

Gloucester Lyceum & Sawyer Free Library
2 Dale Avenue, Gloucester MA
Building & Grounds Committee – Meeting Minutes
Monday, December 9, 2019

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, December 9, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan, Chuck Everett, 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 November 18, 2019 minutes. Chuck moved to approve the minutes as presented; Kecia seconded. Dan abstained and the minutes were approved.
4. Interior Update –
 - a. The Committee brainstormed a cash flow forecast for the next six months for Treasurer Joe Grella:
 - i. SafeGuard Blue: \$70,000
 - ii. Children’s Library upgrades: \$100,000
 - iii. AV Upgrade: \$65,000
 - iv. Bathroom upgrade: TBD
 - v. Fountain pump: \$5,000
 - vi. Landscaping: \$15,000
 - b. Children’s Library carpeting: Estimated at \$20,000 plus \$4,800 to remove and reinstall the shelving. Deborah is negotiating with the installers about moving and replacing the shelving; we want to install new shelving at that time. With furnishings and carpeting plus labor we estimate \$100,000.
 - i. Kecia wondered about painting the room before the carpet is laid.
 - c. Restroom Plans: review pricing for various options. George Leavitt was on site today with a plumber to price out the options. We will discuss details at the next meeting. Once we have the pricing we will meet with the City’s Plumbing Inspector. Fred will schedule a meeting with him; all Committee members are invited, but not required, to join the meeting.

- d. AV Upgrade: Estimated at \$45,000. James has asked us to get a second quote from Pro AV Systems which had originally estimated \$60,000.
 - e. Security Update: When the Children's Library is short-staffed SafeGuard Blue personnel will plan on spending 20 out of every 30 minutes in and around the Children's Library.
 - f. Leak in the Matz Gallery: this is a rare phenomenon of melting snow around the skylights. Fred will ask George Leavitt to look at it.
 - g. Alcove between the Monell building and the 1913 annex: Kecia suggested we paint it to match the color in the rest of the library; Fred suggested we include an unpainted pillar in the project. Kecia wondered about painting the wall behind the Circulation Desk at the same time. Before scheduling we will decide if we are painting the Children's Library as well.
5. Exterior Update –
- a. Stroller template ADA ramp sign. Discussion was tabled.
 - b. Fountain sump cover: George Leavitt installed a cover for the winter.
 - c. DPW's plan to prevent flooding/ice build-up at the Dale Avenue crosswalk. Dan reached out to Mike Hale; he has not yet heard back.
 - d. Camera for the front porch: Wiring is done. Deborah will check with Rob O'Donnell on the status of the installation.
 - e. Installation of the beech tree commemorative plaque: The plaque has been installed. Plaque mounting and installation costs total \$525.
 - i. In order to protect the tree saplings for the propagation plan we want to ensure that no weeding is done around the tree in the spring. Kecia has updated Pat Lowe of JPL Landscaping. We will put a rope around the area in the spring.
 - f. Wreaths: Kecia has them. She will coordinate with Beth Pocock to get them hung.
6. Saunders House Update –
- a. There was a problem with the furnace in the off-hours. Brad Poole from the DPW normally services the furnace but is not always available in the off-hours. George Leavitt will supply a lead of someone paid who can back-up maintenance by DPW.
7. Open tickets – Fred Cowan
- a. Custodian for every hour open: Fred will follow up with Mike Hale.
 - b. Recycling Dividends Program Update: Technology Librarian Stephen Margelony-Lajoie is working on this. The cut-off date for signing up is April.
 - c. Peeling paint on the Dale Avenue side of the 1913 Annex. Dan will take a picture of it for the edification of the Committee. This will be addressed in the spring.
8. Next meeting: January 13, 2020 at 4:30

9. 5:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Once we have pricing on the bathroom options Fred will schedule a meeting with the City's Plumbing Inspector.

Fred will ask George Leavitt to take a look at the leak around the skylights in the Matz Gallery and to supply a lead for someone who can back-up DPW's maintenance of the oil-fired furnace in Saunders House.

Deborah will check with Rob O'Donnell on the status of the installation of the camera on the front porch.

Kecia will coordinate with Beth Pocock to get the wreaths hung.

Fred will follow up with Mike Hale about scheduling a custodian for every open hour.

Dan will take a picture of peeling paint on the Dale Avenue side of the 1913 Annex for the edification of the Committee. The peeling will be addressed in the spring.