

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, June 10, 2019

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, June 10, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett (arrived at 4:45), Kecia German, Dan Ottenheimer, and Library Director Deborah Kelsey

Not present: Scott Memhard

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of May 6, 2019 minutes. Kecia moved to approve as presented and Fred second. Dan abstained and the minutes were approved.
4. Exterior Update
 - a. Beech tree: Matthew Natti of Cape Ann Tree reported last month the tree is doing fairly well and should benefit with special treatment. Mary Weissblum has asked to take on the \$1,000 expense of Cape Ann Tree's prescription; she would also like a commemorative plaque installed that honors the tree's namesake and benefactor, Adele Ervin. The group would like to ask the Corporate Communications Committee (CCC) to take on tree PR. Fred will bring these questions to the next Board meeting: 1) having CCC take on tree PR; 2) accepting Mary's donation of tree care; 3) approving the commemorative plaque.
 - b. Irrigation: Kecia's gift of a garden hose for the Children's Garden has been connected. DPW provided a coiling hook.
 - c. Fountain:
 - i. George Leavitt is waiting for worst of the tree debris to subside before doing any more work on the fountain.
 - ii. We need a different type of pump from what is currently installed; a pump that provides low volume at high pressure is on order.
 - iii. Small stones have been installed over the mulch around the pool.
 - d. Kecia has ordered more perennials. She is still within her budget.
5. Interior Update
 - a. Newspaper Archives

- i. Archivist Jacklyn Linsky has been inventorying what we have both in hard copy and on microfilm.
 - ii. Once removed, the newspapers will be housed elsewhere. The Saunders House Stewardship Committee will then take on de-molding the basement.
 - b. Bathrooms Update
 - i. Fred floated the idea of sliding locks on the doors -as on a plane- that control interior lighting and indicate when a room is in use. There was brief discussion of staff opinion on locking doors and placement of the security staff. Deborah will follow up with staff.
 - ii. Another option is to add a uni-sex bathroom on the main floor to the left of the elevator. This would mean removing the window.
 - c. Window shades for First Floor update: Waiting on an installation date from the Curtain Shop.
 - d. Friend Room: Waiting on an installation date from Essery Electric to replace fluorescent ceiling lights with dimmable LEDs.
 - e. AV update: Erich Archer, of 1623 Studios, and James Pope have been in discussion to find the best systems for the Friend Room.
6. Saunders House Update – Fred Cowan
- a. The gutter is on order. George Leavitt will have the flood lightbulb replaced when the gutter is repaired.
 - b. Rotted sill. Could be adding to water issues. SHSC will determine the best course of action and come to us for help as needed.
 - c. The basement has remained dry even with all the rain this spring.
7. Open tickets – Fred Cowan
- a. SH: Repair ceiling light in mail room hallway Ticket #5005 — opened on 2019-06-05 @ 11:23 AM
 - b. Replace flood light bulb Ticket #4540 — opened on 2019-02-11 @ 11:40 PM
8. 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.
- a. The Library of Things: our grant was submitted. Deborah has been in conversation with Donna Compton in the City’s purchasing department. The grant includes a list of tool options; we would choose 30 items from that list.
 - b. Additional cameras: Larry Ingersoll (SafeGuard Blue) has requested a camera at the front between the inner and outer doors. He’s also mentioned the parking lot again. Deborah will get specifics on the front door camera from Larry.

- c. Facilities Manual: Mike Hale from the DPW has suggested that Dore & Whittier (D&W) might be able to help us. It could be a simple reference manual with details on the various systems, i.e., one page for each specific system – elevator, irrigation system, etc. – manufacturer, model number, maintenance schedule, etc. Deborah has an idea of someone to ask to work on this.
- d. Sidewalks: Dan Ottenheimer
 - i. Addressing the issue of the safety hazard mentioned in prior minutes, Dan noted that Middle Street’s sidewalk is concrete while the Dale Avenue side, still in an Historic District, is mostly asphalt. Dan proposed that if it’s determined by the DPW that the solution we have asked for to prevent storm water in the street from pooling at the base of the ramp/curb cut for the crosswalk across Dale Avenue is to reposition Dale Avenue’s curbing, it would be an attractive benefit from that project to replace the asphalt sidewalk in front of the library with concrete. Fred will ask Mike Hale of the DPW if they will take this on.

9. 5:20 Adjourn

10. Next meeting: July 8, 2019 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Fred will bring these questions to the next Board meeting: 1) having CCC take on tree PR; 2) accepting Mary’s donation of tree care; 3) approving the commemorative plaque.

Deborah will follow up with staff for opinions on locking doors for the bathrooms and placement of the security staff.

Deborah will get specifics on the front door camera from Larry Ingersoll.

Fred will ask Mike Hale of the DPW if they can take on replacing asphalt sections of the Dale Avenue sidewalk with concrete.