

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, July 24th, 10:30 am
Byers-Davidson Room, Saunders House

Attendance: Prudence Fish, Jane Mead, Bill Remsen, David Rhineland, Mern Sibley (Chair), Katelynn Vance, and invited guests Fred Cowan and Meredith Fine.

1. Welcome and introductions. The meeting is being recorded.
2. Approval of minutes of June 1, 2017 and June 26, 2017. Discussion re: disposition of the inventory that was completed years ago. Mern will do some research into the whereabouts of the inventory listing.
 - a. David moved to approve the minutes of June 1, 2017 as amended; Bill seconded. Approved unanimously.
 - b. Bill's photos were added to the minutes of the June 26th meeting. David moved to approve the minutes of June 26, 2017 as amended; Bill seconded. Approved unanimously.
3. Report on new status of the Committee as a sub-committee of Buildings & Grounds (consultation with Meredith Fine).
 - a. At their July 10th meeting the Building & Grounds Committee (B&G) voted to add the SHSC as a sub-committee of B&G with Mern as a member of B&G.
 - b. All members of SHSC are invited to attend B&G meetings on the second Monday of the month at 4:30 in the Muzzey Room.
 - c. Notes from Meredith:
 - i. Open meeting and open records law apply to SHSC;
 - ii. The nature of the relationship between committee and sub-committee is between the Committee Chairs and the Committees;
 - iii. It functions as part of the overall board governance of library;
 - iv. The Board has not reviewed vote of sub-committee status;
 - v. As a sub-committee SHSC has a budget
 1. Approved projects are given a project number for tracking in QB.
 2. Proposed projects will be approved by B&G.
4. Discussion of the options of Saunders House being held in trust – implications for governance and decisions (consultation with Meredith Fine)
 - a. Options:

- i. *Committee of the Board* with no independent authority and no independent financial authority.
- ii. *Relatively independent* (like the Friends). Have our own by-laws and be financially independent with our own funding. Still operating under the SFL 501(c)3, but relatively autonomous.
- iii. *Completely independent* 501(c)3 with completely independent funding. SFL could transfer building and contents to the new 501(c)3. This would require more expense and probably a staff. The building would still need to be used for a “library purpose”. The definition of which still needs to be determined.
 - 1. Form a separate trust. With tax id #, trustees, and funding. Who owns the assets (building & contents)?
 - a. Trust 1: SFL owns. Trust manages use
 - b. Trust 2: Truly independent. Assets/building transferred. Trust is fully responsible for the building. Self-sustaining. Would most likely need its own 501 status. Close to fully independent 501(c)3 status, but not a corporation. The SFL Corporation could be a tenant in the building.
- b. The Committee should decide how much of the MBLC grant money should be set aside for the Saunders House to be used as seed money for future projects.
 - i. The status that is chosen will influence how much money is needed. If a committee of SFL, SFL would pay for improvements. More independence would require a bigger financial commitment from/for this Committee: separate bank account, separate fundraising.
- c. Given SFL’s need for the Saunders House, the Board needs to articulate what it needs from SH. What service can SH provide? The Board decides what the SH library purpose is. What are the SH needs, what’s realistic?
 - i. If made ADA compliant, SH could be used as part of the new building plan. It cannot be used if it is not ADA compliant.
 - ii. Discussion of what ADA compliance would look like for SH. Currently, the first floor is wheelchair accessible. Adding an elevator to the second floor would make that accessible. 1913 Annex would be altered to provide more space for the new building plan; it could house an elevator.
 - iii. Contract a Reserve Study: engineering analysis of the structure and its needs and today’s cost to fix, to determine useful life of the building. We also need an engineering study – for example, directing drains away from the building.
- d. Jane is researching public funding of historic renovation. The MBLC grant does not fund historic renovation. The building is on the national historic register by virtue of being in the district, not on its own.
- e. Next steps:
 - i. A spatial analysis and use report would be a good place to start.

