

**Brooks Memorial Library
Minutes for Buildings and Grounds Committee
Thursday, December 8, 2016**

Meeting called to order at 8:40AM.

Committee members in attendance: Starr LaTronica, Jane Southworth, Christine DeVallet, Elizabeth Tannenbaum, Lindsay Bellville, Leslie Markey, Jenny Rowe, Pamela Becker, Paige Martin, Robert Stack Absent: Prudence McKinney,
Also in attendance: Chip Greenberg, project architect; Anthony Girard, construction manager

1. Agenda addition - tour of work site
2. No public comment
3. Minutes of 11/10/16 were approved.

4. Tour - Anthony led interested members of the group around the building to see work that has been completed and that which is in progress.

**5. Updates on project -
Construction Committee Meeting -**

- Anthony said that he is “chasing down” the shelving ordered for the YA room.
- He also asked whether a decision was made about carpet choice for the Children’s Room. Lindsey said that they are waiting for the planning design for the carpet squares from the company.
- Starr reported that she had canceled the long overdue order for staff room cabinets and will find another source.

Budget updates -

- Prices are needed for carpeting the Staff Office when the Main Room is done, and also a price for putting a ceiling on the Main Room door vestibule. Board needs to discuss and okay costs for those additions to project.

Timeline -

- Once the downstairs bathroom is in service, perhaps in 1 ½ weeks, the 2nd floor bathrooms will not be available for patrons. (The staff bathroom will be available only for staff.)
- Lindsey reminded Anthony that the last week in December is not good for work in children’s room.
- Jeanne asked about the timeline for moving reference area. It depends on the sequencing of completion of other parts of project. (glass room, YA room.)
- Anthony said that the 1st floor storage area work would be done mid-January.

Other topics -

The end of aisle shelf computers for catalogue reference were discussed. There will be a need for a memo writing surface. Perhaps two stations will have ipads and one will have a laptop. One of three will be wheelchair accessible.

6. Meeting adjourned - 9:50 AM

NEXT MEETING - Thursday, January 12th, 8:30AM, Downstairs Main Reading Room

