

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Monday, May 1, 2017, 8:30 AM**

1. Call to order - 8:30 AM

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

Absent: Elizabeth Tannenbaum, Robert Stack, Paige Martin, Prudence McKinney, Jane Southworth,

2. Agenda - Changes and Additions - None

3. Public Comment - None

4. Minutes of 3/30/17 - Approved

5. Updates on needs :

- Replacing the fixtures in the upstairs bathrooms. This is now a high priority as there was leaking down to mezzanine floor on Monday afternoon and some books were ruined.
- Drainage problem - Steve Barrett, at Public Works, will work on finding out where the drains are clogged.
- Replacing floor tiles after the problem is solved. Cost to remove asbestos tiles is about \$300. Then the floor will be encapsulated and new tiles laid. (\$6800) Town is prepared to pay for this.
- Staff Room storage - staff is making progress clearing and organizing.
- Upstairs restroom and kitchen floors, professional cleaning - Masteler will do this in July.
- New chairs for the Meeting Room - choice was made and chairs will be ordered.
- Friends are going to decide whether to buy new folding chairs for the first floor.
- New signage - Starr will ask staff to make an ongoing list of needs. We'd like to hire a graphic artist to create some samples for staff to select from.
- Furniture for Main Floor Room, the Children's Room and Teen Room - Staff will decide what's needed and study catalogues for choices.
- Painting projects - stairwell doors, stairs, staff work room

6. New needs which were identified:

- Window quilts in Meeting Room need to be replaced and vertical blinds are needed for Staff Room windows. Starr will call Friends of the Sun to get an estimate.
- The Children's Room lacks cross ventilation and the temperature is sometimes in the 80's. Lindsay asked about having ceiling fans installed to circulate air. Starr will call Cleveland Electric to inquire about cost.
- Magnets for main floor and mezzanine stairwell doors are needed. Cleveland Electric will also be asked about that cost.

7. Adjourn - 9:45 AM

NEXT MEETING - Tuesday, June 6th, 8:30 AM.