

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, April 9, 2018

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, April 9, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer, Mern Sibley, and Library Director Deborah Kelsey

Not Present: Scott Memhard

1. 4:30 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
 - a. Kecia moved that Mern be the official liaison from the Saunders House Stewardship Committee (SHSC) to B&G. Chuck seconded and the motion was approved unanimously.
3. Approval of March 12, 2018 minutes. Kecia requested a change to beech tree section. With that amendment Dan moved that the minutes be approved. Chuck seconded and the minutes were approved unanimously.
4. Interior Update
 - a. Disposition of the tile display panel
 - i. Dan moved to have this withdrawn from the agenda. Chuck seconded. Per the Accession/Deaccession Policy this needs to be decided by the currently defunct Special Collections Committee. We will ask John Brennan to recall that Committee.
 - b. Approval of the Curtain Shop estimate for installation of shades (see attached)
 - i. The shades would cut glare on the local history collection. Dan moved to approve the Curtain Shop invoice for shades at a cost of \$6360. Chuck seconded and the motion was approved unanimously.
 - c. Fire doors to the stairwells have been painted.
5. Exterior Update – Dan Ottenheimer
 - a. Snow plow damage to the masonry block enclosure where the Dumpster sits.
 - i. The blocks have been put back in place and this does not need follow-up.
 - b. Snow plow damage to the irrigation tubing along Mason Street.

- i. Olson will repair and replace tubing when they do their spring visit.
 - c. There is one irrigation system for the entire property. Discussion re: installing a shut off valve to create two zones: SH and Monell). Kecia will ask Olson for an estimate re: ease of creating two zones.
 - d. Addition of boulders in the parking lot to prevent further damage to the irrigation system at the entrance to the driveway to the Central Grammar apartments. Dan will ask Cape Ann Tree (CAT) if they are available to do it. If they are not he will find someone else. Kecia moved to have boulders installed at a cost not to exceed \$750. Chuck seconded and the motion was approved unanimously.
 - e. Touching up the sign, near the Dale Avenue entrance, that points people to Children's Library. We will refer this to Corporate Communications Committee (CCC) who is working on exterior signage.
 - f. Library Play Area (see attached)
 - i. Kecia moved to open the proposal for discussion by B&G. Dan seconded.
 - ii. Matthew Leavitt is willing to remove the gravel.
 - iii. George Leavitt is researching flooring options.
 - iv. The project could be paid for by the annual fund money collected for the children's area.
 - v. The Committee will put this back on staff to do the research and bring ideas/suggestions to the Committee.
 - g. Mary Weissblum (of the Lyceum) asked B&G about the temporary installation of an outdoor sculpture by Sinikka Nogelo. Kecia contacted Susan Oleksiw of the Matz Gallery art committee.
 - i. Deborah suggests the B&G Committee choose a location on the campus for outdoor sculpture display; this will be done with great deliberation using a plan of the entire property and taking into account underground utilities.
 - 1. Dan will print out plans for the next meeting.
 - ii. Discussion will be tabled until we have heard back from Susan Oleksiw and Mary Weissblum.
6. Saunders House Update – Mern Sibley
- a. Lynne Spencer and the Spencer, Sullivan Vogt Group (SSVG) began work on their comprehensive surveys at the end of March. They will present a preliminary report to SHSC on May 21.
 - b. Mern met with Kim Wall of CAT re: spring clean-up and removing (and possibly replacing) foundation plantings at the front of the SH.
 - c. Mern and Bill Remsen met with a drains specialist. The caps at the top of the underground drains are glued on; we need to have a gutter specialist detach the drainpipe at the point where riveted from the caps on the drains using special

equipment. Once that happens the drains specialist can come back and determine where the drains flow.

- d. Major SH basement clean-up has happened!

7. Other

- a. Fire Suppression – Chuck Everett
 - i. Met with Deputy Chief McRobb and Adam Debrigard. They did a brief inspection of the system and found nothing amiss. Chuck tried following up with Joe Lucido of the DPW who has not returned his calls.
 - ii. We would like to find a copy of our contract with Boston Mechanical or Xcel. Deborah will review fire suppression work to date and supply a list of vendors who've worked on the system.
 - iii. When Fred and Deborah meet with Joe Lucido they will ask for names of companies who've worked on the system.
 - iv. We have three outstanding tickets with the DPW for the most recent breaks in the system. Dan suggests asking DPW for a recommendation on which company knows the system best so we can hire them to work on it for us. Fred will talk with Mike Hale at DPW and report back to Chuck.
- b. Basement: We need to make a decision on removing the newspapers. The Friends' backstock of books will be removed by the middle of May.

5:45 Chuck left the meeting.

