

**Gloucester Lyceum & Sawyer Free Library  
Building & Grounds Committee – Meeting Minutes  
Monday, May 11, 2020**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, May 11, 2020** at 4:30 PM via Zoom transmission

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Join Zoom Meeting <https://us02web.zoom.us/j/81194631949> Meeting ID: 811 9463 1949

**Attendance:** Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer (left the meeting at 5:30), Library Director Deborah Kelsey, and guest Matthew Natti from 4:30-4:45

**Not Present:** Scott Memhard, James Pope

1. 4:30 Call to Order  
Members presented via roll call.
2. Welcome and Recent Developments
  - a. Acknowledgement of new member: James Pope
3. Approval of February 10, 2020 minutes. Chuck moved to approve the minutes, Kecia seconded and the minutes were approved via roll call.
4. Interior Update –
  - a. Procedure for re-opening the library to the public: Deborah Kelsey
    - i. Deborah has been drafting a multi-phase plan with input from Beth Pocock and staff at the Mass. Board of Library Commissioners (MBLC). The group discussed the proposed plan, including use of bathrooms, cleaning options, requiring that patrons wear gloves.
    - ii. Fred will talk with the Board of Health re: usefulness of gloves to limit infection and how best to employ them; he will also ask about allowing/denying use of public restrooms during the various phases. If we require use of gloves we will supply them; we will also have a few masks on hand for patrons who don't have them.
    - iii. Fred will try to arrange a meeting with Board of Health Chair, Richard Sagall and Public Health Director, Karin Carroll to discuss the plan and best practices.
  - b. Unisex bathrooms for First Floor: Rob Gulla, George Leavitt
    - i. George Leavitt's schedule is backed up, but we are ready to move forward with this when Rob and George are ready to do so.
  - c. Update: Children's Library's carpeting, shelving & installation of furniture:

- i. This project has been delayed by the pandemic shutdown which has also negatively affected children's programming for this summer; plans are to resume programs in the fall.
- ii. Carpeting and shelving have been ordered. Work can begin at any time; moving materials out is the question. Kecia will be in touch with Jose the Painter to update him.
- iii. Outline of the plan:
  - 1. Shelves emptied; materials and shelves removed;
  - 2. Existing carpeting removed and cement floor cleaned;
  - 3. Painting;
  - 4. New carpeting installed;
  - 5. New shelving installed;
  - 6. Furniture and materials installed.
- d. AV Upgrade for Friend Room & First Floor: Deborah Kelsey
  - i. AV upgrades are completed and ready to be used.
- e. Fire suppression system – Deborah Kelsey
  - i. The Fire Department will schedule the annual inspection employing their contractor. We will continue to cover maintenance with MetroSwift.

5. Exterior Update –

- a. Update on the Beech Tree: Matthew Natti, CATree
  - i. Beech tree health: Matt spotted only one dead branch on an inspection today. He's done another application of one fungicide and we're mid-way through a three-year application of a second type of fungicide.
  - ii. Beech Tree Propagation Project: There are two possible methods of propagation: Matthew can collect scion wood from the upper reaches of the tree and we can collect seedlings that grow beneath the tree. Weeders should be careful not to remove any seedlings that are growing below the tree; Pat Lowe of JPL Landscaping is aware of this. Status of this program is uncertain for this summer due to complications of the pandemic shutdown. Propagation samples can be kept in the Children's Library over the summer. Kecia volunteered to keep them watered over the summer to hold for a fall program.
    - 1. Matt will schedule a day to take the cuttings; Kecia and Fred will join him. Fred will coordinate with the Corporate Communications Committee (CCC) for coverage of this phase of the program.
      - a. Matt said he does not need a budget for this project.
  - iii. Kecia moved to have Matt obtain scion wood from the tree to pot up plants for propagation for a fall program for children. Chuck seconded and the motion was approved via roll call.
- b. Update: Installation of the fountain: George Leavitt

- c. Update: Olson Irrigation. They are scheduled for May 21 to activate the system. Fred will make sure the water is turned on.
  - d. Update: JPL Landscaping Solutions – Fred Cowan
    - i. Pat Lowe knows to leave the beech tree seedlings that are coming up below the tree.
  - e. Wreath – Kecia German
    - i. We have the wreath of flags and an easel for display. Kecia will hang it on the front porch at the end of the month. During inclement weather it will be displayed inside the vestibule on the easel.
6. Next meeting: June 8, 2020 at 4:30
7. 5:45 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Kecia moved to have Matthew Natti of Cape Ann Tree obtain scion wood from the beech tree to pot up plants for propagation for a fall program for children. Chuck seconded and the motion was approved via roll call.

### **Actions Summary**

Deborah will ask security staff if they'd be willing to deliver materials for curbside pick-up when the library re-opens.

Fred will talk with the Board of Health re: usefulness of gloves to limit infection and how best to employ them; he will also ask about allowing/denying use of public restrooms during the various phases.

Fred will try to arrange a meeting with Board of Health Chair, Richard Sagall and Public Health Director, Karin Carroll to discuss the plan and best practices.

Kecia will be in touch with Jose the Painter to update him on renovation plans for the Children's Library.

Once we have a date from Matthew Natti for beech tree cuttings, Fred will coordinate with the Corporate Communications Committee (CCC) for coverage of this phase of the program.

Beech tree propagation samples can be kept in the Children's Library over the summer. Kecia volunteered to keep them watered until the fall program.

Olson Irrigation is scheduled for May 21 to activate the system. Fred will make sure the water is turned on.

Kecia will hang the new wreath on the front porch at the end of the month.