

Buildings and Grounds Committee Minutes
Brooks Memorial Library,
Thursday, March 30, 2017, 8:30 AM

1. Call to order - 8:35 AM

Committee members in attendance: Starr Latronica, Lindsay Bellville, Leslie Markey, Jeanne Walsh, Jenny Rowe, Elizabeth Tannenbaum, Robert Stack, Paige Martin, Pamela Becker

Absent: Prudence McKinney, Jane Southworth, Christine DeVallet

2. Agenda - Changes and Additions

* Discuss the problem of water seeping up through floor in back stacks.

3. Public Comment - None

4. Minutes of 2/16/17 - Approved

5. Updates on the renovation project.

- The latch on door of one of the glass room meeting rooms will be fixed and a storm window installed.
- When there's a full day's work identified, a painter will be hired for project detail work.
- Date of Substantial Completion is tomorrow, 3/31, and the contractor's one-year warranty period begins.

6. Updates on needs identified at last meeting of this committee:

- Staff Room storage cupboards - We're still waiting to see what the needs are.
- Front door lock problem - Seems to be working okay now.
- The boiler replacement schedule - Town is deciding what to do based on Municipal Center renovations this fall. Boiler and air handler will be in town budget.
- Upstairs restroom floors/ professional cleaning - The staff restroom and kitchen floors were added to the list for professional cleaning.
- Shelving units to save and which to be recycled - Many shelving units are dismantled and saved under mezzanine stairs. We're waiting to see what can be used elsewhere.
- New chairs for the Meeting Room - 3 samples are in transit.
- New signage - Staff will identify needs. Temporary ones will be made with a consistent font. Eventually, professional ones will be purchased.
- Furniture for Main Floor Room - Needs will be identified now that the renovation work is done.
- Furnishings for Starr's office

7. List of projects to be addressed at a later date when more funds are available:

We discussed which are HIGH PRIORITY (H) and which are LOW PRIORITY (L) needs.

- Replacing the fixtures in the upstairs bathrooms. - New tiles and doors are also needed. (H)
- Outdoor landscaping - the "path" from the parking lot needs to be formalized. (L)

- The floors in the stacks, downstairs and mezzanine, need to be stripped and waxed.- DONE
- The mezzanine carpet needs replacing. (L)
- Children's Room desk area needs new desks and shelving. - Shelves were repurposed from other areas. However, doors are needed for lower shelves. (H)
- Downstairs office may also need new work stations.
- Replace ceiling tiles throughout the library. - This will be done when HVAC work is done. (H)
- New ventilation system for old 2nd floor restrooms. - (H)
- Replace upstairs entryway hall carpeting. (H) We added entryway wall treatments.
- Paint stairwell doors and create new signage for them. - After permanent signage is designed, have doors painted. (H)
- Paint Main Room walls. - Continue the warmer white color throughout main room. (L)

3/30 Additions to this list:

- * Stairs need painting and resurfacing. (H)
- * Replace 2nd floor stairwell door with one that has a window.
- * Handrails at upper level need replacing. Is this on the Municipal Building's property? Town responsibility?
- * Add a sunroom on the roof outside of the Children's Room.
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6. Other -

Drainage problem and water seeping up through floor - Starr now has the building blueprints and she will meet with town officials to review them and try to determine where drains are and whether there is a problem with them.

7. Adjourn - 10:00 AM

NEXT MEETING - Monday, April 24th, 8:30 AM.