

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, November 18, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, November 18, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, and Library Director Deborah Kelsey

Not Present: Scott Memhard, Dan Ottenheimer

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of October 21, 2019 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.
4. Interior Update –
 - a. Replace rug in the Children’s Library
 - i. The new furniture has been ordered and needs to be stored until the carpet is installed. Fred arranged for storage with Hiltz Moving & Storage. Chuck moved to approve a budget up to \$500 to store the furniture. Kecia seconded and the motion was approved.
 - ii. Carpeting tiles have been chosen and are on order. This will be installed by state contractors. They will remove shelving, remove and dispose of the old carpeting, clean the room, install the new carpeting, and put the shelving back. Timing is to be determined, but the room will be closed for one week while this happens.
 - iii. The cost is to be determined. B&G will need to vote on the budget.
 - b. Review architect Rob Gulla’s Restroom Plans
 - i. Staff preference is for a bathroom on each floor. Committee discussion focused on what to do about the existing bathrooms on the lower level.
 - Fred will request pricing for these options: 1) One on each floor; 2) two on the main floor and one on the upper level; 3) two on each floor.
 - ii. Schedule: Zelloe’s & Gulla’s Plans for review with Plumbing Inspector.
 - c. Electrical/Data: Open projects?

- i. AV upgrade proposal: James Pope and our Technology Librarian, Stephen Margelony-Lajoie have been reviewing the AV proposals. Fred and Deborah are meeting with them tomorrow and will ask for clarity on the plan.
- ii. Electrical upgrades: John Essery has completed most of the work needed. He will send a proposal for lighting the perimeter of the fountain tank.
- iii. There was a problem with the building's furnace during off hours. For the future we need a contract with a service provider who will be available at hours when the DPW is not. Fred checked with Preferred Air and they do not service that type of burner. He will follow up with Mike Hale at the DPW for suggestions.
- iv. There was discussion about installing supplemental electric baseboard heating elements in Anderson Room. The matter was tabled.

5. Exterior Update –

- a. Grounds Review: Installing motion detector for lights on garden pathways: Fred checked with John Essery who said the motion detector lights are not a good choice for our system; we will keep the lights on from dusk to dawn instead.
- b. Fountain: The fountain and the pump are currently being stored in the electrical room – where they take up a lot of room. Fred will ask George Leavitt to look at moving the book bins to make more room.
- c. Stroller template ADA ramp sign: Tabled for the next meeting.
- d. DPW's plan to prevent flooding/ice build-up at the Dale Avenue crosswalk: Fred has asked Dan Ottenheimer to take this on.
- e. Camera for the front porch: John Essery will work with Rob McDonald on this. Deborah will check in with Rob.
- f. Schedule installation of Beech Tree's commemorative plaque: This will be scheduled depending on weather.
 - i. Matthew Natti of Cape Ann Tree will be helping with the beech tree propagation outreach program.
 - ii. Kecia will let Pat know not to weed beech tree sprouts.
- g. Electrical open projects: John Essery repaired the burned-out light at the bottom of the stairs. It was flooding and shorting out the system.
- h. Wreath: Deborah would like to get a della Robbia wreaths for every door. She will check with the garden club to see what, if anything, they plan to do for us. Kecia will serve as liaison to B&G.

6. Saunders House Update –

- a. Furnace: Private R&M Service
 - i. Preferred Air: Gas burners only. (see above)

7. Open tickets – Fred Cowan
 - a. Custodian for every hour open – Fred has been working with Mike Hale on this. Need will become more urgent when we have new bathrooms.
 - b. Recycling Dividends Program Update: Steven Margelony-Lajoie has been working on this. Deborah will follow up with him. We hope to act on this by the end of the year.
 - c. Peeling paint on the Dale Avenue side of the 1913 Annex: Dan had observed this; Fred will follow up with him.
 - d. Policy on sleeping: Kecia checked with other area libraries on their policies. Most have explicit language against sleeping or laying on library furniture. Some also have policies on acceptable behaviors in library bathrooms. SFL Board of Trustees voted to delegate interpretation and the implementation of Library Policy to SafeGuard Blue.
8. Next meeting: December 9, 2019 at 4:30
9. 5:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Chuck moved to approve a budget up to \$500 to store new Children’s Library furniture until the room is ready. Kecia seconded and the motion was approved.

Actions Summary

B&G will need to vote on the budget once we have an estimate for rug installation in the Children’s Library.

Fred will ask George Leavitt to price out the following bathroom options: 1) One on each floor; 2) two on the main floor and one on the upper level; 3) two on each floor.

AV upgrade proposal: James Pope and Technology Librarian, Steven Margelony-Lajoie have been reviewing the AV proposals. Fred and Deborah will ask James Pope and Technology Librarian, Stephen Margelony-Lajoie for clarity on the AV upgrade proposal.

Fred will ask George Leavitt to look at moving the book bins in the electrical room to make more space for storing the fountain.

Deborah will check in with Rob McDonald about the camera for the front porch.

Kecia will let Pat know not to weed beech tree sprouts.

Deborah will check with the garden club to see what, if anything, they plan to do for a wreath for us this year.