

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, April 22, 2019, 10:30 am
Byers-Davidson Room, Saunders House
88 Middle Street, Gloucester, MA

Attendance: Prudence Fish, Barbara Lambert, Bill Remsen, David Rhineland, Joann Riley, Mern Sibley (Chair), and Library Director Deborah Kelsey

Not Present: n/a

1. Welcome and introductions. This meeting is being recorded
2. Approval of minutes of March 18, 2019. David moved to approve the minutes as presented. Bill seconded and the minutes were approved.
3. Reports from Reports from relevant meetings: Buildings and Grounds, Library Building Committee, and Board of Trustees
 - a. Building & Grounds
 - i. Gutter work will begin in late April or early May.
 - ii. The basement is dry - thanks in part to cleaning the gutters, which needs to be an annual occurrence. Deborah is working on a maintenance manual and will add this task to the manual.
 - 1) She asks that the Committee she send her tasks to be added to that manual.
 - iii. Work continues to repair leaks in the fire suppression system.
 - b. Friends of the Library:
 - i. The Friends have asked about having their on-going book sale in the Saunders House. After discussion Bill moved to let the Friends know that we are supportive of their aims and hope to accommodate them in the future. Barbara seconded and the motion was approved.
4. Fiscal Year 2019-2020 Budget for SHSC – Discussion
This was proposed in order to offer greater autonomy to the Committee. After discussion of the pros and cons of having a separate Saunders House Stewardship Committee budget David moved to approve proposing a budget of \$25,000 for FY2020 to be expensed at the Committee’s discretion. The motion was seconded and the proposed budget was approved. At the May meeting the group will brainstorm projects to tackle under this budget.
5. Saunders House project description for Feasibility Study – Editing by the Committee
The group discussed and edited the description. There was some confusion on the Committee’s decision on floor load capacities; Mern will check on that. Bill and Pru will draft a sentence on the cultural significance of the hallway, the stairway, and the murals.

6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
7. 12:00 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting May 20, 2019, 10:30 am

Respectfully submitted, Tracy Bowen

Motions Summary

Bill moved to let the Friends know that we are supportive of their aims and hope to accommodate them in the future. Barbara seconded and the motion was approved.

Actions Summary

Deborah is working on a maintenance manual and asks that the Committee she send her tasks to be added to that manual.

Feasibility Study document:

- Mern will check on the Committee's decision on floor load capacities.
- Bill and Pru will draft a sentence on the cultural significance of the hallway, the stairway, and the murals.
- Mern will incorporate today's edits into the Feasibility Study document.