The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, January 13, 2020** 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 December 9, 2019 minutes.** Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.

4. **Interior Update –**
   a. **Children’s Library**
      i. Painting: Kecia asked Jose the Painter to look at the job. He reported that there is no problem painting over the wallpaper. Kecia’s wondering now about painting the ceiling and beams as well.
      ii. Shelving: Deborah and staff are discussing new shelving requirements.
      iii. Carpeting: The carpet has not been ordered; it hinges on the shelving decision.
      iv. Renovation steps: 1) Furniture and shelving comes out; 2) painting; 3) carpeting is installed; 4) new shelving put in place; and 5) furniture goes back.
   b. Restrooms renovations: We received an estimate from George Leavitt for three options (see attached). The group discussed the pros and cons of each option and timing of the proposed building renovation.
      i. Kecia moved to take Option A (two bathrooms on the main floor) to the City’s Plumbing Inspector for review. Chuck seconded and the motion was approved. Fred or Deborah will reach out to him to schedule a meeting.
   c. Fire suppression system upgrade: Deborah spoke with Rich Montenero about moving the noisy compressor to a less trafficked section of the building. He felt this increased distance would not be effective for the system.
i. We will ask Metro-Swift to conduct an annual all-systems inspection. Deborah will follow up with them to schedule.

d. AV Upgrade to the Friend Room and the main floor: We received quotes for two proposed projects from Pro AV Systems. IT Director, James Pope, and Technology Librarian, Stephen Lajoie recommend we approve their quotes. Chuck moved to approve the projects at a combined cost not to exceed $65,000. Kecia seconded and the motion was approved.

e. Leak in the Matz Gallery: The leak has been repaired. If it happens again, Fred would like to consider an alternative, such as a light fixture.

5. Exterior Update –
   a. Stroller template ADA ramp sign: Tabled for the next meeting.
   b. Dale Avenue crosswalk flooding and the DPW’s plan to address: Deborah spoke with Mike Hale of the DPW who said they will address it in the spring.
      i. Sidewalk improvement: We would like to change the sidewalk from asphalt to cement. Fred will talk to Mike Hale about that.
   c. Camera for the front porch: The IT Department noted that the electrician did not complete the wiring for the porch camera. The IT people at Signet Group will do that. The camera will be installed and operational tomorrow.
   d. Peeling paint on the fence that hides the RTU on the roof: Fred will ask George Leavitt to look at the fence. We might want to replace the fence with a vinyl fence (Azek?) to avoid costs attending to peeling paint.
   e. Grounds amphitheater lighting R&M: Dan reported by memo there are lights pointing at the Dale Avenue apartments that are not working. Fred will look into this.
   f. Re-painting of parking lot stripes: Dan’s recommendation. We will look into this.

6. Saunders House Update –
   a. Peeling paint: There is peeling paint on various parts of the building. We will leave this to the Saunders House Stewardship Committee to address.
   b. Furnace’s reliability: We have heat. Brad Poole spent many hours including New Year’s Day repairing damage by draining and flushing the system of a chemical overdose contamination in the boiler that had been added by another vendor.
   c. Chimney: Richard Irons inspected it. There is not a structural problem with the chimney. All the fireplaces have been modified from the original to be made smaller. Evidence is pointing to the house having been jacked up about 30 inches at some point in the past.
   d. Basement: Archivist, Jacklyn Linsky is working on getting the newspapers out. We need to order microfilm cabinets – probably five cabinets at a cost of $5,000 each. Deborah will order them with the other furniture order.

7. Open tickets – Fred Cowan
   a. Custodian for every open hour: Fred will follow up with Mike Hale.
b. Recycling Dividends Program: Steven Margelony-Lajoie is working on this, but it might not happen this year.

8. Next meeting: February 10, 2020 at 4:30

9. 5:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary
Kecia moved to take Option A (two bathrooms on the main floor) to the City’s Plumbing Inspector for review. Chuck seconded and the motion was approved.

Chuck moved to approve the two AV upgrade projects at a combined cost not to exceed $65,000. Kecia seconded and the motion was approved.

Actions Summary
Fred or Deborah will reach out to the City’s Plumbing Inspector to schedule a meeting.

Deborah will ask MetroSwift to conduct an annual all-systems inspection of the fire suppression system.

Fred will talk to Mike Hale about changing the Dale Avenue sidewalk material that abuts our property from asphalt to cement.

Fred will ask George Leavitt to look at the fence on the roof that hides the RTU. We might want to replace the fence with a vinyl fence (Azek?) to avoid costs attending to peeling paint.

There are two lights not working pointing to the Dale Avenue apartments. Fred will look into this.

Deborah will order new microfilm cabinets – probably five cabinets at a cost of $5,000 each.

Fred will follow up with Mike Hale re: arranging for a custodian to cover every open hour.
This Estimate is based upon “OPTION D” plan by Rob Gulla, which shows (2) baths each approximately 8’-1” x 7’-0”.

A.) (2) Baths at First Floor only……………………………………$105,000.00

B.) (2) Baths at First Floor, (1) Bath at Second Floor……$152,000.00

C.) (2) Baths @ 1st. Floor, (2) Baths @ 2nd. Floor………..$192,720.00