

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, May 6, 2019

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, May 6, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Kecia German, Chuck Everett, Mern Sibley, Assistant Library Director Beth Pocock

Not Present: Deborah Kelsey, Scott Memhard, Dan Ottenheimer

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of April 8, 2019 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.
4. Interior Update –
 - a. Friends' Book Cage: work to disassemble the cage has been deferred for now.
 - b. Preferred Air update on heating/cooling system:
 - i. Tom Favazza reports that they will work to improve balance of heating and cooling on floors one and two of the Monell building.
 - ii. Bryan Barreiro explained that the RTU was customized by the installers who removed two heating elements and altered the AC set-up.
 - iii. Preferred Air expects to have the work completed in time for cooling season.
 - c. Newspaper archives: We need to hire someone to remove, clean, and prepare them for storage. Once cleaned, they need to be stored elsewhere. Deborah had a quote of \$45,000 to do this.
 - i. We can ask Jacklyn Linsky, the Local History Librarian, to move this forward.
 - d. Bathroom upgrades: We do not want to move forward with the project if it will negatively affect fundraising. After discussion the group agreed to approach the Fundraising Committee about this and have them recommend the best method for addressing the public-relations aspect of the question.
 - i. Fred will attend the Fundraising Committee meeting scheduled for May 29th.
 - e. Custodian's Office upgrade: Fred proposed asking George Leavitt to draft a schematic and provide a suggested list of materials. Fred would then give that list to Mike Hale of the DPW who has agreed to do the work. There was consensus to follow through with that plan.

- f. Teen Center: Kids are using the space and seem to enjoy it, but some patrons have expressed concerns about the noise levels. This is an argument in favor of the Building Program.

5. Exterior Update

- a. Kecia's spring bulbs are up! Thank you, Kecia.
- b. Spring wreath for the front entrance: Blue, white, and yellow for the spring. We are considering a blue & white wreath for the summer displaying flags of the world. Kecia will send specifics to Beth.
 - i. Beth will check with Christine Armstrong about colors and branding issues.
- c. Children's raised garden: Weeding (or lack of) was an issue last year. The Committee discussed how to keep it weeded this year. Last year Joe Poirier weeded the entire area at a cost of \$25/hour.
 - i. Beth will check with Christie Rosso, who has been in discussion with Backyard Growers (BYG). If BYG can't do it, we'll find someone else.
- d. Fountain: George Leavitt will install a filter to screen out mulch and other debris. It would also be good to have stones in the area surrounding the pool so that mulch is not tracked in by people climbing into the fountain to retrieve coins.
 - i. Kecia will talk to Pat Lowe about installing stones around the fountain.
- e. Pillar lights on the front stairs. The new LED lights are very bright. Fred wondered about installing a dimmer. The group decided to wait and see what public reaction is to the change.
- f. Beech tree: Matt Natti of Cape Ann Tree is scheduled to come out on May 15th to check on the tree.
- g. Flood light on Saunders House. Have asked DPW to replace the lights, but they have not gotten to it.
 - i. Fred will ask George Leavitt to tackle that.

6. Saunders House Update – Mern Sibley

- a. Gutter repairs: George Leavitt has it scheduled.
- b. Fred asks that the Committee come up with a suggestion for someone to clean the mold from the basement.

7. Open tickets – Fred Cowan

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.

- a. Recycling Dividends Program: This a program available to municipalities in Massachusetts in the interest of maximizing reuse, recycling and waste reduction to make grant money and items available to create a Tool Library.
 - i. The Committee is interested; Fred will find more information.
 - b. Hostas from around the building were divided and some replanted. Remainders were given away.
 - c. Kecia will follow up with Pat about adding perennials.
9. 5:15 Adjourn. There being no further business the meeting was adjourned.
10. Next meeting: June 10, 2019 at 4:30

Respectfully submitted, Tracy Bowen

Actions Summary

Deborah will ask Jacklyn Linsky, the Local History Librarian, to move forward with getting the newspaper archives removed from Saunders House basement and cleaned.

Fred will attend the Fundraising Committee meeting scheduled for May 29th to ask for their recommendation of the best method for addressing the public-relations aspect of the question.

Fred will ask George Leavitt to draft a schematic and provide a suggested list of materials to upgrade the Custodian's Office. Fred would then give that list to Mike Hale of the DPW who has agreed to do the work.

Kecia will send specifics to Beth for wreath ideas. Beth will check with Christine Armstrong about colors and branding issues.

Beth will check with Christie Rosso, who has been in discussion with Backyard Growers, about best approach to tackle weeding of the raised bed outside the Children's Library. If BYG can't do it, we'll find someone else.

Kecia will talk to Pat Lowe about installing stones around the fountain.

Fred will ask George Leavitt to replace the flood light on the Saunders House.

Fred will find more information about the state's Recycling Dividends Program and report back to the Committee.

Kecia will ask Pat Lowe about adding perennials.