

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Joint meeting with Fundraising Committee

Monday, December 17, 10:30 am

Byers-Davidson Room, Saunders House

88 Middle Street, Gloucester, MA

Attendance:

SHSC: Prudence Fish, Jane Mead (left meeting at 11:25), David Rhineland, Mern Sibley (Chair), Library Director Deborah Kelsey, and guest George Leavitt

Fundraising: Fran Aliberte, Christine Armstrong, Paul McGeary (via Skype) (left meeting at 11:25), Simon Paddock (Chair)

Not Present:

SHSC: Bill Remsen

Fundraising:

1. Welcome and introductions. This meeting is being recorded
2. Approval of minutes of November 19, 2018. With on addition Jane moved that the minutes be approved. Prudence seconded and the minutes were approved.
3. Assessment of PVC gutters on Dale Avenue side – George Leavitt (guest)
 - a. Current gutter materials: There is a small piece of aluminum gutter off the Anderson Room. All else is wood.
 - b. George provided several estimates (see attached).
 - c. Clarifications needed:
 - i. A cage screen will sit in the gutter with a goose neck to fit into the downspout.
 - ii. George will check on a warranty for the PVC gutter. The gutter will be painted to match the others. Maintenance would be limited to annual cleaning.
 - iii. Bill Remsen would like to look at the sample before a decision is reached.
4. Library Building update
 - a. Mern reported that the SFL Board moved to request that Dore & Whittier (D&W) design a connector between Saunders House and the main building with D&W design responsibility to stop at the Saunders House door.
 - b. There is a working group to discuss building designs: Peter Feinstein, Deborah Kelsey, Matt Oudens (of Oudens Ello Architecture), Simon Paddock, and Mern Sibley. They are discussing the following:
 - i. The proposed connector: Matt Oudens suggests the elevator to the main building not be housed in the connector.

- ii. In order to reach the square footage outlined in the Library Building Program approved for the MBLC grant they are discussing a Monel Building renovation with an extension into the parking lot.
- 5. Discussion with Fundraising Committee on funding Saunders House preservation work. Three main questions to be addressed today. Much discussion ensued with consensus reached on the following points.
 - a. What does the SHSC see as their role in raising the \$2.5million needed to renovate the SH?
 - i. The \$2.5million estimate covers renovation only; it does not take into consideration design costs, fundraising costs, contingency, and architect and engineer plans. We might think about doubling the amount needed.
 - ii. Can provide a knowledge base of the renovations needed.
 - iii. Jane has grant-writing expertise and has compiled a list of state and federal sources. There is no guarantee, however, that those sources would be funded.
 - iv. In addition, David, Pru, and Bill are knowledgeable on renovation grant resources.
 - v. Pru has clout with the GDT.
 - b. Can the SHSC do the fundraising on its own?
 - i. The Committee felt that the bulk of the fundraising would fall to the Fundraising Committee with support from SHSC to write the case for funding and offer other support based on expertise.
 - ii. We would need to hire a grant writer; to be determined if it would be one grant writer for the foundation or if SH would have its own grant writer.
 - 1. Deborah pointed out that SFL grants would need to be approved by the City.
 - iii. After much discussion consensus was to keep two separate pools of funds while presenting a unified face to the community. We will make the case that donors are “contributing to the success of the library” to serve the needs of the community while preserving the past.
 - c. How can the new Foundation be used to facilitate the fundraising?
 - i. Will hinge a little on the results of the feasibility study to be conducted by Library Strategies.
 - ii. Fundraising strategy will hinge on the main building decision.
 - iii. MBLC grant and funds earmarked for the Library will be managed by the City. Saunders House funds would be managed by the Foundation.
 - iv. Library Strategies will help craft a message and provide talking points for fundraising.
 - d. For later discussion: What would it look like if the \$2.5m was rolled into the \$14m raise for the Library Building Program?
- 6. Next steps:
 - a. Simon will talk to Library Strategies about structuring the fundraising as two pools internally, with one message externally.

- b. Library Strategies is scheduled to begin the feasibility study. Peter Pearson, of Library Strategies, is coming to town on January 15th to meet with the Fundraising Committee and the Board.
 - c. Deborah will clarify the Saunders House role with the MBLC.
 - d. Deborah will research getting a Smart TV for the Library which will make long-distance participation easier.
7. Spencer, Sullivan and Vogt (SS&V). Lynne Spencer has agreed to make a public presentation on her findings. Mern will work with the Corporate Communications Committee to put that together.
8. Next meeting January 14, 2019, 10:30 am (January 21 is MLK holiday)
9. 11:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

George Leavitt will check on a warranty for the PVC gutter.

Simon will talk to Library Strategies about structuring the fundraising as two pools internally, with one message externally.

Deborah will clarify the Saunders House role with the MBLC.

Deborah will research getting a Smart TV for the Library which will make long-distance participation easier.

Mern will work the Corporate Communications Committee to organize Lynne Spencer's public presentation on the Saunders House.



GEORGE LEAVITT & ASSOCIATES

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December 18, 2018

SAWYER FREE LIBRARY - SAUNDER'S HOUSE

Estimates for proposed Gutter Repairs

OPTION "A"

Remove and repair approximately 28' of fir gutter.....\$4,000.00

OPTION "B"

Replace the entire Dale Ave. side only, using solid pvc-Boston style gutter. We will join to wood with special slip-joints to allow for expansion and contraction of two un-like materials.....\$5,091.00

OPTION "C"

**Remove and replace all upper-level gutter on the building.
(2) sides are +/- 48' Long
(2) sides are +/- 54' Long
All new gutter to be solid pvc - Boston style gutter.
All outlets to be solid copper.
Brackets and joints are designed to allow for expansion and contraction of long lengths of material.
The material has a Limited Lifetime Warranty.....\$19,689.00**

**Thank You; Please call or e-mail with any questions you may have.
We look forward to working with you!**