**Gloucester Lyceum & Sawyer Free Library**

**Building & Grounds Committee – Meeting Minutes**

**Monday, October 16, 2017**

The monthly meeting of the Gloucester Lyceum and Sawyer Free Library Building & Grounds Committee was held on **Monday, October 16, 2017** at 4:30 PM in the Muzzey Room of the Saunders House.

Attendance: Fred Cowan (Chair), Chuck Everett (left at 5:30), Kecia German, Deborah Kelsey, Mern Sibley

1. 4:30 Call to Order, Muzzey Room

1. Welcome and Recent Developments
	* Clean City Commission: The Gloucester Clean City Commission (GCCC) would like to install cigarette butt receptacles on the Dale Avenue fence. Fred will contact Ainsley at GCCC re: having them secured with hardware in keeping with the fence design.
	* SFL staff responded to an overdose victim in the bathroom this morning. A staff member administered Narcan and the person was revived. This incident highlights the need for Sharps containers in the bathrooms and first aid kits with Narcan on all floors.
		+ The City has a contract with Sharps container to service them so there is no need for staff to touch. The containers are received and need to be installed.
		+ SFL staff would like a written protocol.
2. Approval of August 31, September 11, and October 2, 2017 minutes
	* August 31 – Kecia moved to approve the minutes as presented; Chuck seconded and the minutes were approved.
	* September 11 – Chuck moved to approve the minutes as presented; Kecia seconded and the minutes were approved.
	* October 2 – Kecia moved to approve the minutes as presented; Chuck seconded and the minutes were approved.

1. Interior Update – Kecia German
	* Carpeting in Children’s Library is on hold pending bathroom decision. Fred will contact George Leavitt working from Rob Gulla’s design re: pricing of installing a bathroom in the Children’s Library. The Committee will vote on the issue once we have updated pricing and then bring the issue to the Board for a vote.
	* Locksets – Deborah’s office door and the fire exit door from Saunders House need to be re-keyed to Deborah’s Master Key. Kecia will contact Mr. Whitmarsh.
2. Exterior Update – Fred Cowan
	* Dan Ottenheimer had suggested adding mortar to the brick walkway in the garden. After some discussion Committee consensus was against adding mortar to the garden walkway.
	* Fred will have the front steps re-painted.
	* Reconfiguring the main and mezzanine floors of the Monell Building to: make the service desk more central, make the space quieter, enhance the Teen Space, and provide a visible Makers Space.
		+ We have a bid of $7,000 from Sterling Movers. Deborah has some thoughts on how to lower the price.
		+ Staff would weed non-fiction and shift shelving.
		+ We want to ask the DPW to remove cabinetry in the first week of November.
		+ Kecia moved to approved $7,200 to Sterling Movers for Phase 3 of the reconfiguration. Chuck seconded and the motion was approved unanimously. (project # G-76-17024)
	* Soffit lights! George Leavitt/John Essery Electrician did some rewiring for a PVC switch and thus far have replaced bulbs on three sides of the building.
	* Exterior lights are to be left on at night. Garden, stair, porch and soffit lights will operate photovoltaically and shut off when it gets light out.
	* Mern mentioned that she happened to speak with Matt Natti of Cape Ann Tree who said he didn’t know about the need to clear vegetation from around the foundation.
3. Other
	* Saunders House Stewardship Committee (SHSC).
		+ They have withdrawn as a subcommittee of Building and Grounds and are now considered an *ad hoc* committee of the board. They need to determine their needs and bring a budget request to the Board. Funding for Bill Remsen’s two proposals will come from the Board. As will hiring. SHSC can recommend someone to hire.
	* IT Server in the vault
		+ Sawyer Art Trust will empty the vault of paintings on Wednesday, October 18th. Preferred Air will begin work on the 19th
	* Metal detector removal
		+ The City declined to handle it. Deborah is taking the lead. An electrician needs to starts the process of removing the detectors.
	* Windows are breaking on the second floor of the Saunders House presumably as the building sags. The City had been replacing the windows as they break, but is no longer willing to do that.
	* Flame retardant furniture. It is now known that older fire-retardant chemicals are potentially toxic due to off-gassing. We have been buying used furniture that meets the correct numerical grade for fire resistance; perhaps we need to start buying new items similarly graded moving forward.
	* Deborah and Fred will be shopping for furniture for the Children’s Library.
	* Gloucester Co-Work is considering the Saunders House for a pilot project. This would require reconfigurable furniture that can be used by both Wellspring and Co-Work. We can write some small grants to help with the cost.

1. 5:45 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Next meeting: November 13, 2017 at 4:30

**Motions Summary**

Kecia moved to approved $7,200 to Sterling Movers for Phase 3 of the reconfiguration. Chuck seconded and the motion was approved unanimously. (project # G-76-17024)

**Actions Summary**

Clean City Commission: The Gloucester Clean City Commission (GCCC) would like to install cigarette butt receptacles on the Dale Avenue fence. Fred will contact Ainsley at GCCC re: having them secured with hardware in keeping with the fence design.

Fred will contact George Leavitt working with Rob Gulla’s design re: pricing of installing a bathroom in the Children’s Library.

Deborah’s office door and the fire exit door from Saunders House need to be re-keyed. Kecia will contact Mr. Whitmarsh.

Fred will have the front steps re-painted.