

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

**Monday, December 16, 2019, 10:30 am
Byers-Davidson Room, Saunders House
88 Middle Street, Gloucester, MA**

Attendance: Prudence Fish, Barbara Lambert, Joann Riley, Mern Sibley (Chair), and Library Director Deborah Kelsey

Not present: David Rhineland

1. Welcome and introductions. This meeting is being recorded
2. Approval of minutes of November 18, 2019. The motion was made and seconded to approve the minutes as presented; the minutes were approved.
3. Reports from relevant meetings: Buildings and Grounds, Library Capital Projects Committee, and Board of Trustees
 - a. B&G: The group discussed arranging for a service contract for furnace repairs.
 - b. Capital Projects: The Feasibility Study has been completed and found generally positive views of the library. The main focus now is on getting the Foundation up and running. The Committee, with help from Library Strategies, will be focused on hiring a Development Director to run the Foundation.
 - c. Board of Trustees: In the spring Mern will take over the Presidency. Current President, John Brennan plans to stay active.
4. Work Updates
 - a. Proposal for paint analysis by Bill Finch of Finch and Rose, Beverly, MA – Discussion and Recommendation: Mr. Finch submitted a proposal to conduct a paint analysis of the Byers-Davidson Room and both levels of the stairs and hallway. After discussion, Pru moved to accept the proposal. The motion was seconded and approved. Mern will reach out to him; after typos are adjusted she will sign the proposal and give the original to Deborah for the Library files.
 - b. Structural Engineer: Pru received a recommendation for Dan Smith of Wentworth Partners & Associates in Newburyport.
 - c. Chimney: Pru has been in contact with Richard Irons to schedule an on-site meeting.
5. Next meeting January 27, 2019 10:30 am
6. 11:15 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Pru moved to accept Bill Finch's proposal for a paint analysis. The motion was seconded and approved.

Actions Summary

Mern will let Bill Finch that his paint analysis proposal was approved; after typos are adjusted she will sign the proposal and give the original to Deborah for the Library files.