

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, December 10, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, December 10, 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 (Saunders House Stewardship Committee)

**Not Present:** Scott Memhard

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of November 19, 2018 minutes. Dan moved to approve the minutes as presented. Kecia seconded and the minutes were approved.
4. Interior Update –
  - a. Proposed bathroom renovations
    - i. Fred presented the idea to the Executive Committee and received the go-ahead to pursue this.
    - ii. George Leavitt will review the plans for ADA compliance and estimate costs.
    - iii. Deborah suggests we consult with staff on proposed changes.
  - b. Stairwell signs
    - i. Deborah met with Colleen Anderson of Good Harbor Graphics to decide on the location of the elevator sign. We will want another sign on the main floor to be visible from the entrance.
    - ii. The Fire Department asks that the signs be glued to the fire doors rather than be attached with rivets.
  - c. Fire Suppression system
    - i. Deborah contacted Metro-Swift to repair some major leaks. They were responsive and have made the repairs.
    - ii. Dry heads (the sprinkler head): four current heads were removed and will be tested by M-S for function. This will determine if all the dry heads need to be replaced.

- iii. The system is overdue for the five-year complete inspection. After discussion on whether or not to share Xcel's inspection report with Metro-Swift before they conduct their inspection, consensus was to offer to share the report if they would find it helpful.
  - d. Heat Exchanger update:
    - i. The thermostat in the Friend Room has been repaired and leveled.
    - ii. Current duct work draws from the heat exchanger instead of from the RTU. Preferred Air will reroute the duct work to the RTU at which point the heat exchanger can be removed. There is one ductwork system for both heating and cooling.
  - e. Carpeting on the main floor of Monell: four areas have been repaired.
5. Exterior Update
- a. Landscaping: Joe Poirier has given us a final bill for weeding and planting of bulbs.
  - b. Holiday decorations: Kecia bought \$750 worth of decorations at A.C. Moore for \$296! She purchased a VIP Membership and gave the card to Christy Rosso to buy supplies for programs in the Children's Library.
  - c. Wreaths for exterior: Kecia bought one wreath and made another. The Committee will reimburse her for her expenses.
  - d. Saunders House drainage:
    - i. Dan and Mern reviewed videos of the drainage system. He shared drawings that show the location of drain pipes. As far as Dan's been able to determine none of the underground pipes drain into Dale Avenue; some drains do lead to the parking lot.
    - ii. Next steps: fix the rotted gutter; reconnect the downspout; add maintenance and cleaning of the gutters to the list of annual work.
    - iii. All gutters are wood. The Saunders House Stewardship Committee is looking into replacing a section or possibly all of the rotted gutter with lower maintenance PVC. It must look the same from the street.
  - e. Fountain: The sculpture has been removed for the winter. There is concern that the open sump with visible wiring, etc. gives the impression of incomplete maintenance. Fred will arrange for a cover to improve appearances but be porous enough so as not to impede the drain.
6. Saunders House Update – Mern Sibley
- a. At their next meeting the Committee will continue the discussion on repairing the gutter.
7. Open tickets – Fred Cowan

- a. The DPW has an open ticket on a broken light in the mailroom. Fred and Deborah will investigate what the need is.
  - b. Telephone system: We have the phones and written instructions. City IT will conduct a staff training on how to use them. The City is paying for the system.
8. Other
- a. Safety personnel:
    - i. We have an approved contract with SafeGuard Blue. SFL President John Brennan will sign the contract.
    - ii. They will likely begin work on January 2<sup>nd</sup> and will ensure a single officer's coverage for all hours the library is open.
    - iii. The Corporation will take responsibility for CORI checks on safety personnel.
    - iv. The officer will be stationed at a desk on the main floor near the Circulation Desk but will spend most time roaming the building and grounds.
    - v. Devices for communicating with SFL staff have been ordered, but not yet received.
    - vi. We should try to get some positive media attention about adding safety personnel.
9. Concerns of Members
- a. Staff would like more display shelving, child-friendly furniture, and nesting tables. Deborah has been researching options and estimates \$20,000 to purchase these for the building. Dan moved to approve the purchase. Kecia seconded and the motion was approved. Deborah and Fred (Kecia too?) will do the shopping.
10. 5:30 Adjourn. There being no further business, the meeting was adjourned.
11. Next meeting: January 14, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

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**Action Summary**

Fred will arrange for a cover for the fountain's sump.

The DPW has an open ticket on a broken light in the mailroom. Fred and Deborah will investigate what the need is.