

**Gloucester Lyceum & Sawyer Free Library  
Building & Grounds Committee – Meeting Minutes  
Monday, June 11, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, June 11, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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**Attendance:** Fred Cowan, Kecia German, Dan Ottenheimer, and Library Assistant Director Beth Pocock

**Not Present:** Chuck Everett, Scott Memhard.

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of May 14, 2018 minutes. Tabled for the next meeting.
4. Interior Update –
  - a. Essery Electric: The Board approved the money for Essery to do the electrical work necessary to wire SideBand’s security cameras. This is estimated to cost \$4,360 with some additional tasks/costs going to George Leavitt. Dan moved to approve the wiring work at a cost not to exceed \$4,500. Kecia seconded. The motion was approved unanimously.
    - i. Staff had hoped for cameras in two additional locations: 1) where the DVDs are kept (to discourage theft) and; 2) on the parking lot to capture people parking here and going elsewhere. Fred suggests that this be part of phase 2 to be discussed at the next meeting.
      1. Essery will be installing a new light in the DVD section. Fred suggests that he might be able to install a self-contained camera at the same time.
  - b. Children’s Library:
    - i. Bathrooms: We continue to brainstorm a secure location to install a changing table. Once that is done we can remove locks from the public bathroom doors with the hope of making them less appealing for clandestine activities. George Leavitt is researching health codes and legal guidelines for siting the table.
      1. Beth thinks Children’s Library staff want a new space framed out in the Children’s Library to provide space for a changing table. She

will check with the staff and report back to Fred. This would leave the children's bathrooms unchanged.

- ii. Air Quality: Design limitations of the original system are creating difficulties with regulating the temperature in the Children's Library. Preferred Air has provided a quote of \$20,000 to install a split system that would provide both heating and cooling. This would offer an internal control of air quality in the Children's Library independent of the rest of the building. Current air vents into the Children's Library will be shut off.
  - 1. Fred recommends drawing on the 2015 and 2017 annual appeal funds that were dedicated to the Children's Library and have not yet been used.
  - 2. Kecia moved to approve bringing the Preferred Air quote of \$20,000 to install the split system for heating and cooling the Children's Library to the Board for a vote. Dan seconded and the motion was approved unanimously.
  - 3. A separate quote to install an air purification system will be phase 2 of the plan and require a separate vote.
- iii. Fred met with Colleen Anderson of Good Harbor Graphics to discuss signs marking the fire doors and stairwells. Colleen will put together a proposal.

#### 5. Exterior Update – Dan Ottenheimer

- a. Installing boulders to edge the parking lot and protect the irrigation system: Dan has reached out to a couple of contractors and will follow up with Ketchopulos who expects to have rocks available after finishing another project.
- b. Play area outside the Children's Library: We have an estimate from Dirty Hands Landscaping (DHL) for \$2,393 for sod, soil, and fertilizer. They would work with Olson Irrigation to coordinate laying of soil, piping, and sod. Dan made a motion to approve the work at a cost not to exceed \$3,000 for DHL and Olson. SFL custodial staff will mow the lawn.
  - i. Dan raised the question of lawn needing to be watered by sprinkler, not drip irrigation. Fred suggested scrapping the irrigation part of the plan. Instead it will be watered manually by SFL custodial staff.
    - 1. Fred will ask George Leavitt to consult with Olson re: the irrigation system needs and necessities.
  - ii. We will also be repositioning the raised bed that was installed last year by Backyard Growers.
- c. Garden strip along the Mason Street edge of the parking lot: The tall grasses do not appear to be healthy. Kecia recommends giving it another couple of weeks

and then consider taking them out if they show no signs of growth. Discussion about whether to replace them and with what. Will wait and see, for this season will just replace with mulch if the plants are removed. Dan suggests asking Hillarie Holdsworth, who designed the garden, for advice.

- d. Plants around the edge of the amphitheater: Some of the hydrangeas were never pruned and the red tree needs trimming. Kecia has a suggestion of someone who could come in monthly and maintain shrubs and tackle weeds. She will follow up with him. Fred has asked DHL to submit an estimate for weeding this season.
  - e. Fountain: It needs a proper filtering system - one internal unit and one independent screen system to remove debris from the tank.
    - i. We need a box fastened to the edge of the tank to enable us to cover the sculpture for the winter.
  - f. Separate zone for the sprinkler system for Saunders House: Olson offered a quote of \$470 to create the second zone. Kecia reported that Mern Sibley, Chair of the Saunders House Stewardship Committee, feels it's not necessary now and the idea was tabled.
  - g. Circle inside the amphitheater. Stone/pebbles were meant to be temporary. Discussion of what would work there instead. Beth suggested a round picnic table with fixed benches. Dan will follow up with Copley Wolff Design Group-Boston MA, ([Copley-wolff.com](http://Copley-wolff.com)) playground design folks for a suggestion.
6. Other
- a. Security Personnel: Deborah Kelsey put together a job description for a new municipal position; B&G presumes salary expenses would be covered by the SFL corporation. Details are under discussion with HR.
7. Concerns of Members
8. 5:45 Adjourn. There being no further business the meeting was adjourned.
9. Next meeting: July 9, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Dan moved to approve a cost not to exceed \$4,500 to have Essery Electric to do the wiring work necessary to install security cameras at a cost not to exceed \$4,500. Kecia seconded. The motion was approved unanimously.

Kecia moved to approve bringing the Preferred Air quote of \$20,000 to install the split system for heating and cooling the Children's Library to the Board for a vote. Dan seconded and the motion was approved unanimously.

### **Actions Summary**

Beth will check with the Children's Library staff about framing out a space for a changing table and report back to Fred.

Dan has reached out to a couple of contractors about bringing in boulders to protect the irrigation system in the corner of the parking lot. He'll follow up with Ketchopulos who expects to have rocks available after finishing another project.

Fred will ask George Leavitt to consult with Olson re: the irrigation system needs for the sod to be installed outside the Children's Library.

The tall grasses in the garden strip along the Mason Street edge of the parking lot do not appear to be healthy. Kecia recommends giving it another couple of weeks and then consider taking them out if they show no signs of growth. For this season we will replace with mulch if the plants are removed. Dan suggests asking Hillarie Holdsworth, who designed the garden, for advice.

Kecia has a suggestion of someone who could come in monthly and maintain shrubs and tackle weeds around the edge of the amphitheater. She will follow up with him.

Fred has asked DHL to submit an estimate for weeding this season.

Dan will follow up with Copley Wolff Design Group-Boston MA, ([Copley-wolff.com](http://Copley-wolff.com)) playground design folks for a suggestion on what to place in the circle in the middle of the amphitheater.