

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Thursday, July 6, 2017**

1. Call to order - 8:40 AM

Committee members in attendance: Starr Latronica, Jeanne Walsh, Jenny Rowe, Elizabeth Tannenbaum, Pamela Becker, Paige Martin, Jane Southworth,

Absent: Lindsay Belleville, Christine DeVallet,

2. Agenda - Changes and Additions - Windows, Elevator

3. Public Comment - None

4. Minutes of 6/13/17 - Approved

5. Updates -

* Drainage problem - The excavators came. One drainage pipe is fine but they could not find the 6" footing pipe. Steve Horton looked at the original building plans. Theories: the water table may be rising; the porous concrete seal may no longer be working. NEXT STEP: We may have to dig behind the building. Starr will consult with Russ.

* Plumbing project for old restrooms - Steve Horton can give us specs so that we will not need to hire an architect.

* New furniture - No choices yet made for teen room or main floor. At ALA conference, Starr asked vendors to email info. That will be shared with the committee.

A large table is available at Hospice, costing \$75. It would be suitable for the Local History room. (Starr and Pam examined it and made the purchase.)

* New Signage - No changes yet. Discussed ways to edit signage to "the essence."

The sign painter who did the "Brooks Memorial Library" name over the front door suggested that we may want to have him repaint the gold leaf. However, the cost was over \$700 so we voted not to have that done. However, we agree that there should be a bigger sign out in front with operating hours.

6. New Business -

* Large windows of main room that have holes need replacing. Bids have already been obtained. (Cost will be approximately \$6000. We already received \$2000 in insurance, which the town is holding.) It was suggested that the work be scheduled for June, 2018. This allows time for looking into energy grants.

* Another problem exists with the smaller Library windows. Many of the cranks to open and close them no longer work and cannot be repaired. They are also not available for purchase.

* Elevator - Recently, the elevator got stuck between floors with a patron inside. The FD made the rescue and the woman was fine. The elevator company came and made a repair. They also recommended other repairs which would cost \$7000.

NEXT STEPS - We need to discuss non-deferred maintenance policies.

Meeting adjourned at 9:45 AM

NEXT MEETING - Thursday, August 3, 2017, 8:30 AM.