

Brooks Memorial Library  
Buildings and Grounds Committee Minutes  
April 19, 2016

1. Call to order at 4:00

Committee members in attendance: Starr LaTronica, Lindsey Bellville, Jeanne Walsh, Paige Martin, Christine DeVallet, Elizabeth Tannenbaum, Jane Southworth, Robert Stack, Jennie Rowe, Pamela Becker

Absent: Leslie Markey, Prudence McKinney

Also in attendance: Chip Greenberg, project architect, and Steve Horton, project manager

2. Agenda changes or additions - None

3. Minutes of 3/29/16 were approved.

4. Old Business - Review of plans for the renovation:

Chip showed the revised architect plans which he made after meeting with Starr and Pam on Friday, 4/15. At that meeting, Starr shared feedback from the BML staff about the plans and ideas were discussed.

Key points about changes in the newly revised plans:

1st floor

- Reference Office is a bit larger and Tutorial Room is a bit smaller. (Some discussion about sound proofing, ceiling, and visibility from the Ref. Office; all to be decided later.)
- Handicap accessible bathroom with some rearrangement of shelving.
- The cafe no longer has a vending area.

(Floor plan for the 1st floor was also discussed; it will be decided in the future.)

Mezzanine

- Window and work station in the Local History Room were removed. (There was discussion about whether these features are necessary for patrons and for security.)

2nd Floor

- The Young Adult Room is now larger and extends to the window wall. The Technical Services Room will no longer have the “dog leg” shape of previous plan. A window will be cut into the outer wall to provide natural light for this space. The placement of the dividing wall and the exact size of the rooms is yet to be decided.

(Chip said that he will work with the Technical Services staff to discuss efficient use of the more open space.)

- A “Family Bathroom” which will also be handicap accessible will be built using most of what was the Meeting Room closet. The custodian’s closet will be larger and occupy the space that presently is the handicap bathroom.
- The Staff Room will have a coat closet and shelf area in back of the entrance door. Two rows of storage cabinets will be fitted into the back part of the room.
- At present the width for the doorways from the Meeting Room to the kitchen, and from the kitchen to the Staff Room, are not wide enough to make them handicap accessible. Increasing one or both is a possibility.

5. New Business - Discussion with Steve Horton and Chip Greenberg about how to proceed to the next stages of this project.

- Steve talked about the Brattleboro Town Energy Audit and the HVAC (Heat, Vents, Air Conditioning,) Capital Plan for 2017. (Projects for BML will include windows, a wood chip boiler and ventilation system updates.)  
Chip stated that by and large our projects will not have to be “undone” by the HVAC work, especially if we avoid ceiling projects. Steve and Chip will review the plan with the Capital Plan in mind.

Phases of the plan were discussed. Money and Time.

- Money - Steve said that we have a construction budget and we now need a project budget. He will put this budget together by looking at the different spaces under construction.
- Time - Discussion of phases of the plan. Chip suggests starting with storage spaces, (art storage room and 1st floor storage room,) and then other 1st floor projects and lighting in Children’s Room. The Meeting Room floor and 2nd floor bathrooms cannot be done until September.

Next Steps:

- Steve will review Chip’s contract, discuss it with him, and make recommendations. He will then send it to the town lawyer for review and also send a copy to Starr.
- Steve and Chip will meet to make a schedule and map out a plan, breaking it down by location.
- Small group meetings will be held to share information with Chip about details to finalize design decisions and get the plan to the schematic stage.
- Sub-committees will meet to make decisions about uniformity of style and other design decisions including Art Storage Room fixtures. Starr will convene those meetings as needed.

Meeting was adjourned at 5:40.

The next meeting of the committee is scheduled for Tuesday, May 10th, 8AM.