

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, June 13 2017**

1. Call to order - 8:30 AM

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

Absent: Elizabeth Tannenbaum

2. Agenda - Changes and Additions - Decide on guidelines for spending funds that have been allocated to Buildings and Grounds by BML Board of Trustees.

3. Public Comment - None

4. Minutes of 5/1/17 - Approved

5. Guidelines for Spending -

The \$20,000 approved by the Board of Trustees for Building and Grounds projects will be for improvements made to the Public Areas of the Library, keeping the Strategic Plan in mind.

Those funds will not be for Maintenance Costs normally covered by budget lines, nor should they be for costs of Emergency needs. (i.e. drainage problems and leaks.)

6. Updates -

*** FURNISHINGS**

- Chairs for Meeting Room have arrived.
- Friends will buy new folding chairs for 1st floor events. Storage is being discussed before the order is placed.
- Furniture for Main Floor - While Starr is at the ALA conference, she will investigate products that are stain and dirt resistant yet comfortable and attractive.
... for the Teen Room - Lindsay and Paige have identified some table choices.
...for snack area. Starr, Lindsay and Paige will explore options for tables and benches.
We will wait until our July meeting to confirm choices for these spaces.

* Staff Room has been decluttered and organized. (Thank you John and Starr!) Carpet has not yet been replaced.

* New Signage - Staff has started a list of needs and suggestions. In the meantime, there are plexiglass frames that can be magnetized and placed on doors. They will be used to hold newly printed signs. This allows us to experiment with wording and font choices.

* Window treatments for Meeting Room and Staff Room - Friends of the Sun will replace the quilts and cords for the Meeting Room. (The hardware is already in place.) In the Staff Room, we decided to only have vertical blinds installed at this time. Cost for both rooms' projects will be \$1857. A motion to approve was made by Jenny and seconded by Christine. Motion approved. Order will be placed after July 1st.

* Professional cleaning of the upstairs restrooms, snack area and kitchen floors by Masteler is supposed to be scheduled for July. We may not include the restrooms. We may add the cleaning of tape marks on columns in Main Room.

* **Drainage problem causing flooding in 1st floor stacks -** Waiting for the services of a

company that will excavate part of the front garden area to access the drainage system that surrounds the building. They will probe to find out whether there is a blockage or whether there's a bigger problem.

* **Leaking to Mezzanine from 2nd floor plumbing fixtures** in men's room occurred 3 times last week. A plumber came and cleared a clogged drain and also replaced a gasket. That kind of replacement has been done before so this does not seem to be a permanent fix.

NEXT STEPS: Jane suggested that we put the plumbing and drainage needs in "one pot". Starr is going to consult with Steve Horton about next steps.

* Painting projects - stairwell doors, stairs, staff work room - Not a priority at this time.

* The Children's Room lacks cross ventilation and the possibility of having ceiling fans installed to circulate air was put on hold until the HVAC project is done.

* Magnets for main floor and mezzanine stairwell doors - Cleveland Electric estimated costs. We decided that it is not a priority at this time.

Meeting adjourned at 9:45 AM

NEXT MEETING - Thursday, July 6th, 8:30 AM.