

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, January 14, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, January 14, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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

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

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of December 10, 2018 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.
4. Interior Update –
  - a. Fire Suppression System: Rich DeMichele from Metro-Swift examined the dry heads (sprinklers) and the alarm system. The system is working but needs some updating. We need a new compressor and there are dry heads that need replacing. Building & Grounds is assured: The system *as is* is adequate for lifesaving purposes.
  - b. Proposed bathroom renovations: Fred would like to request cost estimates from George Leavitt for the three design options under discussion. Kecia moved to get pricing on the three bathroom renovations. Chuck seconded and the motion was approved.
  - c. New furniture: Deborah has compiled a staff wish-list: gaming tables, flip-top tables, and children’s furniture. We’ll start with new items from the state list. Fred moved to allocate an additional \$20,000 for the purchase of furniture for the library. Kecia seconded and the motion passed.
  - d. Stairwell signs: They are in the works; scheduled for installation at the end of the month.
5. Exterior Update
  - a. Parking lot: Two spaces have been reserved for staff.

- b. Children's Garden/Raised Bed: Kecia will ask Patrick Lowe to clean up the garden and put it together for the winter. Deborah will ask the custodian to remove staples and small nails from the edges of the raised bed.
  - c. Kiosk sign cases: Christine Armstrong asked Boston Sign about illuminating the kiosks. This was cost prohibitive. Fred has asked George to install battery powered or solar-operated. LED lights
6. Saunders House Update – Deborah Kelsey
- a. Gutters: The Saunders House Stewardship Committee (SHSC) voted to replace the entire wooden gutter on the Dale Avenue side with a PVC gutter. Bill Remsen suggested a solution for connecting to the wood on the other side of the building.
    - i. They would like the PVC primed and painted, which was not part of the estimate.
    - ii. SHSC would like to know the manufacturer of the PVC.
    - iii. Deborah will meet with George Leavitt to communicate the Committee's wishes.
    - iv. Fred moved to replace the wooden gutter with PVC at a cost not to exceed \$6,000. Chuck seconded and the motion was approved.
7. Open tickets – Fred Cowan
- a. n/a
8. Other
- a. Security update
    - i. The SafeGuard Blue contract has been signed. They are waiting for a license from the State Police before they can start; Larry will request acknowledgement that the application for the license has been received.
    - ii. It is expected they will begin work by the third week in January.
    - iii. They participated in training on Friday with SFL staff. They offered suggestions on dealing with some common issues staff have encountered.
  - b. Custodial service
    - i. Discussion re: using City custodians vs. hiring a contractor. Deborah has written an RFP for hiring a private person. It has not been resolved who would pay; Committee consensus was that, as an operational expense, the City should continue to cover the cost. Fred will let the Board know about the discussion and ask them to approve hiring a private custodian. A contractor would spend a couple of hours cleaning in the evening. Mike Hale from the DPW has assured us that they can provide daytime custodial staff as needed.
  - c. Refining working relationship with DPW

- i. Mike Hale suggested we draft an MOU between the City and SFL. Deborah drafted something using a model Mr. Hale provided. Fred proposes we continue to approach the DPW first when we need work done. If they need to charge us for the work they can do so.
- ii. The bi-weekly meetings with the DPW were helpful. We would like to reinstate those after the MOU is contracted.
- d. Facilities Maintenance Manual: The person who was going to create that has backed out. Fred has learned of a computer program that helps pull that information together. Mike Hale has agreed to help create the document using that program; Fred and Chuck will meet with Mike Hale to discuss it.

9. Concerns of Members

- a. Friends – Kecia German
  - i. The Friends are trying to get the word out about the on-going book sale in the Annex. They will post a sign in the 1913 Annex promoting the book sale and listing the programs being sponsored by the Friends. They would like to order two more signs to promote unique events.
- b. Friend Room – Fred Cowan
  - i. Would love to get a screen to display captioning for spoken words. Kecia noted the Friends previously ~~have~~ offered to purchase a projector and screen for presentations, such as the Annual Meeting, but it was going to be much more costly than the \$3,000 originally estimated. ~~to improve~~ Fred agreed that B&G could pick up the cost of new equipment rather than the Friends. ~~ve presentations on the main floor; Deborah would like to use that money for the Friend Room. She received a quote of \$14,000 for the necessary equipment. Adding this screen would increase the cost, but vastly improve accessibility.~~ Deborah will ~~do some more~~ research options for the Friend Room and the main floor. ~~B&G would cover the difference in cost.~~

10. 5:30 Adjourn

11. Next meeting: February 11, 2019 at 4:30

Respectfully submitted, Tracy Bowen

**Motions Summary**

Kecia moved to get pricing on the three bathroom renovation design options. Chuck seconded and the motion was approved.

Fred moved to allocate an additional \$20,000 for the purchase of furniture for the library. Kecia seconded and the motion passed.

Fred moved to replace the wooden gutter along the Dale Avenue side of the Saunders House with PVC at a cost not to exceed \$6,000. Chuck seconded and the motion was approved.

### **Actions Summary**

Kecia will ask Patrick Lowe to clean up the raised bed outside the Children's Library and put it together for the winter. Deborah will ask the custodian to remove staples and small nails from the edges of the raised bed.

Deborah will meet with George Leavitt to communicate the Saunders House Stewardship Committee's thoughts on the gutter repair.

Fred will let the Board know about the custodial staff discussion and ask them to approve hiring a private custodian.

Fred and Chuck will meet with Mike Hale to discuss drafting the Facilities Maintenance Manual

Deborah will do some more research on options for adding a captioning screen for oral public presentations in the Friend Room.