- c. The Fountain: Fred visited the Skylight Studios facility. They are cleaning the sculpture inside and out, restoring the patina, and waxing it; it should be ready to be picked up in two weeks. They suggest we install a water filter to remove iron.
 - i. (Tim) Kasprzyk Waterscapes will decide when the sculpture is ready to be reinstalled. Masonry work to be done on the tank – waiting to check that drainage is working as it should.
 - ii. Dan pointed out that reinstallation of the fountain is a great PR opportunity.
- d. Fred supplied George Leavitt's file of plans and work done on the SH. Deborah will pass it to Lynne Spencer.
- e. A film company wants to make a documentary using the SH basement. Deborah will give them the go-ahead to film in the basement as it is.
- f. The temple would like to donate a large projection screen (12 feet by 12 feet). Staff would like it but it's doubtful a viable spot will be found.
- g. Sander Schultz, Gloucester Fire Dept EMS Coordinator, provided a staff safety training about the potential risks, procedures, and reasons to respond or not in a medical emergency beyond calling 911. He urged staff to respond only to the level of their own comfort. We are waiting on an updated Exposure Control

Policy from the City. We have the materials staff need to protect themselves. Our Narcan supply will be augmented by the Health Dept; Deborah has asked for six doses.

- i. The DPW is planning similar training for all custodial staff.

6:00 Dan left the meeting

h. Security:

- i. A second individual has expressed an interest in providing security personnel. Fred will follow up with them and keep Kecia informed.
- ii. Deborah is moving forward with contacting other urban libraries.
- iii. She discussed the SafeGuard Blue proposal with the staff.
- iv. She is in discussion with HR and the unions.
- v. Fred spoke with Jack Davis of SideBand Systems to update him on security camera discussions.

8. 6:00 Adjourn. There being no further business the meeting was adjourned.

9. Next meeting: May 14, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved that Mern be the official liaison from the Saunders House Stewardship Committee (SHSC) to B&G. Chuck seconded and the motion was approved unanimously.

Dan moved to approve the Curtain Shop invoice for shades at a cost of \$6360. Chuck seconded and the motion was approved unanimously.

Kecia moved to have boulders installed in the parking lot at the entrance to the driveway to the Central Grammar apartments at a cost not to exceed \$750. Chuck seconded and the motion was approved unanimously.

Actions Summary

Kecia will ask Olson for an estimate re: ease of creating two zones in the irrigation system.

Dan will print out property plans for the next meeting to be used to determine a location for outdoor sculpture display.

Deborah will review fire suppression work to date and supply a list of vendors who've worked on the system.

Fred and Deborah will ask Joe Lucido for names of companies who've worked on the fire suppression system.

Fred will ask Mike Hale at DPW for a recommendation on which company knows the fire suppression system best so we can hire them to work on it for us. He will report back to Chuck on what he learns.

Deborah will share a file of plans and work done on the SH with Lynne Spencer of SSVG.

Deborah will give permission to a production company wanting to film in the SH basement.

Fred will follow up with an individual who has expressed an interest in providing security personnel.

The Curtain Shop of Gloucester
 136 Main St
 Gloucester, MA 01930
 (978)2830555

ADDRESS
Sawyer Free Library 2 Dale Ave Gloucester, MA 01930

ESTIMATE #	DATE
1536	04/05/2018

ACTIVITY	QTY	AMOUNT
Draper For 1st, 2nd and Childrens area: Mermet M-Screen 3% White/Pearl Draper Heavy Duty FlexShade Clutch with Stainless Chain. Price includes shipping and installation. Tax Exempt. Approximate lead time for production is 8-10 plus shipping.	13	5,736.00
Draper For 2nd Floor area: Mermet SilverScreen 3% Light Grey Draper Heavy Duty FlexShade Clutch with Stainless Chain. Price includes shipping and installation.	4	624.00
Total Tax Exempt. Approximate lead time for production is 8-10 plus shipping.	1	0.00

TOTAL **\$6,360.00**

Accepted By

Accepted Date

Vision

The Library Family Play Space will create a welcoming, positive environment for families and children by preserving the landscape and shaping future paths of exploration.

Concept

The Library Family Play Space will provide a family-oriented environment for library programs and play activities, in support of the library community center for all. A small play scape or set of play equipment will be found opposite the Children's Services area. There will be seating for families, as well garden areas or plantings. Several small trees or a temporary awning could provide shade in the summer. Also in support of this concept:

Health

Research continues to indicate the importance of play in early childhood development.

Environment and Nature

Children develop an appreciation and curiosity about nature and the environment through interactive participation in nature programs.

STEM Activities

Children explore, observe, design, and experiment when engaging in STEM (Science, Technology, Engineering, Mathematics) and STEAM (Art is added) activities. Library programs and an outdoor environment invite and encourage STEM discovery.

Community Pride

Gardening by children and family members provides a sense of responsibility and achievement. Also, the garden supports good nutrition, understanding of plant growth, healthy lifestyles, and a sense of pride in the library gardening community.

Brick Circle

The exterior brick circle area could be used in the following ways for program purposes:

Arts and science classes

Theater arts

Storytimes for ages 5 and older

Summer reading camp visits

Dance programs

Animal/nature programs

Gardening/craft programs such as fairy houses

Its use could be improved through the following:

Adding outdoor stadium-style cushions to the seats

Close the gate that leads to Dale Avenue

Provide removable awning for rainy weather

Provide sound system

Provide peripheral tables w/seating or benches

Build out from children's area with greenhouse treatment to garden area