



### Meeting Minutes – November 3, 2016

**Attending:** BML: Starr, Jenny, Robert, Lesley; GPI: Anthony; GAA: Jaylin

#### Work Recently Completed:

Art Storage & Local History: Cabinets have been completed except for finishing which is to start today. Rooms will be ready to be moved into next week (Wednesday). Both rooms need a fire alarm device installed before they can be approved for occupancy but materials may be moved into the room before that. HVAC also needs to be installed.

T-1: Electrical rough-in is almost complete. Plumbing rough-in is done and inspected. The single-user water fountain outside of T-1 has been approved.

Doors in the Meeting Room are being replaced. GPI was not satisfied with the quality of the doors and hardware from the supplier.

#### Upcoming Work/Schedule/Construction Concerns:

“Glass Box”: Steel for the floor framing has been ordered and work should begin next week. Art work needs to be removed from the wall first. GPI will assist the Library staff in that effort. Anthony expects the work to take about two weeks.

Carpet & Tile: Anthony needs selections ASAP. The Design Committee was not satisfied with the tile choices provided so Starr is going over to the showroom in Keene today to see what else is available and bring samples back for the Committee to choose from. Frustration was expressed about the amount of time it is taking to make finish decisions. Interface carpet has been chosen for the Children’s Room. Jaylin requested that GAA be copied on all finish decisions so they know when decisions have been made.

Schedule: As soon as the Glass Box is completed work will start on the Tech Services/Young Adult rooms. It is imperative for the schedule that Tech. Services and Art Storage rooms be emptied in order for GPI to work efficiently and be able to complete the work in the shortest possible time. GPI will assist in moving materials to their temporary location. Lesley and Anthony were going to discuss details after the meeting. [Done]

Electrical: The electrician assessed the main breaker panel. He said the breakers are getting worn from the daily use of turning the lights on and off which is not what they are designed to do. He suggested that the most cost effective thing to do is to install a rack of switches under the panel. That would also eliminate the need for a new panel located somewhere else. Concern was raised that exposed switches might be tampered with. If that happens a protective cover could easily be installed. Anthony will provide a price to install switches.

Lesley asked if the temperature in the two Tech Service areas would be controlled separately. Anthony told her that there would be one sensor for both rooms. It is not in the budget to provide a new zone.

Custodian Room 2 is available for use. Pete has had a discussion with the custodian about the shelving she wants in that space and will work on that when he returns next week.

**Owner's Budget:**

Funds: Starr has still not had a response to the application to the Brooks Building Fund but a request has never been denied before so there is confidence approval will come after the election is over. There is also another fund that can be tapped (The Loud Fund) that is to be used for protection of the art collection. There is \$5,000 available from that fund.

Furniture Budget: Starr has still not received a delivery date for cupboards that were ordered three months ago. The supplier has reduced the price by \$500 for the delay.

**Modifications:**

Discussion of Modifications as follows:

- 9: The final credit amount for deleting Unit F from the Staff Office is -\$2,740.
- 16: Alternate 3 – A sink and associated plumbing in the new Tech Services room was approved after Starr explained the necessity for the sink. Cost: \$2,120.

**Other Discussions:**

Appreciation: Robert complemented GPI's ability to blend in with activities in the Library to the extent that many are not even aware that a construction project is underway.

Robert requested that Anthony discuss all options for new carpet in the Reading Room to possibly lower the cost. He feels it will make a strong visual impact if the carpet is replaced.

Robert also suggested that perhaps a camera should be installed in the Local History room. Anthony said that could now be done through a wi-fi application fairly inexpensively.

**Actions:**

GPI:

- Provide pricing for switches (#17)
- Provide shelving in Custodian 2
- Discuss carpet options for Reading Room with subcontractor
- Provide camera information

BML:

- Remove artwork from glass block walls
- Provide finish choices ASAP