

**Gloucester Lyceum & Sawyer Free Library  
Building & Grounds Committee – Meeting Minutes  
Monday, June 8, 2020**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, June 8, 2020 at 4:45 PM** via Zoom transmission

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**Zoom Meeting link:**  
<https://us02web.zoom.us/j/84476889345>

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

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

**1. 4:45 Call to Order with Announcement:**

This meeting is recorded by video and audio in accordance with state Open Meeting Law. Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation. If you are calling in on a phone you can press Star 9 (\*9) to request to speak. If you are watching on a computer or device there is a "raise hand" button that you can tap or press to request to speak. Please use either of these options during oral communications to be recognized to speak.

**2. Welcome and Recent Developments.** This is Deborah's last meeting as Library Director. Thank you for all you've done, Deborah!

**3. Approval of May 11, 2020 minutes.** Deborah suggested a change. Lest an early now redundant draft of her proposed Reopening Plan mentioned in the minutes be mistaken for a more useful proposal, she asked that the mention be removed. Chuck moved to approve as amended. Kecia seconded and the minutes were approved as amended.

**4. Library Re-Opening**

- a. The Library reopened today for no-contact curbside pick-up and delivery. The building is not open to the public in Phase 1. Staff were very busy with many phone calls.
- b. Guidelines for reopening municipal offices have been detailed by the City. Guidelines for reopening libraries have been received from the State. Training of

library staff and the DPW's custodian on safety protocol and site cleaning procedures is pending from the City.

- c. IT has refigured technology for the changes necessary with reopening.
- d. Infection Control: To accommodate Contact Tracing, we will need to document who uses the building, where they go in the building, and time of the visit. MA DPH has provided submittal forms and a bulletin for posting. Confidentiality as it relates to a patron's borrowing history prohibits us from tracking returned materials. The parking lot's book drop box is considered to have the legal protections of a US Mailbox. All returns will be quarantined for 9 days.
- e. Security – SafeGuard Blue's schedule: The group discussed amount of coverage needed when the building reopens to the public. Consensus: Considering the intensity of attention required to control access to the building, the group recommended that initially there should be three of SGB's personnel.

## 5. Interior Update –

- a. Air Quality in Monell Building & Saunders House - Fred Cowan
  - i. Fred suggests we have Environmental Health & Engineering (EH&E) conduct a survey of our HVAC systems. To be determined as it relates to infection control of Covid 19: Is there a need to improve the quality and manage the directions of air flow? Are there prescriptions for the placement of staff and the public's traffic patterns? Is Saunders House and the 1913 Annex, **as is**, suitable for occupancy by staff and the public?
  - ii. Preferred Air's recommended appliances: They have recommended adding a piece to the RTU and to the split system's air handlers in the Children's Library. Fred suggests we send recommendations for treating and filtering to Environmental Health & Engineering to approve.
  - iii. Kecia moved to approve the EH&E contract at a cost not to exceed \$5,000. Chuck seconded and the motion was approved via roll call.
- b. Draft Reopening Plan for Phase 1 in Saunders House
  - i. New standard filters were installed in the AC window units. Deborah's proposal calls for one staff person per room with two people in the larger rooms.
  - c. Children's Library renovation: Deborah has updated Beth on vendors and scheduling. We will discuss this more at next month's meeting.
  - d. First Floor Bathrooms: Architect Rob Gulla has the signed contract. He needs to enter the library to get exact specifications. When that is done George Leavitt will secure the building permit. This will be added to next month's agenda.

## 6. Exterior Update –

- a) Children's Garden – Kecia German

- i. Children's Library staff have planted the raised garden with herbs and flowers.
  - ii. Faucet: Kecia will provide a key to Joe Poirier to water the garden and the grass around it. Custodian Chris Rich can order a sprinkler from the Building Center if needed.
- b) Beech Tree Propagation Project
    - i. Matthew Natti of Cape Ann Tree will harvest, pot, house and care for the seedlings over the summer.
  - c) Grounds
    - i. Olson Irrigation – Update: They have turned the system on for the season. There is a small leak at the back-flow preventer's control valve; Fred has submitted a ticket with the DPW.
    - ii. Mosaic for amphitheater: The group discussed having mosaic artist Pam Stratton create something for the 10' diameter space. In addition to the mosaic enduring foot traffic and being child-safe smooth, it would be designed to be removable. We will talk with Dr. Michael Stelluto about honoring Janis Stelluto's memory with any installation, as that was the original intention for the space.

7. Open tickets – Fred Cowan

- a. Ticket #6084: SH: 2nd floor restroom's valve for toilet tank water leaks

8. Next meeting: July 13, 2020 at 4:30

9. 5:35 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Kecia moved to approve the EH&E contract for a survey of our HVAC systems at a cost not to exceed \$5,000. Chuck seconded and the motion was approved via roll call.

### **Actions Summary**

Fred will ask EH&E to determine first if Saunders House, **as is**, is suitable for occupancy by staff and the public.

Children's Library renovation: Deborah has updated Beth on vendors and scheduling. We will discuss this more at next month's meeting.

First Floor Bathrooms: Rob Gulla has the signed contract. He needs to enter the library to get exact specifications. When that is done George Leavitt will secure the building permit. This will be added to next month's agenda.

Kecia will provide a key to the faucet to Joe Poirier so he can water the children's garden and the grass around it.

We will talk with Mike Stelluto about honoring Janis Stelluto's memory with any installation, as that was the original intention for the amphitheater.