- ii. Review ADA compliance and suggested solutions.
- iii. Conduct a systems review – venting, cooling, etc. Some of that will come through on the air quality study being conducted by Environmental Health & Engineering, Inc. (EH&E)
- iv. SFL was granted 501 status 1949. We need to get a copy of the application and the 501(c)3 letter from the IRS.
 - 1. Fred suggested having B&G handle that.

At approximately 11:15 Meredith left the meeting.

- 5. Proposal to hire Bill to do an ADA compliance report with estimated costs to make the necessary repairs.
 - a. Jane proposed that in light of our need for a better understanding of the physical needs of the SH we request Bill Remsen perform a building use study with an overview of ADA needs. This should include a time-frame and budget for needed work. David seconded the motion and all in favor and the motion passed.
 - b. Fred told Bill he needs to charge his full rate both to show the true value of the work and so the Committee is comfortable hiring him again.

- 6. Q&A with Buildings & Grounds Chair, Fred Cowan
 - a. We had a second visit with EH&E.
 - b. We need to address the moisture in the basement.
 - i. Jim Laverdiere recommended a whole-house dehumidifier for \$1800. Maybe a standard dehumidifier will do the trick. There's an old one down there already, but it's not turned on.
 - ii. We also need to stop the moisture coming in.
 - c. We need to drain the downspouts away from the house, ideally into a street drain. B&G will take this on. Any septic system company can redirect landscape drainage.
 - i. Discussion of leading into the drain with the broken cover. It's owned by the temple; Fred thinks it's not actually a drain, but a conduit for cables.
 - ii. Fred will talk to George Leavitt.
 - d. Vegetation needs to be cleared from the foundation (ideally two feet away) and ivy cleared from the walls.
 - e. Irrigation. Main feeder line runs from SH to the irrigation system near the parking lot. Ask Olson to sketch a map of the irrigation system including where the heads and connections are. B&G will talk to Olson.
 - f. Discussion of SHSC, not B&G, making decisions about work to be done at the Saunders House. This grew out of a desire to save the historical significance of the some of the features. For example, stencils lining the stairs to the attic were covered while complying with a suggestion from the Fire Dept. to fill some holes in the walls. In hindsight, this could have been done and also save the stenciling. In the future any work will be done with consultation of the SHSC.
 - g. Fire suppression system:

- i. Condensation and poor pitch are causing the pipes to rust from the inside and the system is failing.
 - ii. There is a wet system in the vault where the Art Trust paintings are stored.
 - 1. The Board is having someone conduct an inventory of the art in the vault.
 - 2. CAM has examined some of the contents in the attic and removed for safe-keeping.
 - 3. We are also looking for the self-portrait of FHL that had been donated to SFL.
 - h. Paint analysis should be done of the rooms.
 - i. What's the overall plan for the SFL building as a whole? This is unclear given the uncertainty of the Building Plan.
 - i. For example, installing bathrooms in Monell when the building might not stay.
 - 1. It's meeting immediate needs.
 - 2. They would be installed where there is existing plumbing, thereby increasing the likelihood of it being a viable space with future plans.
 - j. Mern will attend B&G meetings and will bring budget requests to B&G.
- 7. Other
 - a. Discussion of how to approve Bill's proposal before the next scheduled meeting. Due to open meeting laws it cannot be approved via email, but we can call a special meeting with 48 hours notice. All meetings will be held in ADA accessible spaces.
 - b. Heating system & replacing the boiler.
 - i. Should we consider replacing with a system that is AC compatible?
 - ii. Fred noted that the system has been inspected and is in good working order
 - iii. A gas-powered, new model would be cleaner and more efficient.
 - 1. B&G is not willing to fund this at this time.
 - c. Radon?
 - i. It comes out of granite and is pervasive in Gloucester.
 - ii. We could ask EH&E to test, or buy a test kit at a hardware store.
 - iii. Radon could be an issue in SH basement and on the lowest floor of the Monell building.
- 8. Purchase of HOBO MX1101 dataloggers and use thereof – Mern & Bill (see attached)
 - a. Placement: One in the Byers/Davidson Room, one located centrally in the basement, one on the third floor where things are stored.
 - b. Bill will install and give Committee members log in info.
 - c. Mern will point them out to custodial staff.

