

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, July 8, 2019

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, July 8, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Kecia German, Dan Ottenheimer, and Library Director Deborah Kelsey

Not Present: Chuck Everett, Scott Memhard

1. 4:33 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of June 10, 2019 minutes. Kecia moved to approve the minutes with a spelling correction. Dan seconded and the minutes were approved.
4. Interior Update –
 - a. Bathrooms Update – Fred Cowan
 - i. The Trustees have asked that we table the discussion until Library Strategies (LS) has a chance to sort out public perception on the issue.
 1. Deborah will arrange for Fred to meet with representatives from LS to inform them of the background of the issue and our aspirations.
 - b. Purchase Soft Furniture – Deborah Kelsey
 - i. Children’s Library: we need to firm up their needs.
 1. We also still need to replace the carpet; this would include removing the shelving so we can lay carpet to the wall.
 - ii. Deborah is working on a list of needs and vendor options.
 - c. LED Lighting in Friend Room- Fred Cowan
 - i. Dimmable lighting has been installed in the Friend Room. This will work well for filming talks, etc.
 - d. AV Upgrade – Fred Cowan
 - i. James Pope reported to Fred that we are not currently capable of broadcasting a program live.
 - ii. We can work with 1623 Studios on a case-by-case basis to record and broadcast programs. Fred and James will work with Erich Archer of 1623 Studios about this.

- e. The Library of Things update – Deborah Kelsey
 - i. The grant has been submitted and we are in agreement. We do not yet have a staff person assigned to this. Deborah is in conversation with the DPW on a list of items to make available.
- f. Fire Suppression System – Deborah Kelsey
 - i. MetroSwift owes us a proposal for more work. They are coming tomorrow to count the dry heads, look at the fire panel and give a prognosis on the life expectancy; Deborah has also asked for a safety statement.
- g. Preferred Air – Fred Cowan
 - i. They have done some work on the RTU and have confirmed that the cooling system is functioning.
 - ii. There was discussion about programming thermostats vs. having Chris, the custodian, turn things on the morning. Deborah will talk to him to ask him to make sure everything's on and functioning when he comes in in the morning.

5. Exterior Update – Dan Ottenheimer

- a. Changing asphalt to cement on Dale Avenue sidewalk – Fred Cowan
 - i. Fred sent a message about it to Mike Hale at the DPW.
- b. Fountain update – Fred Cowan
 - i. The fountain is painted and working.
- c. Grounds update – Kecia German
 - i. We are happy with Pat Lowe's work. He will trim the trees along the Children's Library and send a crew to do some weeding.
 - ii. The irrigation system might not be working in all areas. Kecia noticed a dry spot near some new plantings. Kecia will ask Pat to notice if the ground is wet in that area. If there seems to be a problem Kecia will ask Olson Irrigation to take a look at the system.
 - iii. Deborah will ask Chris to look at the irrigation system as well. And will verify that he is mowing the lawn by the Children's Library.
 - iv. Memorial Plaques: The Trustees have formed a task force to research this issue. This question grew out of a request from Mary Weissblum; Deborah has reached out to her with a temporary solution and is waiting to hear back.
 - v. Perennials: Kecia has added some and will add more in the fall.
- d. Exterior Lighting: Dusk to Dawn – Fred Cowan
 - i. A city councilor has asked that the outdoor lights stay on from dusk to dawn. This has been taken care of.
- e. Water leaking through a soffit into a light socket: This is on George Leavitt's list; he will correct the rooftop drainage on the parking lot side and that should take care of the problem.

6. Saunders House Update –
 - a. Mern Sibley is stepping down as liaison with the B&G Committee. Deborah will act as liaison. The Saunders House Stewardship Committee is always welcome to send a representative.
 - b. Gutter: it has been ordered and received. It is on George Leavitt's list to do.
 - c. Spotlight: We have a ticket out with DPW to change the bulb. Meanwhile, if George Leavitt (while he's fixing the gutter) or Pat Lowe (when he trims the trees) can do it sooner, they will.
 - d. Rotting sill: the SHSC is getting estimates on repairs.
 - e. Newspaper archives: Archivist Jacklyn Linsky is inventorying what we have in hard copy and on microfilm. Deborah is working on this with her and will report back to the Committee on options, needs, and costs.
7. Open tickets – Fred Cowan
 - a. The spotlight is the only open ticket. The DPW recently came and replaced several interior lights.
8. Facilities Manual update
 - a. Deborah has started working on it.
9. Security update – Fred Cowan
 - a. There was a recent incident outside the building with several individuals. SafeGuard Blue personnel intervened; it was well-handled and well-represented in the Gloucester Daily Times.
 - b. Deborah will ask Larry Ingersoll to give a monthly report on their activities.
10. Additional camera Matz Gallery to porch: Decision
 - a. Deborah will talk with Larry Ingersoll about what they would like.
 - b. Fred will get pricing for an additional camera from Jack Davis of SideBand Systems.
11. 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. Maintenance contract on the cameras: we have received a contract with an invoice for a maintenance fee of almost \$4,000. This includes inspection but not repairs.
 - b. Kecia requested a fan for the Friends' book cage. Deborah will ask Chris to find one in the basement and set it up in the cage.

12. Next meeting: August 12, 2019 at 4:30

13. 5:33 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Deborah will arrange for Fred to meet with representatives from Library Strategies to inform them of the background discussion about the bathrooms renovation/addition and our reasons for the improvement.

Fred will work with James Pope and Erich Archer of 1623 Studios about recording programs on a case-by-case basis for later broadcasting.

Kecia will ask Pat Lowe to notice if the ground is wet near the new plantings. If there seems to be a problem Kecia will ask Olson Irrigation to take a look at the system.

Deborah will ask Chris to look at the irrigation system as well. And will verify that he is mowing the lawn by the Children's Library.

Deborah is working with Archivist Jacklyn Linsky to inventory the newspaper archives. She will report back to the Committee on options, needs, and costs.

Deborah will ask Larry Ingersoll to give a monthly report on SafeGuard Blue activities.

Deborah will talk with Larry Ingersoll for details about SafeGuard Blue's request for a camera on the front porch.

Fred will get pricing for an additional camera from Jack Davis of SideBand Systems.

Deborah will ask Chris, the custodian to find and install a fan in the Friends' book cage.