

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, November 20th, 10:30 am

Muzzey Room, Saunders House

88 Middle Street, Gloucester, MA

Attendance: Prudence Fish, Jane Mead, Bill Remsen, David Rhineland, Mern Sibley (Chair), and guests Deborah Kelsey and Paul McGeary

1. Welcome and introductions - this meeting is being recorded
2. Approval of minutes of 10-16-17. David moved to approve as presented. Pru seconded. Jane abstained because she wasn't there. All others voted in favor and the minutes were approved.
3. New business
 - a. Katelyn Vance has stepped down as Staff Liaison and Deborah Kelsey is stepping up. The Committee requests meeting in the Byers-Davidson Room in the future.
4. Report from the Library Building Committee
 - a. Brad Dorr of Dorr & Whittier (D&W) presented a footprint of the three existing buildings. Looking at program goals and usable square footage. Usable space – defined in this instance as ADA compliant – is ~18,000 sq. feet. The Library Plan calls for 28,000 sq. feet.
 - b. Mern referred the Committee to Deborah's Library Building Program, available on the website.
 - c. Per the state grant the design is open for discussion; square footage, library programming, and site cannot be changed.
 - d. If the Saunders House (SH) is not going to be part of the Library Plan D&W will not address the SH as part of the Building Plan.
 - i. We first must determine what in the SH is worth preserving and what can be renovated and repurposed. The Finch-Rose Report will be helpful in answering that question.
 - ii. The Building Committee is waiting for a decision from us. What do we want to preserve and how do we want to use it? What do we have to do? What will it cost to do it?
 - e. Lynn Spencer, of Spencer Voigt, has been contacted to work with Brad Dorr on the Space Use and ADA Compliance surveys. She would bring Bill Finch in as a consultant.
 - i. SHSC will review scope of work with Lynn to present it to D&W.
 - f. The timeline is being driven by fundraising goal.
 - i. End of first quarter D&W want to do a full assessment of the buildings. A lot of the work has been done.

- g. Next meeting of the Library Building Committee is November 29th at 4:00. Mern cannot attend and hopes another SHSC member attend and report back.

11:00 Bill Remsen left the meeting.

11:30 Paul McGearly left the meeting.

- 5. Engagement of an architect to do the work entailed in the Space Use and ADA proposals. See section re: Lynn Spencer.
- 6. Other
 - a. SHSC is now considered an independent *ad hoc* committee of the Board giving us more authority and autonomy. We will need to prepare a budget for next year.
 - b. Bring immediate repair and maintenance needs to Deborah who will bring the issue to Building & Grounds Committee.
 - c. 501(c)3 Status: We've heard back from the IRS that they cannot locate the original documents (submitted in the 1940s). We have a determination letter. Jane would like documentation re: corporate structure in 1946 and corporate structure now. Will ask Meredith for the Articles of Organization.
 - d. Pru and 1913 building plans. Cape Ann Museum has a set and promised to make copies for Pru. She will follow up with them.
 - e. Bernadine Young, chair of the previous Library Building Plan, says she turned in a SH inventory to the previous Library Director.
 - f. Installation of the new dehumidification system in the Saunders House basement is complete and working well. Has created a comfortable environment.
 - i. Next: unbind, clean, and rebind periodicals. Sort, organize, and discard items. Have the basement professionally cleaned.
 - g. B&G will address removing vegetation from around the building.
- 7. 12:00 Adjourn. David/Pru
- 8. Next meeting December 18, 2017 10:30 am

Respectfully submitted, Tracy Bowen

Actions Summary

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