

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, January 8, 2018 4:30 pm
Muzzey Room, Saunders House
2 Dale Avenue, Gloucester, MA 01930

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, January 8, 2018 at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Mern Sibley, and guest Beth Pocock

Meeting Agenda

1. 4:30 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of December 11, 2017 minutes. Kecia moved to approve the minutes as presented. Mern seconded and the minutes were approved unanimously.
4. Interior Update – Kecia German
 - Children’s Library:
 - Replacing the rug is pending a decision on bathroom renovations.
 - Kecia suggests replacing carpeting now and moving instead, to install a bathroom on the first floor beside the elevator using Rob Gulla’s earlier plans. Having a bathroom on the first floor would address safety issues. Mr. Gulla is attending the February meeting; we will ask him to bring his plans for installing a bathroom on the first floor.
 - Security:
 - Fred suggests talking with John McCarthy, Gloucester PD Chief for suggestions on arranging for security personnel to be on site for the full day. Would we use off-duty police or private security firm? Kecia will accompany Fred to the meetings.
 - Fred & Kecia will review staff log of events before the meeting to inform the conversation.
5. Exterior Update –
 - Irrigation system: Olson did turn the system off.

- Snow removal: DPW is creating a snow-shoveling pool comprised of able-bodied members of the community. Once SFL custodial staff have reached their time limit we will file a ticket with the DPW to send a member of the pool to finish shoveling.
- Locksets: fire exit door from Saunders House to the front porch still needs re-keying. Fred will ask George Leavitt to re-key the door.

6. Saunders House Update – Mern Sibley

- Landscaping: Mern spoke with Matt Natti of Cape Ann Tree re: removing vegetation from around the SH. He had suggestions for removing some shrubs and replacing a couple of others in the spring.
- Dash Drains: Mern spoke with them and will schedule an appointment for them to come in spring and look at the downspouts. Mern will call them to schedule an appointment.
- Cleaning out the basement of unnecessary items: Fred suggests we ask Archivist, Katelynn Vance to review the items that are marked for disposal to make sure they can be disposed of. Moving forward we will ask Katelynn to decide what can be disposed of. Mern will contact Katlynn to schedule a time to meet.

7. Open tickets – Fred Cowan

Reviewed the list of long-standing open tickets with the DPW (see below) for projects the Committee can take on. After brief discussion the group decided to refer Live Wire needs capping/safe storage Ticket 3091 to Essery Electric. Fred will give the DPW a nudge on the fire suppression system Ticket 3045.

'76: Children's Library: Repair light above Stanley side door. Ticket 2759

'76: Touch up Red Paint on Fire Doors (6). Ticket 2941

'76: Replacing stairwell ceiling tile requires it fit around pipe. Ticket 3023

'76: 2nd floor stairwell: Air leak in fire suppression system. Ticket 3045

'76: Elevator: Car's Send Button for 2nd floor is cracked. Ticket 3053

'76: Taped (live?) wire needs capping/safe storage. Ticket 3091

'76: Elevator: A bulb is out in ceiling light. Ticket 3116

'76: Men's Restroom: Exhaust fan is broken. Ticket 3117

Vent is in place. B&G to cover fan/materials.

'76: Parking Lot: Tall Light (1-2) near book dump is out. Ticket 3169

SH: Basement: Slop sink faucet is leaking. Ticket 3182

'76: Women's Room toilet plumbing leaks. Ticket 3185

'76: Porch: One porch light is out. Ticket 3195

8. Other

- Window behind Beth's desk (near Circulation Desk).
 - At some point in the past the window was removed to install an AC unit with remaining space filled with a piece of plywood. We received an

estimate of \$880 to remove the AC and plywood and replace missing window with a window from the stairwell; the stairwell window would be fitted with a sheet of plexiglass. Kecia moved to do this at a cost not to exceed \$1,000; Chuck seconded and the motion was approved unanimously. (project #G76-18002)

- Matz Gallery.
 - Fred received a proposal for updating the picture-hanging system to make it easier and safer to change artwork (with no ladders). Estimate of \$2,265 (see attached). Kecia moved to purchase and install a new art-hanging system provided the Art Advisory Committee of the Lyceum approves it, with a figure not to exceed \$2,500. Mern seconded and the motion was approved unanimously. (project #G76-18001)
 - We shared details on the proposed system with the Committee, who happened to be meeting next door. They will look at it and get back to us.
 - Have replaced a broken tracklight fixture and replaced bulbs with more favorable LED lighting.

9. Concerns of Members

10. 5:40 Adjourn. There being no further business, the meeting was adjourned.

11. Next meeting: February 12, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to remove the AC and plywood from the window near Beth's desk and replace missing window with a window from the stairwell; the stairwell window would be fitted with a sheet of plexiglass. This would be done at a cost not to exceed \$1,000; Chuck seconded and the motion was approved unanimously. (project #G76-18002)

Kecia moved to purchase and install a new art-hanging system in the Matz Gallery - with input on the system from the Art Advisory Committee of the Lyceum - at a cost not to exceed \$2,500. Mern seconded and the motion was approved unanimously. (project #G76-18001)

Actions Summary

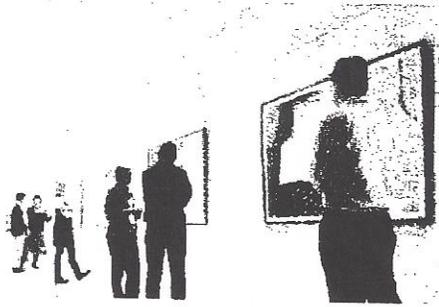
We will invite Rob Gulla to attend the February meeting to review his plans for installing a bathroom on the first floor of the Monell building.

Fred will ask George Leavitt to re-key the fire exit door from Saunders House to the front porch

Mern will call Dash Drains to schedule an appointment for the spring.

Mern will ask Archivist, Katelynn Vance to review the items in the Saunders House basement that are marked for disposal to make sure they can be disposed of. Moving forward we will ask Katelynn to decide what can be disposed of.

Fred will give the DPW a nudge on repairing the fire suppression system.



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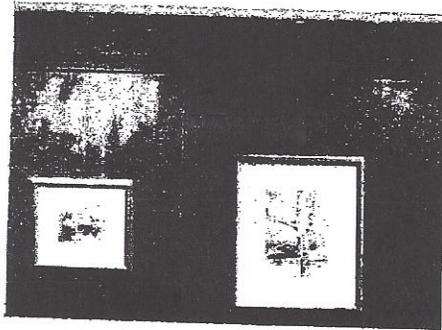
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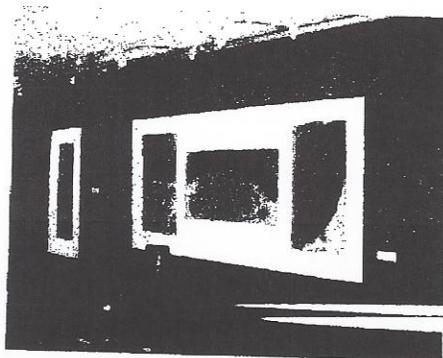
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