

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, February 10, 2020**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, February 10, 2020** 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
  - a. The wreath for the Flags of the World is being made and will likely be ready in a month.
3. Approval of January 13, 2020 minutes. Deborah suggestion correction of a name. With that change, Kecia moved to approve the minutes. Chuck seconded and the motion was approved.
4. Interior Update –
  - a. Children’s Library – Deborah Kelsey
    - i. Shelving has been ordered; carpeting changes have been reviewed and the quote will be updated; the service desk will be manufactured.
    - ii. This is scheduled for the last week in April/first week in May. Materials will be stored in the Friend Room and both areas will be closed for the duration. DPW will come in and dismantle the furnishings to be discarded. Fred will file a ticket with the DPW for a tentative date of April 28.
    - iii. Project steps:
      - 1) Staff empty shelves (1 day).
      - 2) Painting (2 days – April 29+30)
      - 3) Carpeting (2 days)
        - a) Deborah will talk to carpet people about timing of removal of old carpeting (will removing after painting stir up dust on fresh paint?)
      - 4) New shelving is installed (1 day)
      - 5) Furniture and materials.
  - b. Restrooms renovations – Fred Cowan

- i. The Plumbing Inspector approved the plans for Option D and the Trustees approved the expense. George Leavitt is scheduling it for April.
  - c. AV Upgrade – Deborah Kelsey
    - i. Electrician John Essery will be here tomorrow. We don't have a timeline yet, but it is likely to be quick.
  - d. Security Update – Fred Cowan
    - i. SafeGuard Blue would like a calendar of dates they won't be needed. Deborah will work this out with SafeGuard Blue.
    - ii. We should schedule an annual fire drill to practice emergency procedures. Deborah will share the evacuation plan with the Committee. The Committee discussed best practices for scheduling drills.
  - e. Filing cabinets for Mary-Kathryn Gray (Bookkeeper) – Deborah Kelsey
    - i. Mary-Kathryn will move into Deborah's office and Beth is moving into the hall. With this change we don't need another filing cabinet.
  - f. Second Floor upgrades
    - i. George Leavitt will construct a closet on the second floor.
    - ii. Staff would like to purchase three data loggers at \$300 each for the local history department.
      - 1. In addition, archivist Jacklyn Linsky recommended a window shade for that area.
    - iii. Dan moved to approve both at a cost not to exceed \$2,500. Kecia seconded and the motion was approved.
- 5. Exterior Update –
  - a. Stroller template ADA ramp sign – Dan Ottenheimer
    - i. This needs to be ordered.
  - b. Dale Avenue crosswalk flooding: DPW's plan to address – Fred Cowan
    - i. DPW is planning a major repair of Dale Avenue when threat of snow has passed this season. The sidewalk will be changed to cement. Mike Hale of the DPW suggests we also change the landing from the bottom of our steps to sidewalk line from bricks to cement. The Committee will review it and make a decision. If he doesn't hear differently from us DPW will make that change. Before the next meeting Committee members will look at the spot and bring an opinion to the March meeting.
  - c. Camera for the front porch – Fred Cowan
    - i. It's been installed and nicely captures activity on the porch.
  - d. Peeling paint on fence that hides the RTU on the roof – Fred Cowan
    - i. The Committee discussed virtues of prepping and painting the existing fence versus replacing it with an Azek fence.
- 6. Saunders House Update – Deborah Kelsey
  - a. Paint analysis: to be scheduled

- b. Fire Suppression: Deborah has requested that an annual inspection be part of our contract.
7. Open tickets – Fred Cowan
- a. Custodian for every open hour. We will draw up an agreement with the DPW before Deborah leaves.
  - b. Recycling Dividends Program. Stephen Lajoie is working on this.
  - c. Newspaper archives: Deborah is meeting with Archivist Jacklyn Linsky to discuss removing them to The Digital Archives in the American Antiquarian Society in Worcester for storage. Once they are gone the basement will be cleaned. GDT donated their microfilm to us. We need to digitize it; the cost of that is to be determined.
    - i. Deborah will review the emergency fire plan for archival materials with Jacklyn.
  - d. Best practices manual: We would like to get this done while Deborah is still here. Mike Hale agreed to do it but the work has been stalled. Deborah will borrow the Shrewsbury manual for the Committee to review. Former custodian, Matt Theken has agreed to help. We will discuss this further at next month's meeting.
8. Next meeting: March 9, 2020 at 4:30
9. 5:30 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Dan moved to approve purchase of three data loggers and a window shade for the local history department at a cost not to exceed \$2,500. Kecia seconded and the motion was approved.

### **Actions Summary**

Fred will file a ticket with the DPW for a tentative date of April 28 to dismantle Children's Library furnishings to be discarded.

Deborah will talk to carpet people about timing of removal of old carpeting (will removing after painting stir up dust on fresh paint?)

Deborah will provide SafeGuard Blue with a calendar of dates they won't be needed.

Deborah will share the emergency procedures evacuation plan with the Committee.

Dan will order the stroller template ADA ramp sign.

The Committee will review the DPW's suggestion to convert the area from the bottom of our steps to the sidewalk line from bricks to cement and make a decision. Before the next meeting Committee members will look at the spot and bring an opinion to the March meeting.

Before Deborah leaves, we will draw up an agreement with the DPW for custodian coverage for every open hour.

Deborah will review the emergency fire plan for archival materials with Archivist Jacklyn Linsky.

Deborah will borrow the Shrewsbury best practices manual for the Committee to review.