9. Next steps

a. Basement:

- i. Relocation of items in the basement is on hold at this time until bigger decisions about disposition and storage are made.
- ii. B&G next steps will be based on decisions re: disposition and storage of materials.
 1. Katelyn is researching and will write up options for presentation to Deborah and/or the Board.
 - a. Earliest Gloucester Daily Times through the 1890s have been sent to Worcester Antiquarian Society.
 - b. 1890s – 1980s are in the basement. There are also some issues of the Beacon.
 - c. Katelyn would like to clean, microfilm, and dispose of some of the more recent issues.
 - d. Older issues will be cleaned and stored elsewhere.
 - e. She would ultimately like to digitize the microfilm copies. It's an astronomical cost to do the whole run (~\$80/roll). Would need new cleaner copies of the microfilm.
 - i. Great fundraising goal!
- iii. Once repairs are made in the basement it could provide viable storage space.
- iv. Install some dehumidifiers to begin mitigation. Won't stop the problem, but can keep it from getting worse.
 1. Will install after Bill has placed the data loggers and collected some baseline data.
- v. We received the Preservation Grant which will fund a preservation assessment on collections at SFL and in City Hall.

10. Other

- a. SHSC will meet at 10:30 on August 7th to review Bill's proposal for recommendation to the B&G.
- b. B&G next meeting is 4:30 on August 14th.
 - i. Bill will have a proposal ready for review by SHSC before that time.
- c. Mern will arrange scheduling with Beth.

11. 12:25 Adjourn. There being no further business the meeting was adjourned.

Next meeting: Monday, August 21, 2017 at 10:30 in the Byers/Davidson Room.

Motions Summary

Jane proposed that in light of our need for a better understanding of the physical needs of the SH we request Bill Remsen perform a building use study with an overview of ADA needs. This should include a time-frame and budget for needed work. David seconded the motion and all in favor and the motion passed.

Actions Summary

We need to drain the downspouts away from the house, ideally into a street drain. B&G will take this on.

Vegetation needs to be cleared from the foundation (ideally two feet away) and ivy cleared from the walls.

B&G will ask Olson Irrigation to sketch a map of the irrigation system including where the heads and connections are. B&G will talk to Olson.

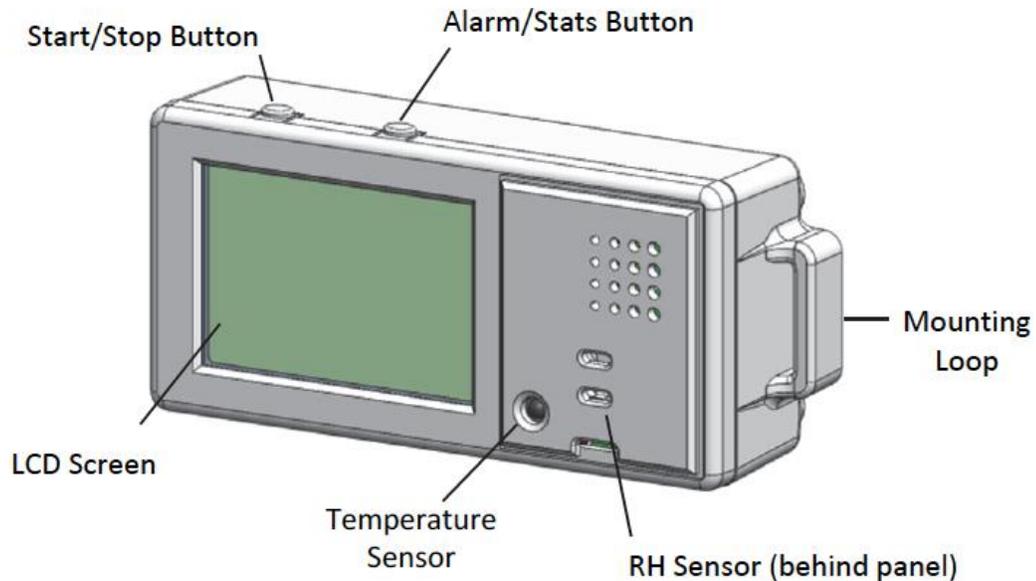
Bill will install the HOBO MX1101 dataloggers and give Committee members log in info. Mern will point them out to custodial staff.

