

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, March 20, 2018**

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

Absent: Paige Martin

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - none
3. Public Comment - none
4. Minutes of 2/13/17 approved
5. Updates:
 - Drive-up Bookdrop - The three quotes are in and an order will be placed. The delivery will be made to Public Works Dept. and they will bring the dropbox over and install it in the Municipal parking area.
 - Bathroom renovations - Starr has still not heard back from Steve Horton about getting new estimates for turning the small 2nd floor bathrooms into one large, family friendly one. She will send him another email, (cc-ing committee members and Patrick Moreland in the Town Office,) and ask if we can make the changes to the submitted designs based on the architect's design from our renovation project.
 - Floor tile replacement in main floor stacks area - Starr said that it will be easier to schedule this job in June when the boxes of books for the Friends' Book Sale are not housed in the stack area space.
 - Lighting for mezzanine statue - No news because the Fine Arts committee meeting was canceled due to snow.
 - Plans for outside redesign - Steve Barrett will try to get smaller scale plans to share with us. However, this is a project that will probably not happen anytime soon.
 - New exterior lights were installed.
6. Building Safety Checklist - Details were added. We also decided to add a column for entering the date(s) on which an inspection or drill occurs. It was suggested that the Buildings and Grounds Committee share the completed list with the Board on an annual basis. We will do so at June meetings.

Meeting adjourned at 9:15

NEXT MEETING - Tuesday, May 15, 8:30AM.