

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, October 22, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, October 22, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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**Attendance:** Fred Cowan (Chair), Chuck Everett, Kecia German, Dan Ottenheimer, Library Director Deborah Kelsey, and guest Mern Sibley

**Not Present:** Scott Memhard

1. 4:30 Call to Order
2. Welcome and Recent Developments. This meeting is being recorded.
3. Approval of September 10, 2018 minutes. Tabled for the next meeting.
4. Interior Update –
  - a. Carpeting repair on second floor of the Monell building: Glover’s is scheduled to do the work this week.
  - b. Stairwell signs: Colleen Anderson of Good Harbor Graphics will be here on the Thursday the 25<sup>th</sup> at 10:30 to discuss sign placement.
  - c. Engineering study of Monell: A structural engineering study has been completed and shows the load-bearing capacity to be under the 150 pounds per square foot required for libraries. The building has a significant sag. Deborah will share the complete report when she has it.
    - i. Fred reminded the group that holes cut into the beams for installation of ducts for the initial HVAC unit compromised the beams.
  - d. Fire Suppression system: The five-year test was conducted at the end of September. Deborah and Fred are scheduled to meet with Gloucester Fire Chief Eric Smith on Thursday to discuss the results.
  - e. Gas-powered equipment: The DPW has removed all gas-powered equipment from the building. Most have been replaced with electric or battery-powered alternatives. The gas-powered snow-blower will be stored at the Fire Department.
    - i. Deborah will ask Essery Electric to install a charging station for the new equipment.

5. Exterior Update –

- a. Garden expenses: Kecia put together a report of expenses for this year (see attached). She estimates that landscaping and maintenance will cost ~\$25,000 annually.
- b. Irrigation system: We received an estimate from Olson Irrigation of just under \$1,800 to install an irrigation system in the newly grassed area outside the Children’s Library.
  - i. Kecia will ask them to shut the existing system down for the season.
- c. Fountain: It has been shut off for the season but needs to be drained. Kecia recommends shutting it off every year at the beginning of October to limit complications from leaves clogging the pump.
  - i. George Leavitt suggests chunky bark mulch around the hydrangeas to solve the fountain being clogged by mulch; he says this will also be better for the hydrangeas than the shell alternative discussed at an earlier meeting.
- d. Sculpture cover: Fred will arrange to have the simplest solution installed for this year. More decorative solutions will be discussed for the future.

6. Saunders House Update – Mern Sibley

- a. Gutter Repair: A large section of gutter has rotted. We have an estimate from George Leavitt for approximately \$4,000 to replace it. The Saunders House Stewardship Committee (SHSC) wants information on the material to be used and how the section of gutter will be attached. They’ve requested a drawing of the plan. The repair will likely be a job for the spring.
- b. Downspout: Reconnect downspout to underground drain on Dale Avenue side. It might involve digging up the clay pipe and replacing it with PVC. Dan will work with Mern to solve this. Deborah suggests talking with Arley Pett from the synagogue as they’ve done a lot of drain work.
- c. Engineering report from Spencer, Sullivan, and Vogt (SS&V): Mern will share an electronic copy of the report with the Committee.

7. Other

- a. Custodial needs: Negotiations are underway to contract out cleaning services in place of the DPW custodian.
- b. Safety personnel: Negotiations with the City and the unions have moved forward and we are able to contract out the position.
  - i. It is assumed that safety personnel would take on some of the current daily custodial tasks such as event set up.

- ii. Fred drafted a job description of the Security/Safety position. Deborah and Beth Pocock will add details of daily responsibilities, removing anything procedural from Fred's draft.
    - iii. Deborah and John Brennan are taking the conversation to the City Council meeting tomorrow night.
  - c. Mike Hale of the DPW has suggested we have a memo of understanding between the DPW and the Library Director.
    - i. He suggests we advertise for the cleaning staff and safety staff at the same time.
    - ii. He has agreed to help us create a Repair & Maintenance/Property Management Manual.
  - d. Kecia suggested a draft a position paper be prepared and given to staff, Trustees, and committee members re: safety concerns and plans moving forward in order to present a consistent message to the public.
- 8. 5:40 Adjourn. There being no further business the meeting adjourned.
- 9. Next meeting: November 12, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Actions Summary**

Deborah will share the Monell building engineering report with the Committee.

Deborah will ask Essery Electric to install a charging station for the new equipment.

Kecia will ask Olson Irrigation to shut the existing system down for the season.

Fred will arrange to have the sculpture cover installed for the winter.

Dan and Mern will work together to remedy the downspout/underground drain connection on the Dale Avenue side of the Saunders House.

Mern will share an electronic copy of the Spencer, Sullivan, and Vogt (SS&V) report on the Saunders House with the Committee.

Deborah and Beth Pocock will add details of daily responsibilities, removing anything procedural from Fred's draft of the safety personnel position.

SFL 2018 Garden Expenses April to Mid-October\*

<u>Vendor</u>	<u>Cost</u>	<u>Weeding Allocation</u>
Cape Ann Tree	\$8,040	\$2355
Siero Landscaping	\$1525	\$175
Joe Poirier	\$837	\$412
JPL Landscaping	\$3580	\$650
Olson Irrigation	\$877	N/A
Total: total)	\$14,459	\$3592 (25% of

\*Excludes Dirty Hands and sculpture maintenance