

**Buildings and Grounds Committee Minutes, Brooks Memorial Library  
Tuesday, May 15, 2018**

**Committee members in attendance:** Starr Latronica, Christine DeVallet, Jeanne Walsh, Elizabeth Tannenbaum, Pamela Becker

**Absent:** Paige Martin, Jane Southworth, Lindsey Bellville

1. Call to order - 8:30 AM

2. Agenda - Changes and additions - Discuss : Front window repair, electrical outlet problem, offer of a sound booth

3. Public Comment - none

4. Minutes of 3/21/18 approved

5. Updates:

- Drive-up Book Drop - The delivery was made to the Municipal Building parking area. The committee went outside to discuss the best placement of this “box” for patrons’ use and also for staff who will need to collect the materials. We decided that a good site is the area beside the first parking spot next to the sidewalk ramp. That spot would be designated as only for Book Drop use. There’s also another possible site. Starr will run these possibilities by the Town.
- Bathroom renovations - We now hope to tie this renovation in with the town’s capital fund project to renovate the air handler.
- Floor tile replacement in main floor stacks area - This project will be scheduled for the last week in June after the Book Sale. Since the exterior lights project cost more than estimated, (fixtures were corroded,) the cost of the floor tile repairs will now be completely covered by trustee funds.

6. Plans for outside:

- Garden work - A suggestion was made to hire a gardening contractor to “spruce up” the front garden with perhaps some new plants and mulch. Our volunteer can then resume regular maintenance. Starr will discuss this idea with Therese.
- A question was raised about the big barrels of flowers that decorate Main St. and why there is none in front of the library. Starr said that she would ask about joining the Downtown Business Alliance.
- Idea for outside seating area - A photo of another library’s outdoor seating area inspired an idea for an extension of our 2nd level outdoor space. The committee looked at the area bordered by the ramp pathway and discussed the possibility of **some day** having it carved out and relandscaped.

7. New business:

- Front window replacement - The window is now in danger of shattering; areas outside and inside have been cordoned off. The crack is duct-taped both in and outside per suggestion of Portland Glass. As soon as the work order is authorized by the town, a new window will be ordered and installed ASAP. (part of town's energy capital fund) Since floor space in the Main Room is now limited, Starr will discuss the arrangements for the Book Sale with Therese and the Friends.
- An electrical outlet behind the circulation desk needs grounding. It is said not to be dangerous but causes problems with computers. Electricians will be called to make the repair.
- We discussed the offer made by **Guilford Sound** to donate equipment for a Sound Booth. It will be used for podcasts. They have already suggested the best placement for the booth and have an idea of how to construct the booth itself.

Meeting adjourned at 9:40 AM

NEXT MEETING - to be scheduled