

**Brooks Memorial Library
Minutes for Buildings and Grounds Committee
Thursday, October 13, 2016**

Meeting called to order at 9:00AM.

Committee members in attendance: Starr LaTronica, Paige Martin, Christine DeVallet, Elizabeth Tannenbaum, Lindsay Bellville, Leslie Markey, Jenny Rowe, Pamela Becker
Absent: Jane Southworth, Prudence McKinney, Robert Stack,
Steve Horton, project manager

Also in attendance: Chip Greenberg, project architect; Anthony Girard, construction manager

1. No agenda changes or additions
2. No public comment
3. Minutes of 9/22/16 approved

4. Old Business -

- Construction Committee Meeting - The procedure for approving or not approving change orders was discussed. Starr can approve amounts up to \$500. Any amount above that, (not exceeding the \$15,000 contingency ceiling,) can be approved by the Construction Committee who can ask for a review by and recommendation from Project Manager, Steve Horton.
- Anthony reported on the project's progress : In approximately 3 weeks, the downstairs restroom will be complete. The windows and doors for the Local History Room will be done in about 2-3 weeks and then the move of Art Storage can get started, which will then allow the Tech Services to start their move. The carpet samples for the Children's Room are due to arrive within days; once that order is placed there could be a wait of up to 8 weeks depending on product availability.
- Starr reported that the replacement of the electric panel by the elevator will be paid for out of the BML maintenance budget.
- Chip was able to get chair samples and they're in Starr's office for people to "test". He also suggested that Starr visit Newton Business to talk with a sales rep..

5. Meeting adjourned - 9:20 AM

NEXT MEETING - Thursday, November 10th, 8:30AM, Meeting Room