticket 3023
‘76: 2nd floor stairwell: Air leak in fire suppression system. Ticket 3045
‘76: Elevator: Car’s Send Button for 2nd floor is cracked. Ticket 3053
‘76: Taped (live?) wire needs capping/safe storage. Ticket 3091
‘76: Elevator: A bulb is out in ceiling light. Ticket 3116
‘76: Men’s Restroom: Exhaust fan is broken. Ticket 3117
    Vent is in place. B&G to cover fan/materials.
‘76: Parking Lot: Tall Light (1-2) near book dump is out. Ticket 3169
SH: Basement: Slop sink faucet is leaking. Ticket 3182
‘76: Women’s Room toilet plumbing leaks. Ticket 3185
‘76: Porch: One porch light is out. Ticket 3195

8. Other
• Window behind Beth’s desk (near Circulation Desk).
  • At some point in the past the window was removed to install an AC unit with remaining space filled with a piece of plywood. We received an
estimate of $880 to remove the AC and plywood and replace missing window with a window from the stairwell; the stairwell window would be fitted with a sheet of plexiglass. Kecia moved to do this at a cost not to exceed $1,000; Chuck seconded and the motion was approved unanimously. (project #G76-18002)

- Matz Gallery.
  - Fred received a proposal for updating the picture-hanging system to make it easier and safer to change artwork (with no ladders). Estimate of $2,265 (see attached). Kecia moved to purchase and install a new art-hanging system provided the Art Advisory Committee of the Lyceum approves it, with a figure not to exceed $2,500. Mern seconded and the motion was approved unanimously. (project #G76-18001)
    - We shared details on the proposed system with the Committee, who happened to be meeting next door. They will look at it and get back to us.
    - Have replaced a broken tracklight fixture and replaced bulbs with more favorable LED lighting.

9. Concerns of Members

10. 5:40 Adjourn. There being no further business, the meeting was adjourned.

11. Next meeting: February 12, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary
Kecia moved to remove the AC and plywood from the window near Beth’s desk and replace missing window with a window from the stairwell; the stairwell window would be fitted with a sheet of plexiglass. This would be done at a cost not to exceed $1,000; Chuck seconded and the motion was approved unanimously. (project #G76-18002)

Kecia moved to purchase and install a new art-hanging system in the Matz Gallery - with input on the system from the Art Advisory Committee of the Lyceum - at a cost not to exceed $2,500. Mern seconded and the motion was approved unanimously. (project #G76-18001)

Actions Summary
We will invite Rob Gulla to attend the February meeting to review his plans for installing a bathroom on the first floor of the Monell building.
Fred will ask George Leavitt to re-key the fire exit door from Saunders House to the front porch.

Mern will call Dash Drains to schedule an appointment for the spring.

Mern will ask Archivist, Katelynn Vance to review the items in the Saunders House basement that are marked for disposal to make sure they can be disposed of. Moving forward we will ask Katelynn to decide what can be disposed of.

Fred will give the DPW a nudge on repairing the fire suppression system.
GEORGE LEAVITT & ASSOCIATES  
58 Jerdens Lane  
Rockport, MA. 01966  
Ph: 978-546-2935 Fax: 978-546-7799

January 02, 2018

ESTIMATE

MATZ GALLERY:  
Supply and install “Original Gallery” art hanging system at existing area of Matz Gallery @ Entry from Dale Ave.

This system consists of aluminum track, stainless steel cable and push-button hooks for easily and professionally hanging Art for Display. The system allows for quick change or movement of Artwork which is secure, convenient and aesthetically pleasing.

Includes track for entire area, (30) 6.5’ cables, (40) push-button hooks that attach to cables to hang Artwork.

Material & Labor..................$2,264.91

It is our pleasure to serve you!
ART DISPLAYS

Home

Products

The Gallery System Concept
Original Gallery System
GalleryOne System
Systems for Picture Moldings
Lighting Option (Original Gallery System)

Installation & Setup

Our Users

How To Hang Art
ArtsUp Award
Contact, Policies, FAQ
Prices & Order Form
Blog

We LIKE Talking to Our Customers! Call Us for Free Samples, and Personal Assistance with Picture Hanging System Selection and Use.

About Our Art Hanging Systems

Gallery System picture hanging systems have three basic parts: a wall-mounted track, moveable hangers (either cable or clear tape) that allow horizontal positioning, and adjustable hooks that slide up and down for vertical positioning. Their effectiveness and durability has been proven in tens of thousands of installations (see Gallery System in Action).

Our Original Gallery System offers our highest capacity and one of the few fully integrated lighting systems on the market, while our GalleryOne provides a simple, gallery-quality alternative at a great price.

For display spaces with pre-installed picture rail molding, we also offer molding hook hangers that provide all the convenience and adjustability of our full art hanging systems.

We’re happy to provide free samples of our products, and personal assistance with choosing your system. Give us a call at 800-460-8703 - we like talking to our customers!
Original Gallery System

The heavy-duty Original Gallery System has been chosen by art hanging professionals for thousands of demanding installations worldwide, at museums, galleries, university libraries, major office buildings, and fine homes. Its discreet appearance, flexibility and durability set the standard for picture hanging systems.

Learn More »

GalleryOne System

GalleryOne is our sleekest, most discreet art hanging system ever, with a low-profile track (available in white or paintable aluminum) that hugs the wall using a new, quick-mount attachment system for simplified installation in any art display space.

Learn More »
Systems for Picture Moldings
Display spaces already equipped with picture rail or molding can have all the convenient setup and adjustment of a hanging system using either of the following:

**Molding Hooks System**
Includes sleek Gallery System Molding Hooks specially designed to hold your pictures close to the wall when used with an existing picture rail.

**Looped Cable System**
If your picture-rail molding system is already equipped with S-hooks, or if you have wall-mounted hanging hooks, Gallery System Looped Cables will give you the rapid setup and adjustment capability of a hanging system.

Learn More »

Lighting Option for Original Gallery System
Proper lighting makes a good display great — and there's no simpler or more effective method than our low-voltage Lighting System.

Learn More »