

Minutes for Buildings and Grounds Committee - Thursday, February 16, 2017

1. Meeting called to order at 8:30 AM.

Committee members in attendance: Starr LaTronica, Jane Southworth, Christine DeVallet, Lindsay Bellville, Leslie Markey, Jenny Rowe, Pamela Becker, Paige Martin

Absent: Prudence McKinney, Elizabeth Tannenbaum, Robert Stack

Also in attendance: Jaylin Dibble

2. No public comment.

3. Minutes of 1/12/17 were approved.

4. Project Updates -

- Teen Room will open next week in time for students' winter break. A "grand opening," which will be publicized, will be scheduled for a future date.
- Main Floor Room flooring choices are finalized and Anthony will consult with the supplier.
- Staff Room cupboards - The decision to have them constructed by a local woodworker has not been done because needs have changed. Children's Room supplies will be moved to Meeting Room closets and custodian supplies will mainly be housed in new supply closet. Once these changes have been done, the needs of the staff room will be more clear.

5. Building improvements needed which are not currently a part of the renovation plan :

(UPDATES FROM 2/16 MEETING ARE IN BOLD CAPS.)

- Front door lock problem. Portland Glass has been contacted. Starr will also look up the date of installation and research the warranty. **STARR HAS LOOKED THROUGH THE FILE AND FOUND NO WARRANTY. PORTLAND GLASS HAS BEEN CONTACTED BUT NOT YET COME TO INSPECT THE DOOR. STARR WILL FOLLOW UP.**
- The boiler will be replaced in the spring with one that the fire department has; it is smaller but more efficient. The town also has kept the air handler in its budget.
- Upstairs restroom floors need professional cleaning. A private cleaning company will be contacted for this job. The grouted tiles will then be sealed. **NOT YET DONE**
- A decision must be made by staff about which shelving units to save and which can be recycled. Those stored in GPI's space need to be removed. **NOT YET DONE. STARR AND RUSS ARE LOOKING FOR STORAGE SPACE. STAFF WILL DECIDE WHETHER SOME OF THIS SHELVING CAN REPLACE OTHER SHELVING THAT IS SHOWING WEAR.**
- New chairs are needed for the Meeting Room. Starr will discuss this need at the Finance Committee Meeting later today. **BOARD OF TRUSTEES VOTED TO ALLOCATE \$5000.**
- **FURNISHINGS NEEDED FOR NEW MEETING ROOM SPACES. STAFF WILL DISCUSS AND SEE WHAT'S AVAILABLE IN HOUSE.**
- **NEW SIGNAGE IS NEEDED. JEANNE SUGGESTED THAT TEMPORARY SIGNAGE BE MADE. THE DESIGN COMMITTEE CAN DECIDE ON ONE FONT AND ONE MATERIAL TO BE USED. PERMANENT SIGNAGE WILL BE PURCHASED AT A FUTURE DATE. (STAFF WILL ALSO DISCUSS AND DECIDE ON NAMES FOR ALL MEETING ROOM SPACES.)**

- Furniture for Main Floor Room. **LESLIE SUGGESTED THAT THIS BE DECIDED AFTER THE RENOVATIONS ARE FINISHED SO THAT WE SEE HOW THE NEW SPACE LOOKS AND WHAT IS NEEDED.**
- Furnishings for Starr's office. **NO UPDATES YET DETERMINED FOR STARR'S OFFICE.**

Ongoing list of projects to be addressed at a later date when more funds are available:

- Replacing the fixtures in the upstairs bathrooms.
- Outdoor landscaping - the "path" from the parking lot needs to be formalized.
- The floors in the stacks, downstairs and mezzanine, need to be stripped and waxed.
- The mezzanine carpet needs replacing.
- Children's Room desk area needs new desks and shelving.
- Downstairs office may also need new work stations.

2/16 additions to list:

- Replace ceiling tiles throughout the library.
- New ventilation system for old 2nd floor restrooms.
- Replace upstairs' entryway and hall carpeting.
- Paint stairwell doors and create new signage for them.
- Paint Main Room walls.

6. Meeting adjourned - 9:40 AM

PROPOSED DATE FOR NEXT MEETING - Thursday, MARCH 30, 8:30AM, Downstairs Main Reading Room