Katelyn is researching disposition and storage of materials and will write up options for presentation to Deborah and/or the Board.

HOBO MX1101 Datalogger Basics For Saunders Library

by William C. S. Remsen (wremsen@gmail.com)

Logger Components and Operation



Onset Computer's HOBO MX1101 is a Low Energy (BLE) data logger that measures and transmits temperature and relative humidity (RH) data wirelessly to mobile devices via BLUETOOTH Smart technology. The dew point is automatically calculated from these records.

The self-contained wireless data logger, which works with Onset's free HOBOMobile[®] app for logger setup and data management, enables users to access data anytime from their mobile device over a 100-foot range. It communicates instantly and enables you to "cut the cord" by requiring no dedicated equipment beyond a mobile device for configuring the logger or reading out data. This saves considerable time and money.

IMPORTANT INFORMATION

<u>Serial Number of Datalogger</u>	<u>Location</u>	<u>Name</u>
20187583	Basement	Saunders -1
20187582	1st floor Davidson Room	Saunders 1
20187581	3rd floor	Hall Saunders 3

Saunders -1 is located on metal bookshelf near the central stairs. The datalogger has magnetic feet that stick to the metal. Saunders 1 is located on the east side of the fireplace in the Davidson Room. It is attached with special 3M double stick tape that will not harm the paint. Saunders 3 is stuck to the vertical metal pipe directly opposite the staircase in the third floor hallway. All dataloggers are placed away from exterior walls and direct sunlight so that they will record 'average' conditions.

USE INSTRUCTIONS

1. DO NOT TOUCH OR MOVE the datalogger (unless really necessary). Do not breath on it - it will change the recorded RH.
2. Stop and Start buttons are not activated.
3. The face of the dataloggers shows real time numbers for temperature and relative humidity (RH). Dew point is automatically calculated.
4. The recording interval is every 20 minutes.
5. The internal memory holds 1.3 years of recordings.
6. The batteries last at least 2 years.
7. Download all data before changing batteries.
8. All data is downloaded via Bluetooth to portable telephones.
9. While connected to the datalogger by telephone, do not turn off or reconfigure the datalogger.

GETTING STARTED

- 1. Downloading telephone HOBOMobile App.**
 - 2. Connecting telephone to Logger.**
 - 3. Reading Out the Datalogger.**
 - 4. Downloading Data from Phone to Computer.**
 - 5. Downloading free HOBOWare software from Onset Computer to your computer.**
 - 6. Opening HOBOWare Software on Your Computer.**
 - 7. Plotting data as graphs in HOBOWare.**
-
- 1. Downloading telephone HOBOMobile App** from Apple Store or from Android. The Apple App will be discussed here. Android users go to the HOBOWare website for instructions. Download HOBOMobile® to your phone or tablet.
 - 2. Connecting telephone to Logger.** Open HOBOMobile. Make sure Bluetooth is on in your phone.
 - a. In HOBOMobile, tap the HOBOWare icon. The logger should appear in the In Range list shown in step 5. If the logger does not appear, make sure the logger is within range of your device.
 - b. The bottom of your phone screen will have 4 icons:
 - HOBOWare This should be highlighted (in blue) as you are on this screen. You can always tap on this icon to return to this screen.
 - Data Files This loads any previous downloaded data as files.
 - Settings This is a summary of settings.
 - About This has HOBOWare user Guide and support info.
 - c. Tap a row in the In Range list to connect to the logger. Tips for connecting:
 - Make sure the logger is within range of your mobile device. The range for successful wireless communication is approximately 30.5 m (100 ft) with full line-of-sight.
 - If your device can connect to the logger intermittently or loses its connection, move closer to the logger, within sight if possible.
 - If the logger appears in the In Range list, but you cannot connect to it, close HOBOMobile and power cycle the mobile device. This forces the previous Bluetooth connection to close.
 - d. Each connected logger will show the following data:
 - Serial number of the datalogger
 - Lock status (locked/unlocked)

