

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, March 11, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, March 11, 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, Dan Ottenheimer, 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 February 11, 2019 minutes. Chuck moved to approve the minutes as presented and Fred seconded. With one abstention from Kecia the minutes were approved.
4. Interior Update –
  - a. Metro-Swift’s progress and prognosis. Deborah will follow-up re: the compressor.
  - b. Improving AV on Main Floor and in Friend Room. We received an estimate from George Leavitt for equipment (see attached).
    - i. The group agreed this upgrade is important for the Committee to pursue.
    - ii. The “Cadillac” version is ~\$42,000 for equipment. One feature under consideration is the ability to transpose spoken word to print.
    - iii. We need a sub-committee to review the proposal.
  - c. New telephone system: installed!
    - i. The alarm panel is not yet attached.
    - ii. There is no phone in the elevator and none needed at this time.
  - d. Bathroom Update: Choosing between four designs from Zelloe & Weaver Architects:
    - i. The Committee reviewed the designs for several areas including: ADA compliance; urinals or not; whether they should be unisex or gender-specific.
    - ii. A field-trip to the newly renovated, about to open, Woburn Library was discussed.
    - iii. Fred and Deborah will meet with the architects to discuss details of the plans.

- e. Upper level of the Annex: SafeGuard Blue (SGB) has requested that we post a sign blocking access to the second floor, yet the Friends need it to be accessible. We also need to block access to the Local History section; perhaps we can find a solution that will work for both.
  - f. Proposal: Rehab of Custodian's Office
    - i. Mike Hale of the DPW has offered to do the necessary renovations in exchange for our snow-blower. DPW will continue to use City machines to clear snow on the SFL campus.
    - ii. Kecia moved to give the snow blower to the DPW in exchange for them helping us revitalize the custodian's office. Chuck seconded and the motion was approved.
5. Exterior Update
- a. Update on lights for the Dale Avenue stairs & porch pillars
    - i. The lights on the stairs are corroded with salt as is the wiring. It would cost ~\$2,500 to bring power back to them. The group briefly discussed using solar- and/or battery-powered options as well as installing overhead lights instead.
    - ii. They agreed to have Essery Electric continue to research this and offer up best options.
  - b. Solution needed to avoid ponding at Dale Avenue curb cut to the crosswalk.
    - i. This is a problem with the street, thus outside our purview. Fred will contact the DPW to remedy this safety concern.
  - c. Rooftop Unit update: Preferred Air has provided an estimate of \$1,613.25 to level the unit and make some necessary repairs. Dan moved to approve the work and the expense and Chuck seconded and the motion was approved.
6. Saunders House Update – Mern Sibley
- a. Gutter & Downspouts: New estimate for approval. Includes painting.
    - i. Discussion was tabled.
7. Open tickets – Fred Cowan
- '76: Skylight in the main floor foyer is leaking Ticket #4573 — opened on 2019-02-21 @ 12:09 PM.
    - DPW has not responded. Fred will arrange for someone to re-caulk the seal.
  - Replace flood light bulb Ticket #4540 — opened on 2019-02-11 @ 11:40 PM
8. Other
- a. Safety/Security
    - i. Approve and place two more “Visitors & Staff Parking” signs

- 1) Fred will ask the DPW to create two new “Library Only” parking signs.
  - 2) The group decided against identifying two staff parking spots.
  - 3) Parking availability has vastly improved since SGB has been monitoring the parking lot.
- ii. We need an “Emergency Exit Only” sign near the vestibule’s side door. Deborah will make a sign, and laminate it, and post in on the wall near the door.
  - iii. Three master keys for SafeGuard Blue’s (SGB) personnel. Bob Whitmarsh will make these.
  - iv. Re-Key Girl’s Bathroom lock. Bob Whitmarsh will do this.
  - v. Security Alarm key-pad passcode for SGB. They have received a code and are using it successfully.
  - vi. Dummy cameras in the stairwells? We will install these. Actual cameras are not necessary, as the dummy cameras will be enough of a deterrent.
  - vii. Update on responsibility for Narcan inventory. We will have SGB take this on as well as the AED. Fred will let them know.

9. Concerns of Members

- a. Saunders House landscaping: Mern Sibley will give Kecia a list of landscaping needs to pass on to Pat Lowe for the spring.
- b. Snow and ice removal: The DPW was helpful in clearing sidewalks.

10. 5:30 Adjourn. There being no further business the meeting was adjourned.

11. Next meeting: April 8, 2019 at 4:30

Respectfully submitted, Tracy Bowen

**Motions Summary**

Kecia moved to give the snow blower to the DPW in exchange for them helping us revitalize the custodian’s office. Chuck seconded.

Preferred Air has provided an estimate of \$1,613.25 to level the unit and make some necessary repairs. Dan moved to approve the work and the expense and Chuck seconded.

**Actions Summary**

Deborah will follow-up with Metro-Swift re: the compressor.

Fred and Deborah will meet with the architects to discuss details of the bathroom plans.

Fred will contact the DPW to remedy this safety concern.

Fred will arrange for someone to re-caulk the seal on the skylight in the main foyer.

Fred will ask the DPW to create two new “Library Only” parking signs.

Deborah will make an “Emergency Exit Only” sign for the outer door by the Children’s Library, and laminate it, and post in on the wall near the door.

Fred will let SGB know that we’d like them to take on responsibility for the Narcan inventory and for maintenance of the AED.