MINUTES - Buildings and Grounds Committee, Brooks Memorial Library
Tuesday, January 22, 2019

Committee members in attendance: Starr Latonica, Lindsey Bellville, Christine deVallet, Pamela Becker, Jane Southworth, Elizabeth Tannenbaum  Absent: Jeanne Walsh
Also present: Connie Bresnahan

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - Create a “Building Maintenance Schedule”; Discuss purchase of shelving book stops for YA room; Prioritize future building projects; Discuss safety.
3. Public Comment - none
4. Minutes of 12/4/18 were approved.
5. Updates:
   • HVAC Project - parts are on order to correct the vent noise.
   • Bathroom renovations - Will be done within a few weeks. Starr will consult with GPI about installing remote door locks.
   • Ceilings and Lights - GPI gave us a price quote for this work. Our committee voted to approve it and in February will ask the Board to sign off on it. Starr will let Anthony, of GPI, know that we hope to have the job done this year.
   • Furniture Committee - We need to establish needs. Staff will be asked to give input. We decided that the B&G Committee will assume the Furniture Committee assignment and our next meeting on Feb. 5th will be devoted to this topic. Starr will contact a furniture broker, who she’d previously consulted with, to ask if he can attend our meeting.
   • Signage - inside and out - Tabled discussion of this topic for a future meeting.

6. Other -
   • Building Maintenance Schedule - We started a list of jobs that need to be done periodically, sometimes by outside contractors. (window washing, intake vent cleaning, etc…)
   • YA Shelf Book Stops - Books are dropping down in back of shelves. Lindsay will check the State Consortium for a price on the Book Stops.
   • Building Improvements - We reviewed the list of projects, (made in 2016), to see which ones remain to be done. After the “Ceilings and Lights” and “New Furnishings”, we hope to tackle the “Refurbishing the Upstairs Entryway and Halls” project. A “Suggestion Box” will be created so that staff can give input about projects and maintenance needs.
   • Safety - A short discussion about perhaps having police officers do occasional walk throughs and ways to encourage patrons to say something if they see something.

Meeting adjourned at 10 AM

NEXT MEETING - Tuesday, Feb. 5th, 8:30 AM