

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, October 21, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, October 21, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Dan Ottenheimer

Not Present: Scott Memhard, and Library Director Deborah Kelsey

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of September 9, 2019 minutes. Kecia moved to approve as presented. Chuck seconded and the minutes were approved.
4. Interior Update –
 - a. Policy on patrons sleeping on SFL premises: The group discussed the pros and cons of having a strict policy. Kecia will research how other libraries handle this. The Trustees will discuss at tomorrow's meeting and we will revisit it next month.
 - b. Negotiating with DPW for custodian on site for every open hour: Fred met with Mike Hale to discuss having full coverage, including evening meetings and Saturdays. Saturdays are currently covered under overtime; Mike Hale expressed willingness to work with us on this.
 - c. Bathroom renovations:
 - i. Fred and Kecia have arranged a meeting with the City Plumbing Inspector, Joseph Guzzo, to review plans.
 - ii. Review proposed plans: The Committee reviewed plans from Joseph Zelloe, formerly of Zelloe Weaver Architects of Rockport (ZW) and now (for the billing) of db2/Architecture of Woburn, for three unisex bathrooms for ground floor bathroom renovations; the plans include a list of suggested fixtures. db2/Architecture on behalf of Joe Zelloe sent an invoice for \$5,385. Kecia moved to allot up to \$5,400 for payment of the architectural bill for Option 4's plans dated Oct. 9, 2019. Chuck seconded and the motion was approved.
 - iii. Next steps:

- 1) Fred will ask George Leavitt to prepare a cost estimate based on the plans and list of fixtures.
 - 2) Dan will follow up with Rob Gulla to see if he's still interested in the project: to provide a design for two Unisex restrooms on the first floor.
 - d. AV Upgrade:
 - i. Deborah met with Eric Archer of *1623 Studios* who provided a detailed list of equipment needed for the ground and main floors from Integrated Solutions Group (ISG) of Brockton; this prices out at over \$41,000. Both James Pope and SFL Technology Librarian Stephen Margelony-Lajoie will review the list.
 1. Dan moved to approve a working budget not to exceed \$45,000 for this project. Kecia seconded and the motion was approved.
 - e. Emergency exit sign for the glass door outside the Children's Library: Fred has the sign and will have it posted.
 - f. Dan will have Seaside Graphics make the stroller-template ADA ramp sign for the parking lot.
5. Exterior Update –
 - a. End of season outdoor tasks:
 - i. Irrigation system: Kecia will call Olson Irrigation to schedule shutting down the system for the season.
 - ii. Children's Garden: The children who have been responsible for this through the season will take care of it. Pat Lowe (JPL Landscaping) will serve as backup if needed.
 - iii. General landscaping: Pat Lowe has a contract for maintenance of the gardens.
 - iv. Closing down the fountain: Fred will ask George Leavitt to shut it down as soon as he is able.
 1. Maintaining the fountain and regular cleaning of filters to keep it flowing is very expensive. We need a proper off-tank filter to make maintenance easier (and less expensive). George Leavitt estimates \$5,000 to install a proper filter. Dan moved to spend up to \$5,000 to enhance the filtering system. Chuck seconded and the motion was approved.
 - b. Electrical updates: Deborah met with John Essery to review needs: grounds lighting, lighting for Information Kiosks, phone and data lines, timers, Children's Library, power requirements for Friend Room & Main Floor AV Upgrades and an outlet in Friends Storage 1913. He will take care of these needs.

- c. Ground lights: The City has asked us to keep the garden lights on all night as a safety measure. The Committee agreed to this. Fred will alert residents of the Dale Avenue apartments.
 - d. DPW's plan to prevent flooding/ice build-up at the Dale Avenue crosswalk: This is a safety concern. The DPW had agreed to fix this. Fred will follow up with Mike Hale about timing and a plan.
 - e. Camera for the front porch: It is on order.
 - f. Custodian's equipment needs for winter weather: The DPW has a team of people who provide snow removal throughout the City. Our custodian would need only a shovel and sand and ice melt.
 - g. Update on Adele Ervin memorial and notification of progress to Mary Weissblum: Chuck enabled the plaque to be mounted on a stone. The memorial is ready to be picked up at Mt. Pleasant Memorials. Chuck has spoken with Matt Natti of Cape Ann Tree. Matt agreed to pick up the memorial from Mt. Pleasant and will try to make the installation within the next two weeks. When we have the installation date Fred will let Fran Aliberte know so the Corporate Communications Committee can cover the event.
 - i. Chuck will ask Mt. Pleasant to send the invoice to the Library. Mary Weissblum will reimburse the Library for the expense.
 - h. Dan noted: Peeling paint on the Dale Avenue side of the 1913 Annex.
6. Open tickets – Fred Cowan
7. Security Update
- a. SafeGuard Blue's Employee Guidelines/Handbook (Rev 10/5/19) reports that they have been asked not to monitor the Teen Area and to refer incidents to SFL staff instead. Fred will research the origins of this request.
8. Saunders House – Fred Cowan
- a. They have hired someone to oversee the repair of a rotting sill.
9. Next meeting: November 18, 2019 at 4:30
10. 5:15 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to allot up to \$5,400 for payment of the architectural bill for bathroom renovation plans dated Oct. 9, 2019. Chuck seconded and the motion was approved.

Dan moved to approve a working budget not to exceed \$45,000 for AV upgrades on the ground and main floors. Kecia seconded and the motion was approved.

Dan moved to spend up to \$5,000 to enhance the fountain filtering system. Chuck seconded and the motion was approved.

Actions Summary

Sleeping on SFL premises: The group discussed the pros and cons of having a strict policy. Kecia will research how other libraries handle incidents of extended sleeping on library property.

Fred will ask George Leavitt to prepare a cost estimate based on the plans and list of fixtures for ground floor bathroom renovations.

Dan will follow up with Rob Gulla to see if he's still interested in the first-floor Unisex restrooms project.

Fred will have the emergency exit sign for the glass door outside the Children's Library posted.

Dan will have Seaside Graphics make the stroller template ADA ramp sign for the parking lot.

Kecia will call Olson Irrigation to schedule shutting down the system for the season.

Fred will ask George Leavitt to shut down the fountain for the season as soon as he is able.

Fred will alert residents of the Dale Avenue apartments that the garden lights will stay on all night as a safety measure.

Fred will follow up with Mike Hale about timing and a plan to fix the flooding/ice build-up at the Dale Avenue crosswalk.

When we have an installation date for the Adele Ervin memorial plaque Fred will let Fran Aliberte know so the Corporate Communications Committee can cover the event.

Chuck will ask Mt. Pleasant to send the invoice for the memorial stone to the Library.

SafeGuard Blue's Employee Guidelines/Handbook (Rev 10/5/19) reports that they have been asked not to monitor the Teen Area and to refer incidents to SFL staff instead. Fred will research the origins of this request.