

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, February 12, 2018

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, February 12, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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

Not present: Scott Memhard

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of January 8, 2018 minutes. Kecia moved to accept the minutes as presented and Chuck seconded. Dan abstained from voting; the minutes were approved.
4. Interior Update – Kecia German
 - a. Children’s Room
 - i. The carpet decision is on hold until the bathroom question is decided.
 - ii. Children’s Library staff are culling the collection and brainstorming on staff space needs.
 - b. Cleaning the basement.
 - i. We will dispose of filing cabinets to make room for Friends’ book sale storage.
 1. Some filing cabinets have been emptied, others will be moved upstairs. Archivist Katelynn Vance needs to look at some other items.
 - ii. Friends and Staff marked things they want saved. Kecia will look again and relabel items.
 - iii. Nothing can be moved upstairs until it has been cleaned.
 - iv. Fred will ask the DPW if they’re willing to help with hauling discards out if we get a Dumpster.
 - v. Fred will ask the DPW to take away unneeded filing cabinets.
 - vi. Custodian Matt Theken is handling disposal of paint and motor oil.

- vii. Once it's cleared out we will hire someone to clean the basement with bleach.
 - c. Vault off the Friend Room
 - i. Items have been removed, doubling the space in the vault.
 - ii. Deborah hired someone to turn of the alarm in the vault.
 - iii. John Essery of Essery Electric is upgrading the electrical system to what's needed for the new IT server. The expense can come out of IT if needed.
 - iv. Sprinkler System: We need a fire suppression system installed that is not water-based. James Pope mentioned a \$19,000 cost to install something similar at City Hall. Fred will talk to the Fire Chief about permitting and see about getting an estimate.
 - d. Window Shades
 - i. Glare is making it hard to use computers
 - ii. Fred met with Richard Straus of the Current Shop. He will provide quotes on sun-blocking shades for first and second floors (similar to what they have at Cape Ann Museum).
- 5. Exterior Update
 - a. Garden Lights.
 - i. Flat-topped lights for staircase, the ramp and around the Amphitheatre. Essery Electric reports most of 32 need weatherproof seals. Halogen bulbs must remain. LEDs are too large. Project On-Going.
- 6. Saunders House Update – Mern Sibley.
 - a. Develop a working memo of understanding between Saunders House Stewardship Committee (SHSC) and B&G re: day-to-day maintenance and restoration work vs. long-term.
 - i. The charge of the SHSC is to identify the facility's needs in terms of protection, stabilization, preservation, and use.
 - ii. Fred suggests Mern bring concerns/needs to B&G for right of first refusal (as with B&G's relationship with DPW).
 - iii. Fred, as Treasurer, will meet with Mern to draw up a budget for FY19.
- 7. Open tickets – Fred Cowan
 - a. Joe Lucido is our new representative at DPW.
 - b. Fred will put together a list for Mern of Saunders House needs that the DPW can't or won't tackle.
 - c. Some of the downspouts on '13 Annex, SH, and the corner of the '76 building are plugged to the point where water is coming through one of the parking lot side soffit lights and causing rot to the corner of a Dale Avenue soffit on '76 building. There is need for an additional gutter on the '13 building. If DPW decides not to

take this on Fred will ask Precision Roofing for an estimate on adding the gutter and on clearing out the blocked downspouts.

8. Other

- a. Fred will arrange for disposal of copper downspouts (in the Mechanical Room).
- b. Fred revisited naming the stairwells. We brainstormed names and will ask Corporate Communications Committee to have signs made in the style of other signs they are making. Names suggested: Dale Avenue Stairwell and Parking Lot Stairwell.
 - i. The group wondered if we could remove the doors from the stairwells. Fred will check with the Fire Chief.
- c. Safety and Security needs. We have been charged by the Board to research coverage.
 - i. Opioids. Deborah spoke with staff. They will wait 15 minutes before checking the bathrooms. They will check in pairs and bring two doses of NarCan if they need to check bathrooms. They will open the door to assess the situation. They will call 911 if response is needed.
 1. Fred is scheduling a staff training by the City's public health nurse.
 - ii. Security cameras
 1. Fred & Kecia did a walk-through with Jack Davis & Rob O'Donnell from SideBand Systems who will put together a proposal for camera coverage inside and outside. Louis Parsons supplied a description of what staff feels coverage needs are.
 - iii. Security staff
 1. Fred heard from Larry Ingersoll who was referred by Police Chief John McCarthy. McCarthy suggested we need a uniformed presence -not necessarily police uniform. Some former Gloucester police officers are interested in filling the need. Fred has asked them to provide a proposal.
 2. Deborah and Beth Pocock have been discussing a list of security staff expected duties.
 - iv. Regular daily police details continue. Staff reports this has helped with first floor issues. We are interested in routing out dangerous situations only.
 - v. Dan raised the issue of what the presence of security personnel will mean to the immigrant population.
 1. Role of security personnel is safety; they are to be a friendly presence. We need to find a way to communicate that to patrons.
- d. Deborah would like to see B&G develop a manual for SFL regular maintenance and protocols, including a list of vendors.

9. Concerns of Members

10. 6:00 Adjourn There being no further business Dan moved to adjourn and Mern seconded.

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

Respectfully submitted, Tracy Bowen

Motions Summary

N/a

Actions Summary

Kecia will look at items in the SH basement and relabel items for disposal/keeping.

Fred will ask the DPW if they're willing to help with hauling discards out if we get a Dumpster.

Fred will ask the DPW to take away unneeded filing cabinets from the SH basement.

Fred will talk to the Fire Chief about permitting and see about getting an estimate for a new fire suppression system.

Fred will put together a list for Mern of Saunders House needs that the DPW can't or won't tackle.

Fred will talk with the DPW about plugged downspouts; if DPW decides not to take this on Fred will ask Precision Roofing for an estimate on adding the gutter and on clearing out the blocked downspouts.

Fred will arrange for disposal of copper downspouts (removed and in Mechanical Room).

Fred will ask Corporate Communications Committee to have signs made up for stairwell names in the style of other signs they are making. Names suggested: Dale Avenue Stairwell and Parking Lot Stairwell.

Fred will check with the Fire Chief about removing the doors from the stairwells.