Brooks Memorial Library
Buildings and Grounds Committee
DRAFT MINUTES OF 2/23/16

Attending: Prudence McKinney, Jane Southworth, Starr Latronica, Lindsay Bellville, Jeanne Walsh, Paige Martin, Therese Marcy, Christine DeVallet, Leslie Markey, Pam Becker

1. Agenda Review, no changes
2. Public Comment: None
3. Minutes of 2/9/16 approved
4. Old Business: Updates:
   a. Project and Construction Manager, as well as architect- Starr reported that she will be meeting with Peter Elwell and Patrick Morland to discuss the town’s policies about contracting and procurement, and how we should proceed. She will report at the next meeting, so we do not have the construction staff infrastructure in place yet.
   b. Lighting in CR: Discussion of lighting- in CR, some obsolete, decision to go ahead and obtain quotes for CR lighting separate from rest of library, although it was agreed that lighting needs to be reviewed. Action: quotes will be obtained to replace CR lighting.
   c. Storage Units- more discussion on storage and the meeting room, staff room, closets. Conclusion: get storage units free standing and moveable.
   d. Fine Arts: Starr reported that the BMAC, while having no storage space, might be able to have a show of our paintings for the required time. Christine and Starr will consider and report on storage for other art.
5. New Business: reviewing and changing the Plans-
   a. Staff Room: decided NO CONSTRUCTION IN STAFF ROOM –
      • We will buy portable storage units -
      -for CR items( what’s on shelves in kitchen, - and for what is in meeting room closet.)
      And possibly for custodian storage.
      -Electronics will be moved, suggestion made to CULL electronics.
      • Purchase a Portable Coat Closet.
   b. Children’s Room- decided:
      • Do NOT move circulation desk
      • Do NOT do CR bathroom
      • Might wish to partition off office area
   c. Bathroom: long discussion as to what to do about bathrooms. Decided to Re-look at the entire bathroom space to see whether we can have a handicap accessible and up-to-code bathroom and have some storage remain for meeting room. Does this necessitated unisex bathrooms?
   d. Meeting Room- do not change anything, no carpeting. Paint/finishes are a concern, but this can be addressed separate from construction issues.
e. Young Adult space: Starr voiced concerns about size, adequacy. Long discussion about alternatives, but we could not find a way to create a larger YA space.
   A thought: we could consider taking out/moving the glass wall.

f. MAKER SPACE Paige suggested trying to find a way to create a makerspace area for workshops. Discussion ensued about possibly moving the library director’s office.

Other: We did not establish any timelines.
Next Meeting: Wednesday March 16th at 8 a.m.

Meeting Adjourned at 9:30 a.m.

Jane Southworth
Secretary for the day.
2/23/16