- Battery status
- Run status (Configured, logging)
- The current temperature and RH (in default units)
- Serial number again
- Model number (MX1101)
- Internet connection icon

3. Reading Out the Datalogger. To offload data from the logger:

- a. In your telephone, open HOBOWARE app.
- b. Tap HOBOWARE icon. The app will look for available loggers.
- c. Find the logger you wish to offload in the In Range list and tap that row (highlighted in blue on iPhones).
- d. Once connected, tap Readout. The app will now download the logger data to your phone.
- e. It should then say "Readout success". Then tap OK.
- f. At the bottom of the screen will be the icon for Data Files. If you have downloaded one file, there will be a new red circle with a 1 in it. All the recent data files will be found here.
- g. Tap the Data File icon. You will get a query box - "Close Connection?" Click Yes to continue.
- h. The mini graph will be shown. Each graph shows the range of dates and time of download. If more than one graph is shown, the top one is the most recent.
- i. Tap the mini-graph to view a larger version of the graph.

4. Downloading Data from Phone to Computer.

- a. Make sure your phone's Mobile Data feature is ON. This assumes you will use wireless local network WiFi to communicate between your phone and your computer. If there are problems with your WiFi, you can turn off WiFi and send the files via cellular service.
- b. At the top of the screen there is the typical mail screen with a box with an upward arrow. Tap the mail icon.
- c. Select the type of file to send. This will depend on precisely how you plan on using the data. The choices are:
 - XLSX Excel file to utilize data with other graphing software
 to manipulate it
 - CSV
 - TEXT
 - HOBOWARE To use with HOBOWARE graphing software. *This is recommended to use with free HOBOWARE software.*
 - Image This will send the actual image from your phone. It will not be easily manipulated, but may be useful.
- d. You can name each file in order to keep track of it. HOBOWARE will automatically give it a name that includes the serial number, the date and the time with the suffix denoting the type of file.
- e. To check on the status of the file in your phone, click on Mail icon at bottom of main iPhone screen. This opens various tabs that will list all possible information on your files. Tap Sent to see files that have been most recently sent from the phone. These files should show up in your email inbox.

- f. Download the files and place them in a folder you can find again, named something original such as "Firehouse HOBOWARE files".
 - g. Sent files will be email attachments of the graphs. These graphs will be look exactly the same way they did on your phone. I suggest holding the phone horizontally so the long axis of the graph is time, rather than vertical - the graph will be easier to read.
 - h. In the HOBOWARE or HOBOWARE PRO software, one can manipulate all aspects of the graphs. see HOBOWARE instructions for further information.
- 5. Download free HOBOWARE software from Onset Computer to your computer.**
- a. Go to <http://www.onsetcomp.com/hoboware-free-download> and follow directions to download software for your particular operating system. Install software on your computer hard drive. It should automatically load into the Applications folder. Version 3.7.12 is the current version.
- 6. Open Data files in HOBOWare Software on Your Computer.**
- a. The simplest thing is to simply double click on the data file (Mac) and it will automatically open HOBOWare.app.
 - b. The open HOBOWare screen is basically black with a series of icons along the top. Detailed discussion of how to manipulate the data and make custom graphs is beyond the scope of this report. Many features deal with directly attached dataloggers. These do not apply as the data has already been downloaded to your phone.
- 7. Plot data as graphs in HOBOWare.**
- a. Data files that have never been graphed are in the .hobo format. Double click on the name and the Plot Setup window will open. It is recommended to select Temp, RH and Dew Point.
 - b. Click on the Plot button
 - c. The graph of Temp, RH and Dew Point will be shown. The X axis is time and the Y axes are temperature and RH%. The individual data points are shown in a spreadsheet. The parameters of the graph can be adjusted. See the HOBOWare manual at http://www.onsetcomp.com/files/manual_pdfs/12730-W HOBOWare User%27s Guide.pdf.

For help with HOBOMobile or more information about this logger, tap the About icon in the app or go to: www.onsetcomp.com/HOBOMobile. 1-800-LOGGERS (564-4377) • 508-759-9500