SAUNDERS HOUSE STEWARDSHIP COMMITTEE  
Monday, November 20th, 10:30 am  
Muzzey Room, Saunders House  
88 Middle Street, Gloucester, MA

Attendance: Prudence Fish, Jane Mead, Bill Remsen, David Rhinelander, Mern Sibley (Chair), and guests Deborah Kelsey and Paul McGeary

1. Welcome and introductions - this meeting is being recorded

2. Approval of minutes of 10-16-17. David moved to approve as presented. Pru seconded. Jane abstained because she wasn’t there. All others voted in favor and the minutes were approved.

3. New business
   a. Katelyn Vance has stepped down as Staff Liaison and Deborah Kelsey is stepping up. The Committee requests meeting in the Byers-Davidson Room in the future.

4. Report from the Library Building Committee
   a. Brad Dorr of Dorr & Whittier (D&W) presented a footprint of the three existing buildings. Looking at program goals and usable square footage. Usable space – defined in this instance as ADA compliant – is ~18,000 sq. feet. The Library Plan calls for 28,000 sq. feet.
   b. Mern referred the Committee to Deborah’s Library Building Program, available on the website.
   c. Per the state grant the design is open for discussion; square footage, library programming, and site cannot be changed.
   d. If the Saunders House (SH) is not going to be part of the Library Plan D&W will not address the SH as part of the Building Plan.
      i. We first must determine what in the SH is worth preserving and what can be renovated and repurposed. The Finch-Rose Report will be helpful in answering that question.
      ii. The Building Committee is waiting for a decision from us. What do we want to preserve and how to we want to use it? What do we have to do? What will it cost to do it?
   e. Lynn Spencer, of Spencer Voigt, has been contacted to work with Brad Dorr on the Space Use and ADA Compliance surveys. She would bring Bill Finch in as a consultant.
      i. SHSC will review scope of work with Lynn to present it to D&W.
   f. The timeline is being driven by fundraising goal.
      i. End of first quarter D&W want to do a full assessment of the buildings. A lot of the work has been done.
g. Next meeting of the Library Building Committee is November 29th at 4:00. Mern cannot attend and hopes another SHSC member attend and report back.

11:00 Bill Remsen left the meeting.
11:30 Paul McGeary left the meeting.

5. Engagement of an architect to do the work entailed in the Space Use and ADA proposals. See section re: Lynn Spencer.

6. Other
   a. SHSC is now considered an independent *ad hoc* committee of the Board giving us more authority and autonomy. We will need to prepare a budget for next year.
   b. Bring immediate repair and maintenance needs to Deborah who will bring the issue to Building & Grounds Committee.
   c. 501(c)3 Status: We’ve heard back from the IRS that they cannot locate the original documents (submitted in the 1940s). We have a determination letter. Jane would like documentation re: corporate structure in 1946 and corporate structure now. Will ask Meredith for the Articles of Organization.
   d. Pru and 1913 building plans. Cape Ann Museum has a set and promised to make copies for Pru. She will follow up with them.
   e. Bernadine Young, chair of the previous Library Building Plan, says she turned in a SH inventory to the previous Library Director.
   f. Installation of the new dehumidification system in the Saunders House basement is complete and working well. Has created a comfortable environment.
      i. Next: unbind, clean, and rebind periodicals. Sort, organize, and discard items. Have the basement professionally cleaned.
   g. B&G will address removing vegetation from around the building.

7. 12:00 Adjourn. David/Pru

8. Next meeting December 18, 2017 10:30 am

Respectfully submitted, Tracy Bowen

---

**Actions Summary**

Lynn Spencer, of Spencer Voigt, has been contacted to work with Brad Dorr on the Space Use and ADA Compliance surveys. SHSC will review scope of work with Lynn to present it to D&W.

The next meeting of the Library Building Committee is November 29th at 4:00. Mern cannot attend and hopes another SHSC member attend and report back.
Jane would like documentation re: corporate structure in 1946 and corporate structure now. Will ask Meredith for the Articles of Organization.

Pru and 1913 building plans. Cape Ann Museum has a set and promised to make copies for Pru. She will follow up with them.