

**Buildings and Grounds Committee Minutes, Brooks Memorial Library**  
**Thursday, September 7, 2017**

1. Call to order - 8:30 AM

**Committee members in attendance:** Starr Latronica, Jenny Rowe, Elizabeth Tannenbaum, Christine DeVallet, Jane Southworth, Lindsay Bellville, Pamela Becker

**Absent:** Paige Martin, Jeanne Walsh

2. Agenda - Changes and Additions - None

3. Public Comment - None

4. Minutes of 8/24/17 - Approved

5. New Furnishings - Starr met with a furniture rep "middleman" who supplied catalogues and information about what we might want to look for. He recommended a salesman from Burlington who can come and do a design plan at no cost. He has worked with other library staffs before. We will have him give us suggestions and designs for all spaces. Starr will contact him.

6. New signage - no decisions made yet.

7. Routine maintenance and safety procedures - A "Safety Audit" by the town is scheduled to happen soon. This will provide us with information about what is routinely covered. We hope to create a document which lists which procedures are in place and decide if there are any additional areas to cover. Leslie is the Library rep on the Town Safety Committee so she will also be consulted.

(FYI - This is a quote from the Oct. 2014 Manual for Library Trustees:

"Nonetheless, if a trustee is aware of a problem, it is his/her duty that it is taken care of. This includes, but it is not limited to, building deficiencies and staff and patron safety. In addition, it is wise practice to be aware of situations which could become problems in the future. Inspect the building and equipment for fire safety violations at least annually. Make sure emergency procedures, equipment, and supplies are available and up-to-date. Discuss safety issues with your library director.")

8. **Updates -**

- **Drainage problem** - No leaks during recent heavy rains. Town has been asking when the floor can be replaced. Books from lower shelves will need to be removed so floor can be stripped.
- **Bathroom renovations** - Three contractors who submitted bids did the walk through yesterday. There will have to be addenda written by Steve Horton on specs with changes in plumbing plans and new doors. Selection of contractor will be made on 9/20.

7. Meeting adjourned at 9:10 AM

NEXT MEETING - TBA