

**Brooks Memorial Library**  
**Minutes of Building and Grounds**  
**May 30, 2019**

Present: Starr Latronica, Lindsay Bellville, Sirkka Kauffman, Jane Southworth, Christine de Vallet, Connie Bresnahan.

Call to order: 8:40am

Agenda: No changes

Public Comment: None

Minutes of April 25, 2019: Approved

Notes:

- When we travel to Burlington, if we see something we like, we want to request they bring it to BML to see it in situ. Space makes a difference as to how furniture looks.
- We want furnishings to be warm—colors, shapes.
- We will part with fabric chairs. How much we keep depends on our time line.
- **Committee agreed funding the Teen Room with comfortable chairs in time for the summer along with some token furnishing item for the main reading room is a first priority. (It is important to attract attention in the main reading room to show we are enthusiastically moving forward. We eventually want comfy chairs that are moveable, square tables, and mobile chairs.)**
  - We would then look into subsequent needs and determine priorities.
  - Lindsay mentioned if we take some items out of the quote from “Office Furnishings”, we would be able to do the entire Teen Room (chairs and tables) for \$6,300.
  - Specific amount of Friends approved funds for Teen Chairs to be clarified.
  - We have \$1,000 in supplies fund and \$9,871 in project fund (allocated by Board). If the Friends funding amount is less than the cost of chairs, the project fund could cover the rest.
  - Lindsay will research booth vs hard-backed bench for upstairs entrance.
  - A memo of what is to be ordered will be prepared by Lindsay.
  - **Lindsay will order three chairs for Teen Room.**
  - She will assess response to the use of the chairs.
- After the Teen Room is furnished, we will find what is available to us.
- Staff will take an inventory and prioritize what is wanted.
- Date will be determined for a trip to Burlington to view furnishings.
- Budget will be flushed out for the rest of the library and priorities set.
- We will determine what would be our most desirable outcome of furniture purchased, the total cost, and describe our plans for how it would be used.
- Jane will create a planning spreadsheet to show items and cost.

OTHER:

- What is to be done with the front garden fence?
- Remove big bush in front of library brick front wall? (maintenance budget)
- Plan for a sign to be installed on the front of the library?

Adjourn: 9:38am

Next Meeting: June 27, 2019, 8:30am

Respectfully submitted,

Connie Bresnahan