

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, July 13, 2020**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, July 13, 2020 at 4:30 PM** via Zoom transmission

Zoom Meeting link: <https://us02web.zoom.us/j/82008498030>

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Neil Glickstein, Dan Ottenheimer, and Library Director Jenny Benedict (joined the meeting at 5:30)

Not Present: Scott Memhard

1. 4:35 Call to Order with Announcement:

This meeting is recorded by video and audio in accordance with state Open Meeting Law. Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation

2. Welcome and Recent Developments

Introduction: Library Director Janet (Jenny) Benedict. When Jenny joined the meeting Committee members introduced themselves. Jenny briefly introduced herself and her hopes for the library.

3. Approval of June 8, 2020 minutes. Kecia and Dan offered clarifying additions to the draft. Chuck moved to approve the minutes as amended. Kecia seconded. Dan and Neil abstained and the minutes were approved via roll call.

4. Interior Update –

a. Reopening Update

- i. We await safety protocols from the City.
- ii. Curbside and delivery services are working well and have proven popular.
- iii. New Library Director Jenny Benedict is reviewing Deborah Kelsey's draft plan. Using Mass. Board of Library Commissioners (MBLC) and state guidelines she is working with staff input to draft a Safety Plan; the public service plan will follow based on the Safety Plan.
- iv. There was a brief discussion about placement of plexiglass screens. Fred will inquire if DPW will provide; otherwise will prepare a list of vendors for Jenny. Jenny asked to approve the screen's design.

- b. Air Quality
 - i. Environmental Health & Engineering (EH&E) Survey www.eheinc.com
July 1st site visit: Mern Sibley and Fred attended the walk-through. Staff were consulted on their observations and suggestions.
 - 1) The revised contract for expanded service was raised from \$5,000 to \$7,500. At their most recent meeting the Trustees approved the expense up to \$7,500.
 - 2) EH&E is consulting with Preferred Air re: the RTU; they feel the air filter could be improved upon.
 - 3) They suggested that windows be open during the pandemic – whether we are heating or cooling the building.
 - 4) Fred will share the EH&E report with Jenny when it has been prepared.
- c. First Floor Bathrooms: Architect teams have been in to survey the site but have not yet sent details to George Leavitt to enable him to acquire a building permit. Dan will follow up with Architect Rob Gulla.
- d. Children’s Library renovation – Kecia
 - i. Schedule Update: Materials and shelves have been removed. We have tentative dates of July 27-29 for carpet removal and installment; Kecia will double-check the dates with Beth Pocock. They will remove the rug and clean the floor. Jose the Painter would like to paint before the new carpet tiles are installed. IT is getting staff set up to work in the Friend Room until the renovations are complete.

5. Exterior Update –

- a. Children’s Garden: Kecia purchased a sprinkler for the grass that surrounds the raised bed. She provided a key to the outdoor faucet to Joe Poirier who is doing the watering. Joe set up stakes to support the tomato plants.
- b. Mosaic for amphitheater: Kecia and Fred spoke to Pam Stratton about creating a mosaic for the 10’ in diameter space to honor Janis Stelluto whose family donated money for the purpose of a memorial space in the garden. The installation needs to be removable for safe keeping during a construction project and safe for children to play on and for people to walk on. Fred researched Janis’ home-state of Nebraska; Pam is brainstorming ideas to include the Nebraska state bird and flower.
- c. Fountain
 - i. Waterworks System renovation: George Leavitt consulted with a fountain expert to learn of the design for a correct pump and has determined we need an externally housed filter and pump to alleviate the clogging and maintenance issues with the current sump system. The Executive Committee approved this project at a cost of \$5,000 with the

understanding that, if this does not solve the problem, we incur no more expenses on the fountain until after the building project is completed.

1. Discussion ensued on other options for the fountain (e.g., re-plumbing to use tap water) and on maintenance involved with the proposed external pump solution.
 2. Dan moved to approve the expense for the external pump at a cost not to exceed \$5,000. Chuck seconded and the motion was approved via roll call.
- d. Privet hedge: Pat Lowe of JPL Landscaping has trimmed the privet hedge around the Saunders House garden.
6. Open tickets – Fred Cowan
- a. Trip hazard in the hallway outside the Children’s Library: part of the rug is coming up. If George Leavitt has not already addressed it Kecia will ask the rug people to fix it when they are here.
 - b. Fred and Jenny agreed to continue to have B&G arrange for repairs and have Fred contact the DPW for needed repairs that fall within their wheelhouse.
7. Next meeting: August 10, 2020 at 4:00. NB: starting next month meetings will begin at 4:00.
8. 6:00 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Dan moved to approve the expense for the external pump for the fountain. Chuck seconded and the motion was approved via roll call.

Actions Summary

Fred will prepare a list of plexiglass vendors/installers for Jenny if DPW declines the project.

Fred will share the EH&E report with Jenny when it has been prepared.

Dan will follow up with Architect Rob Gulla about the first floor bathrooms.

Kecia will double-check the dates for Children’s Library rug installation with Beth Pocock.

Kecia will ask the rug people to fix trip hazard in the hallway outside the Children’s Library if George Leavitt has not already addressed it.

