

Property Coordinator Update July 26, 2015

Book Fair Related Work

As Friends know, it was an *epic* book fair. Wow. It also required a lot of extra work on my part, from supervising (and helping with the driving) a local teen we hired including coming up with other jobs as needed, to setting up tables, overseeing the tent raising, answering many phone calls and Facebook questions, being one of the “faces of Westport Meeting” for everyone on the property the weeks before, during and after the sale, supporting our publicist, arranging for and meeting the dumpster truck, arranging cleaning times, making sense of the book shed as books continued to come in, arranging for the Blue Bin truck to take the final books away, maintaining cleanliness and supplies in the bathrooms, opening and locking the building daily, covering and uncovering the books morning and evenings, and straightening the books throughout the 9 days of the sale. (This does not include the work I do for the Children’s’ Books and the food tent, which I believe is my work as a Meeting member.) These extra hours balance out all of the weeks the rest of the year when things are “quieter” at Meeting!

Landscaping

I put in 7 or 8 more day lilies in the southern bed of the Peace Garden to fill in some of the holes, but the garden could use some more weeding attention when Friends had time. The remnants of the sand box (run over by the Blue Bin truck) went in the dumpster, as did the worn out picnic table. Religious Ed will be replacing the sand box. I will bring the picnic table to property committee for consideration. A teen who we hired to help the week before the book fair trimmed all of the shoots from the trees along the front wall of the property and picked up all of the fallen branches and sticks around the yard.

Mice

We seem to have taken care of this issue in the kitchen.

Use of the Buildings by Others

In addition to the usual usage as well as the book fair, we had Stewart’s memorial service and a surprise party for Ed and Cindy, the directors of the Summer on Stage Theater Program. I’ve had inquiries about 2 different weddings (both stopped when they learned of the seating capacity), and I booked a birthday party for Labor Day weekend. AA will be hosting a cook out one Sunday in August before a weekly meeting, too.

Water

This week’s test by Analytical Balance Corp. detected Coliform, but no e-coli, in the water. I would appreciate advice or referrals Friends might have on this chronic issue.

The water dispenser in the kitchen was suddenly heating the water instead of cooling it, and we were about to just go and purchase another one. After going on line to watch YouTube videos of how to fix it, I discovered the heating switch had inadvertently been turned on when the cooler was moved for the book fair! I adjusted the thermostat a tad, got the right switch going, and I think it is fixed.

Windows

Our contractor will be starting soon on replacing the windows in the Potter House portion of the Community House. He will be working for us mostly on rainy days at first, with the commitment to be done with all of them by September 30. The previously mentioned teen washed the inside of the windows in the hall, stage, and kitchen.

The Basement

We sold the metal cabinet for \$10 at the book sale, and then made another \$10 when I delivered it to the buyers' house. This opens up space for the 2nd set of shelves purchased several months ago! Having the dumpster on the property for the book fair also provided an opportunity for getting rid of other things that have been languishing down there. I'm hoping that in late August we'll be able to get a couple more sets of plugs installed. At the moment there is only 1 outlet in the entire basement.

Tiles in kitchen and hallway

I'm noticing more tiles coming up from the linoleum floor. We will be asking the window contractor if he can take care of these while he's on site. (We have replacement tiles in the basement, I believe.)

Meeting Phone

With help from Kevin and Jay, I have obtained an upgraded smart phone. Thank you so much!

Smoke Detector Replaced in Community House

The fire alarm in the Community House went off the night before the book fair, and then throughout the weekend. I silenced the signal until the company could come out on Monday and replace a faulty smoke detector in the room off of the stage.

Property Coordinator Review Committee

I am deeply grateful to Friends for their faithful, loving, and thorough work creating a review process, and then walking me through it for the first time. It was a wonderful, helpful experience! I am honored and delighted to be here.

Gretchen Baker-Smith, Westport Meeting Property Coordinator