

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, February 11, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, February 11, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Dan Ottenheimer, Library Director Deborah Kelsey, and guests Larry Ingersoll (SafeGuard Blue) (left at 4:50), and Mern Sibley (Saunders House Stewardship Committee)

Not Present: Kecia German, Scott Memhard

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of January 14, 2019 minutes. Chuck moved to approve the minutes as presented. Fred seconded. Dan abstained; the minutes were approved.
4. Interior Update –
 - a. Furniture purchases: No purchases yet, but Deborah is working with vendors.
 - b. Bathrooms Update: Zelloe+Weaver Architects made some changes to the three designs to improve ADA compliance. He writes: “I suspect the cost to do all the options will be very similar.” Fred has asked them to send copies of the revised designs. He’d like the Committee to choose their preferred design which George Leavitt will then cost out for presentation to the Board.
 - c. HVAC update: The rooftop unit (RTU) was not installed by Preferred Air. The RTU was not leveled when installed; Preferred Air will fix that before we switch to cooling for the warm weather. This falls outside of our contract with them so there will be a charge.
 - i. Friend Room: The current heat exchanger is working well. Duct is not connected to the RTU. It would be expensive to try to tie it in. When the exchanger needs replacement it will be best to go with another split system.
 - 1) The same holds true for the Children’s Library.

- d. Stairwell Signage: signs are installed. The word avenue (as in Dale Avenue) is abbreviated on the signs; Colleen Anderson of Good Harbor Graphics will change that as a repair and also repair damage to the sign's paint on one door.
5. Exterior Update
- a. Exterior Lighting – Dale Avenue stairs. The original recessed lights are corroded. Essery Electric looked at them and was not able to get power to them. Rewiring them would cost about \$2,500. Fred suggests installing battery- or solar-operated lights instead. We will ask John Essery to look into that.
6. Saunders House Update – Mern Sibley
- a. Drainage: Dan found a City drainage map that shows the drains connect to a line outside the Temple. It is not 100% certain, however, that this is accurate because the drain was not traced with a camera.
 - b. Gutter and downspouts: Bill Remsen is working with George Leavitt to determine the best placement of downspouts for the new PVC gutter.
 - i. Annual cleaning of all gutters and oiling of the wooden gutters needs to be added to the Facilities Manual that is in the works.
7. Other
- a. Safety personnel: update on SafeGuard Blue – Larry Ingersoll
SafeGuard Blue has completed their first week on site. They doubled-up staffing for the first week; they will continue with two on duty on Saturdays.
 - i. Most issues have been parking lot violations. They are leafleting cars of non-patrons cautioning them against parking and warning of future towing; they are logging violations in order to have record of violations before towing. They suggest more signs in the parking lot.
 - ii. Requests/Suggestions from SafeGuard Blue:
 - 1) Installing fake cameras in the stairwells to discourage bad behaviors.
 - 2) A barrier at the bottom of the stairs in the 1913 Annex with a sign stating that entrance to the upper level is forbidden.
 - 3) An alarm – silent, with a flashing light or other indicator - on the exit door outside of the Children's Library.
 - 4) No Loitering signs for the garden. The Committee felt that is not a good fit for a library. They ask, instead, that SafeGuard Blue monitor the grounds and take it case-by-case. We can revisit the issue if needed.
 - ii. SafeGuard Blue agents will monitor the AED equipment. They are willing, as well, to take on tracking the Narcan (Naloxone) expirations; Deborah will check with Beth who is now responsible for that.

- iii. SFL staff have expressed their thanks to the Committee for putting this in place.
 - b. Improving audio/visual presentation equipment
 - i. Deborah provided a proposal from Pro AV Systems of Chelmsford to improve the quality of visuals for presentations and meetings on the Main Floor and in the Friend Room. Fred would also like to have captioning for the audio portion.
 - ii. Committee discussion includes: a larger permanently installed drop-down screen, wireless microphones, better and more speakers, scrolling captions, and for receiving and transmitting electronically, a split screen monitor to improve participation of people calling in to meetings.
 - iii. The proposal's estimate of \$14,000 will do part of this; likely \$25,000 to equip both floors.
 - iv. Friends' Participation – The Friends voted to put \$3,000 toward this project. They would like to help but are not able to foot the entire bill.
 - v. The Committee will ask James Pope to help with the technology. We will not ask him to take on the whole thing. Other resources: state commission, Beverly School for the Deaf
 - c. Facilities Manual Update – Fred Cowan and Chuck Everett
 - i. Fred met with Mike Hale of the DPW. Mr. Hale recommends use of a computer program designed for this purpose. Fred feels that is more than is needed for our purposes.
 - ii. Chuck will coordinate the process. He will work with Deborah on specifics.
 - iii. Fred would like to see a five-year plan with budgets and a staggered maintenance schedule.

8. Concerns of Members

- a. Heating Oil: the DPW tracks usage. An independent contractor fills the tanks for Saunders House's furnace. Recently, George Leavitt noticed that we were almost out of oil. A timely call was placed and the tanks filled. DPW will make tracking this a priority.
- b. Sprinkler: MetroSwift has been fixing leaks which means the compressor is running more efficiently and less often.
- c. Electricity: John Essery is installing phone and data lines and electricity for a wall-mounted heating system in the foyer outside the Children's Library as a station for SafeGuard Blue.
- d. Grounds Lighting: a light in the stairwell has been repaired. A Dale Avenue porch pillared light has been repaired; another needs a ballast.

- e. Camera on the parking lot: SideBand Systems provided an estimate of ~\$5,000 plus an annual maintenance fee. Staff would like this. Deborah suggests waiting to see if having SafeGuard Blue personnel on site will alleviate the issues.
 - f. Damage to Staff's cars in Parking Lot: Staff have been experiencing damage to their cars and having to pay up to their insurance deductibles for repairs. Fred would like to find a way to remunerate them for the expense; the Executive Committee gave Fred permission to look into adding a rider to the Corporation's liability policy. He asked the Committee's opinion on the issue. Consensus was that this does not fall under B&G aegis. Fred withdrew his initiative.
9. 5:42 Adjourn. There being no further business the meeting was adjourned.
10. Next meeting: March 11, 2019 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

We will ask John Essery to look into battery- or solar-powered lights for the Dale Avenue stairs.

Deborah will check with Beth about having SafeGuard Blue take on responsibility for Narcan inventory.

Chuck will coordinate drafting the facilities manual. He will work with Deborah on specifics. Annual cleaning of all gutters and oiling of the wooden gutters needs to be added to the Facilities Manual that is in the works.