

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, February 13, 2018**

Committee members in attendance: Starr Latronica, Jenny Rowe, Christine DeVallet, Jeanne Walsh, Elizabeth Tannenbaum, Jane Southworth, Lindsay Bellville, Pamela Becker

Absent: Paige Martin

Also present : Russ Brown

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - none
3. Public Comment - none
4. Minutes of 1/16/17 approved
5. Updates:
 - Bathroom renovations - Starr said that she hopes to consult with Steve Horton.
 - Floor tile replacement in main floor stacks area - Estimates are in and Russ will meet with Starr to discuss next steps.
 - Lighting for mezzanine statue - No news.
6. Drive-up bookdrop - Lindsay reported that Paige sent a survey to all staff about this and the responses were mixed. However, it has often been a request of patrons to have such a box for accessibility. Supervisors looked at options and want a box with two sections; one for books and one for media. Public Works Dept. was consulted about placement. The proposed site is in the upper parking lot where patrons can pull up and then be able to turn around to leave. The box will be bolted down and therefore movable when the lot is renovated. The price range is between four and six thousand dollars; installation will add to this cost and a sturdy cart to transport the materials to the library will also be needed.

A motion was made and approved to appropriate \$8000 from the Buildings and Grounds funds for this project.
7. Review of improvement plans for outside redesign- We discussed the plans, (A and B,) that Steve Barrett, Director of Public Works, presented last month.
 - A ramp for the front of the building to improve patron access is our first priority.
 - Although some liked the bowed out green space of Plan B, it would mean a loss of parking spots, so the committee prefers Plan A.
 - We'd like to see an elevation plan if one is available.
 - We discussed the possibility of removing the large trees in the front of the building; Starr hopes to consult with the local Tree Board about their opinion.
 - Improving accessibility via the Municipal Building parking area is also a priority, but we recognize that there are other parties who will have to weigh in on that design.
8. Building Safety Checklist - Pam shared a draft. It's a one page list procedures and whose responsibility it is to do them and the frequency. (i.e. Fire Dept., Elevator Maintenance Co. etc.) Starr will add missing details and the committee will discuss the list at our next meeting.

Meeting adjourned at 9:45

NEXT MEETING - Tuesday, March 20th, 8:30AM.

