

**Brooks Memorial Library
Minutes for Buildings and Grounds Committee
Thursday, November 10, 2016**

Meeting called to order at 8:30AM.

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

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

1. Agenda addition - Glass room work
2. No public comment
3. Minutes of 10/13/16 approved

4. Updates on project -

- Construction Committee Meeting - Starr reported: the sink in Tech Services has been approved; there will be a modification change order to allow adding switches under the breaker box.
- Budget updates - Things are balancing out so far. An updated budget will be prepared by Anthony.
- Timeline - Anthony stated that we are approaching the halfway mark in the project. Nov. 20th is the projected date for work beginning on the 2nd floor Teen Room and Tech Services Room. Work on the lighting and painting of the soffits in the Children's Room will start soon; color needs to be selected. Along with the budget update, Anthony will also prepare an updated calendar.
- Glass Room - A structural engineer will have to approve the removal of an unexpected steel beam at the mezzanine floor level and the addition of another beam to replace it. Jeanne asked about the HVAC system in the Glass Room and Chip stated that has been allowed for in the plans. Anthony talked about the steps that will be taken to vent the odor from the welding which will be done in that space. It was suggested that a notice be posted for the public.

5. Meeting adjourned - 9:00 AM

NEXT MEETING - Thursday, December 8th, 8:30AM, Downstairs Main Reading Room