

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Notice**  
**Monday, April 8, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, April 8, 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. 4:37 Call to Order
2. Welcome and Recent Developments. This meeting is being recorded.
3. Approval of March 11, 2019 minutes. Chuck moved to approve the minutes as presented. Kecia seconded and the minutes were approved.
4. Interior Update –
  - a. Fire suppression system: Metro-Swift’s progress and prognosis – Deborah
    - i. The compressor has been attached to the foundation; the wiring was updated by Essery Electric.
    - ii. Metro-Swift found some leaks, but the system is safe and functional.
    - iii. Some dry heads still need to be replaced; they need to determine the exact number of replacements needed.
  - b. AV upgrade – Fred
    - i. We had a planning meeting with Kecia German, Gabi Toth, the new Technology Librarian, James Pope, Erich Archer (from 1623 Studios), along with Beth Pocock, and Fred. We had a proposal for a systems upgrade from Dan Crete. Erich has given Fred a name for a second estimate. James provided helpful input on features to include with the upgrade.
    - ii. The Committee discussed the wisdom of installing a new system now, with the building upgrade planned. James has explained that this technology is typically good for five years, so timing of the next upgrade will be in line with the building program.
  - c. Bathrooms rehab – Fred
    - i. Deborah has chosen option #3 of the proposed plans with the addition of a changing table and urinals. George Leavitt priced the work out at \$87,000-\$94,000 (depending on the fixtures).

- ii. The Committee discussed the state of the current bathrooms and repercussions of incurring this expense now. There is a clear need now, but the bathrooms will not be saved in the new and/or renovated building.
    - iii. The decision will be tabled for 60 days pending the decision on the Library Building Program.
  - d. Friend Room lighting upgrade – Fred
    - i. The ceiling lights in the Friend Room cannot be dimmed and the Fire Department frowns on turning the lights off. Fred asked for a proposal to replace the fluorescent fixtures with LED and install dimmers.
    - ii. Essery Electric came in with a proposal of \$7330 (see attached).
    - iii. Dan moved to do the work at a cost not to exceed \$7500. Kecia seconded and the motion was approved.
  - e. Window shades for Monell first floor – Fred
    - i. Fred would like to install the same shading function on a third side of the building.
    - ii. The Curtain Shop provided a proposal for eight windows at \$3,823. Kecia moved to spend up to \$4,000. Chuck seconded and the motion was approved.
  - f. New furniture update – Deborah
    - i. Deborah attended a furniture fair for learning environments where she found an ideal service desk for the second floor. She is also looking at items for the Children’s Library. In addition, she found microfilm cabinets, but will keep looking for options with wheels.
    - ii. She was previously approved for \$40,000 for furniture purchases. She is determining bulk pricing, etc. and will make the purchases.
  - g. Friends Book Sale “cage”
    - i. George Leavitt will move a panel in the storage cage to extend the public sale area. There will not be Book Sale this summer. Kecia will coordinate the project with George.
  - h. Alarm system: this needs to be wired to the phone system.

5. Exterior Update – Dan Ottenheimer

- a. There is a clogged drain pipe on the parking lot side of the Monell exterior. Water pools and drains out through the soffit. George will rent a scissor lift and inspect it.
- b. Olson Irrigation: We have a contract for this year’s service. Deborah will make sure the contract is signed and forwarded to them. Kecia will coordinate spring start up with Pat Lowe to make sure the lines get buried.
- c. The pillar lighting on the Dale Avenue entrance are being replaced with LED lights. Essery Electric is putting together a quote.
- d. Gutter work on the Saunders House: George Leavitt has it scheduled for late April or early May.
- e. Fountain installation: scheduled for late April or early May. Robert Shure of Skylight Studios to advise on improving the force/volume of water flowing through the

fountain. George Leavitt will be installing a better skimmer/filter system outside of the tank for ease of access and to keep the fountain's piping from getting clogged with debris.

- f. Landscaping:
  - i. Kecia would like funds to purchase perennials. Fred moved to approve up to \$250 to purchase perennials. Dan seconded and the motion was approved. Kecia will coordinate purchase with Pat Lowe for best pricing.
  - ii. Kecia and Mern discussed splitting hostas and transplanting some to the parking lot side of the Saunders House.

6. Saunders House Update – Mern Sibley

- a. The Committee is drafting a description of the Saunders House to include with the feasibility study literature
- b. They have welcomed two new members: Barbara Lambert and SFL Trustee Joann Riley.
- c. Mern is drafting a budget for FY20. The Board will decide if they want to have a separate budget for Saunders House or have them continue under B&G's budget.
- d. The basement has been staying dry even with all the rain.
  - i. We still need to have someone bleach the walls and floors for mold removal.
    - 1) The newspapers should be removed and cleaned but the quote of \$45,000 is prohibitive. The hard structures are cleaned first. Fred will arrange for that cleaning.

7. Open tickets – Fred Cowan

- a. DPW posted a No Parking sign on the outside of the Lorraine apartments; this was meant for the street, but the placement seems to indicate our parking lot. Fred has sent a request to the DPW to swap around the welcome sign and the no parking (in the street) sign.
- b. Stairs to the Rando garden: Fred opened a ticket with the DPW to repair crumbling cement in the footing of one of the railings.
- c. Pooling water in the street at the crosswalk: the DPW will work on it in the better weather.
- d. Preferred Air and the RTU: The work to level the unit seems to be covered under maintenance contract. In trying to make it level they've found broken switches and leaked oil. They will have it done in time for AC season.

8. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

9. 5:40 Adjourn. There being no further business the meeting was adjourned.

10. Next meeting: May 13, 2019 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Dan moved to approve Essery Electric to replace the fluorescent fixtures with LED and install dimmer on the lights in the Friend Room at a cost not to exceed \$7500. Kecia seconded and the motion was approved.

Fred would like to install the same shading function.

The Curtain Shop provided a proposal to add shading on a third side of the building for eight windows at \$3,823. Kecia moved to spend up to \$4,000. Chuck seconded and the motion was approved.

Fred moved to approve up to \$250 to purchase perennials. Dan seconded and the motion was approved.

### **Actions Summary**

George Leavitt will remove a panel in the storage cage to extend the public sale area. There will not be Book Sale this summer. Kecia will coordinate the project with George.

Deborah will get the Olson Irrigation contract signed and returned to them.

Kecia will coordinate spring start up with Pat Lowe and Olson Irrigation to make sure the irrigation lines get buried.

Kecia will coordinate purchase of perennials with Pat Lowe for best pricing.

Kecia and Mern discussed splitting hostas and transplanting some to the parking lot side of the Saunders House.

Fred will arrange to have the hard structures in the Saunders House basement cleaned.

Subject: **John Essery Electrician Inc.**  
Date: 3/26/2019 11:15:24 AM Eastern Standard Time  
From: essery@aol.com  
To: fredcowan@aol.com  
Cc: kelsey@sawyerfreelibrary.org

**John Essery Electrician Inc.**  
**94 Marion Way**  
**Rockport, Ma 01966**

**Library**  
**Quote**

**Wire Friend room to include the following**

Supply and install 28 2'x2' led replacement light panels  
Supply and ind install electronic dimmer system  
Supply and install low voltage connection between lights

**Price:**

***Labor:*** \$4,280.00

***Material:*** \$3,890.00

***National Grid Credit:*** \$840.00

**Exclusions**

Permit fee  
Trash removal

Note: National Grids rebate program can be cancelled anytime without notice.