

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, March 12, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, March 12, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan, Chuck Everett (left at 5:40), Kecia German, Dan Ottenheimer, Library Director Deborah Kelsey, and guests Ernest Curtis and Larry Ingersoll

Not present: Scott Memhard, Mern Sibley

1. 4:39 Call to Order
2. Welcome and Recent Developments. This meeting is being recorded.
3. Approval of February 12, 2018 minutes. Kecia had an addition to the section about the doors from the stairwell. Chuck moved to approve the minutes as amended. Dan seconded and the minutes were approved.
4. Interior Update – Kecia German
 - a. Bathroom plans
 - i. On hold while decisions are made about placement of bathrooms.
 - b. Kitchen stove
 - i. The stove on the bottom floor of the Monell building is occasionally being left on accidentally. Deborah suggests we have it disabled. Fred will check with John Essery about installing a switch that would turn it on and off as needed.
 - c. Security systems update
 - i. SafeGuard Blue proposal with Larry Ingersoll & Ernest Curtis (see attached)
 1. They are working with the state to set up a new business.
 2. They have five prospective retired officers lined up, including themselves.
 3. Topics under discussion:
 - a. Protocol for entering bathrooms if needed. SafeGuard Blue will put more thought into this protocol with input from Deborah.

- b. Lunch breaks. We would like them to remain on site or time breaks to occur before or after staff lunch breaks.
 - c. Inspecting bags and packages. The Board might think about providing a space for people to leave packages.
4. Fred asked to see a sample uniform shirt before they commit to one.

5:22 Mr. Ingersoll and Mr. Curtis left the meeting.

- d. Window shades (Curtain Shop)
 - i. Deborah has samples of different styles. To be installed in the south and west side of the Monell building except in the stairwell.
 - ii. Deborah will have an estimate at the next meeting.
- e. Fire suppression system (and the DPW) - Fred
 - i. The system is not functioning properly. Legally, we have to work with the one entity for repairs and have no room for negotiating. The City and the Corporation have spent a lot of time and money on this failing system.
 - ii. Long-term we need a better solution.
 - 1. Chuck agreed to do some research into what our options are for engineering and installing a working system. It would likely need to be a mix of dry and wet systems. We need to identify resources. Dan suggests talking with CSI Engineering out of Saugus.
 - 2. Will likely need the help of a fire systems engineer to draw up a proposal.
 - 3. Deborah suggests discussing this with the Building Committee to learn what thought Dorr & Whittier has put into this area. Fred will check in with Peter Feinstein, Building Committee Chair.
- f. Fire suppression in the vault
 - i. Will heat and smoke detectors suffice?
 - ii. Can we get away with having neither a wet nor a foam system in the space with expensive electronics and irreplaceable artwork.

5:40 Chuck Everett left the meeting

5. Exterior Update – Dan Ottenheimer
- a. Removal of gravel from Children’s Garden space.
 - i. It poses a safety risk (kids are throwing it and eating it). We would like it to be usable for a family play space.
 - ii. Fred will ask George Leavitt to look into other options. Fred and Deborah will have a proposal for the next meeting.

- b. The beech tree.
 - i. Dan confirmed with Matt Natti of Cape Ann Tree that they will do the spring maintenance of the grounds.
- 6. Open tickets – Fred Cowan
- 7. Other
 - a. Sculptures and the Matz Gallery – Fred
 - i. Mary Weissblum of the Lyceum suggested adding display of sculptures to the garden. Consensus was that having sculptures is a fine idea but that the Matz Gallery arm of the Lyceum oversee selection of artists as they do with the Matz Gallery. Fred and Kecia will meet with members of the Lyceum to work out the logistics.
 - ii. Installation of a fish tank in the Monell building. Someone has volunteered to install an aquarium (choice of two sizes) and provide regular maintenance and upkeep. SFL staff would be required to do a daily feeding.
 - 1. After some discussion the Committee decided to respectfully decline the offer. Deborah will let the gentleman know.
 - iii. An elevator button is stuck, causing the elevator to malfunction. Deborah has an estimate from City Elevator to fix it (see attached). The City will not pay for the repair. Dan moved to hire them at a cost of \$1,500. Kecia seconded and the motion was approved unanimously.
 - iv. Side door out of the bottom floor of the Monell building (facing the Dale Avenue apartments) is leaking and warping and there is rot alongside the door. We're having trouble locking the door.
 - 1. We have a proposal from Seaside Glass for replacing the door at a cost of \$5,400.
 - 2. We could consider using it as only an exit.
 - 3. George Leavitt has a thought for repairing the rot.
 - 4. Perhaps add locking up to the security people's list of tasks.
 - 5. Discussion was tabled for the next meeting.
- 8. Concerns of Members
- 9. 6:15 Adjourn. There being no further business the meeting was adjourned.
- 10. Next meeting: April 9, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Dan moved to hire City Elevator to fix a malfunctioning button in the elevator. Kecia seconded and the motion was approved unanimously.

Actions Summary

Fred to email Mr. McRobb re: removing stairwell doors.

Fred will check with John Essery about installing a switch that would turn the stove on the bottom floor of the Monell building on and off as needed.

Deborah will have an estimate at the next B&G meeting on installing window shades to cut down on glare in the Monell building.

Chuck agreed to do some research into what our options are for engineering and installing a working fire suppression system. Dan suggests talking with CSI Engineering out of Saugus. Fred will put together a contact list for Chuck.

Fred will check in with Peter Feinstein, Building Committee Chair, about what thought Dorr & Whittier has put into a fire suppression system.

Fred will ask George Leavitt to look into options for replacing the gravel outside the Children's Library. Fred and Deborah will have a proposal for the next meeting.

Tracy will search the minutes for a decision to skip the beech tree treatment last fall.

Fred and Kecia will meet with members of the Lyceum to work out the logistics of playing sculptures for display on Library grounds.

After some discussion the Committee decided to respectfully decline the offer of a fish tank installation. Deborah will let the gentleman who made the offer know of the decision.

CITY ELEVATOR CO., INC.
P.O. BOX 760705
MELROSE, MA 02176

TELEPHONE (781) 665-6500 *FAX (781) 333-3703
Cityelevatorcompany@gmail.com

Feb 2, 2018

Sawyer Free Library C/O City of
Gloucester Dept of Public Works
28 Poplar St

Gloucester Ma 01930

RE: Contract Proposal

We submit our contract proposal to perform the following work on your elevator located at: **2 Dale Ave**

1. Remove and replace the elevator hydraulic pump motor belts.
Item#1: 1 mech. 4 hrs. @ \$164.00/hr.: \$656.00, material cost \$133.00
2. Remove and replace car operator panel broken button assembly's on (2) locations **Item#2: 1 mech. 3 hrs. @ \$164.00/hr. \$492.00, material cost \$189.00**

Price: \$1470.00 (The proposed pricing is subject to review after 45 days. All work is to be performed during our regular trade hours of 7:00 AM - 3:30 PM Monday thru Friday excluding holidays)

We thank you for the opportunity to quote this work. Should you find this acceptable, kindly sign both copies and return both.

Respectfully submitted and approved:

FIRM _____

CITY ELEVATOR CO., INC.

BY _____

BY _____
James Riley – President

DATE _____

DATE _____