

**MINUTES - Buildings and Grounds Committee, Brooks Memorial Library  
Tuesday, Oct. 16, 2018**

**Committee members in attendance:** Starr Latronica, Jeanne Walsh, Lindsey Bellville, Christine deVallet, Pamela Becker **Absent:** Jane Southworth, Elizabeth Tannenbaum  
**Also Present:** Anthony Girard from GPI

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - Alarm System info update and Furniture Committee
3. Public Comment - none
4. Updates:
  - **Garden work** - Not yet scheduled but promised for fall. Starr will check with Holland Bloom about when they are planning on doing the work. We also want to have the the big front shrub to the right of the front door removed.
  - **HVAC Project** - Anthony said that the heat line to the propane tank is being worked on this week. An electrical panel in the utility room must be moved and that will mean a half day of no power on the second floor. (Work to be done this Thursday morning.) While checking to see exactly what that panel controls, Anthony discovered that the elevator emergency phone was not working.
  - **Front windows** - Granite Glass is still planning that the job will be done this year. Anthony said that they're finishing up another job.

With the replacement of the front window over the door, we will lose the "Brooks Memorial Library" sign. After discussing whether to have a new gold leaf sign on glass made, we decided to explore having the name attached to the bricks. Several members of the committee will look into a preferred font, (which may then be used in other signage,) and also research who may be available for design.

- **Bathroom renovations** - Nov. or Dec.
- **Ceilings and Lights** - no updates
- **Alarm System** - The contractor gave us estimates for several different updates to the system. We voted to approve two of them: 1. Remove the old bell and install an indoor sounder/siren. (\$200.) 2. Add a motion detector from the mezzanine to the lower level that is directed toward the floor. (Current detector points across the upper room level.) \$200.
- **Furniture Committee** - Lindsey and Starr had already discussed the idea of getting this group reconstituted. Lindsey reported that the Friends of BML have approved the purchase of some furniture for the YA room; Pam suggested that the YA room should be completed first and then other spaces' needs for new furniture can be addressed.

Meeting adjourned at 9:40 AM

NEXT MEETING - TBA