

**Gloucester Lyceum & Sawyer Free Library  
Building & Grounds Committee – Meeting Minutes  
Muzzey Room, Sawyer Free Library, 2 Dale Avenue  
Monday, January 13, 2020**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, January 13, 2020** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

---

**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 9, 2019 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.
4. Interior Update –
  - a. Children’s Library
    - i. Painting: Kecia asked Jose the Painter to look at the job. He reported that there is no problem painting over the wallpaper. Kecia’s wondering now about painting the ceiling and beams as well.
    - ii. Shelving: Deborah and staff are discussing new shelving requirements.
    - iii. Carpeting: The carpet has not been ordered; it hinges on the shelving decision.
    - iv. Renovation steps: 1) Furniture and shelving comes out; 2) painting; 3) carpeting is installed; 4) new shelving put in place; and 5) furniture goes back.
  - b. Restrooms renovations: We received an estimate from George Leavitt for three options (see attached). The group discussed the pros and cons of each option and timing of the proposed building renovation.
    - i. Kecia moved to take Option A (two bathrooms on the main floor) to the City’s Plumbing Inspector for review. Chuck seconded and the motion was approved. Fred or Deborah will reach out to him to schedule a meeting.
  - c. Fire suppression system upgrade: Deborah spoke with Rich Montenero about moving the noisy compressor to a less trafficked section of the building. He felt this increased distance would not be effective for the system.



- b. Recycling Dividends Program: Steven Margelony-Lajoie is working on this, but it might not happen this year.
8. Next meeting: February 10, 2020 at 4:30
9. 5:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Kecia moved to take Option A (two bathrooms on the main floor) to the City's Plumbing Inspector for review. Chuck seconded and the motion was approved.

Chuck moved to approve the two AV upgrade projects at a combined cost not to exceed \$65,000. Kecia seconded and the motion was approved.

### **Actions Summary**

Fred or Deborah will reach out to the City's Plumbing Inspector to schedule a meeting.

Deborah will ask MetroSwift to conduct an annual all-systems inspection of the fire suppression system.

Fred will talk to Mike Hale about changing the Dale Avenue sidewalk material that abuts our property from asphalt to cement.

Fred will ask George Leavitt to look at the fence on the roof that hides the RTU. We might want to replace the fence with a vinyl fence (Azek?) to avoid costs attending to peeling paint.

There are two lights not working pointing to the Dale Avenue apartments. Fred will look into this.

Deborah will order new microfilm cabinets – probably five cabinets at a cost of \$5,000 each.

Fred will follow up with Mike Hale re: arranging for a custodian to cover every open hour.



## GEORGE LEAVITT & ASSOCIATES

58 Jerdens Lane  
Rockport, MA. 01966  
Ph : 978-546-2935 Fax : 978-546-7799

**January 12, 2020**

### **ESTIMATE 2020-02**

**This Estimate is based upon “OPTION D” plan by Rob Gulla,  
which shows (2) baths each approximately 8’-1” x 7’-0”.**

- A.) (2) Baths at First Floor only.....\$105,000.00**
- B.) (2) Baths at First Floor, (1) Bath at Second Floor.....\$152,000.00**
- C.) (2) Baths @ 1st. Floor, (2) Baths @ 2nd. Floor.....\$192,720.00**