

**Brooks Memorial Library**  
**Buildings and Grounds Committee**

Fri Feb 26, 2021 8:30 AM - 9:30 AM (EST)

**In accordance with public health guidelines, this meeting was held virtually.**

Present: Jenny Rowe, serving as chair; trustee Jane Southworth, committee member Elizabeth Tannenbaum, library director Starr LaTronica, staff member Jeanne Walsh.

- 1) Call to Order at 8:45.
- 2) Agenda/Changes or additions -- none.
- 3) Approval of Minutes of January 11, 2021: Moved to approve by Jane, second by Elizabeth; approved.
- 4) Public Comment -- none.
- 5) Old Business
  - Options for access to garden. Discussion of whether removing the yew tree would provide enough space for the public to enter the garden easily. Conclusion: the granite posts and stretch of fencing in front of the garden are leaning and will need to be moved or fixed anyway. Better to leave the yew where it is and see about creating an opening to the garden when the posts are re-set. Jane reinforced the idea of talking with Gordon Hayward about a garden design for the space that would better accommodate people in it. The committee agreed that there does not seem to be a good enough reason to remove a healthy, mature tree like the yew. If we decide to install a new Library sign on the wall the yew is covering, that might be a good enough reason. Jenny doubted the yew would survive a hard pruning but agreed that Mr. Hayward could tell us. Elizabeth added that All About Trees is another knowledgeable source, and she provided contact information. There are existing plans for outdoor spaces around the Municipal Center; Jenny will locate the link and send it to the committee. The committee also reviewed plans with Steve Barrett a few years ago for renovating the sidewalk and front-of-building area. At the time, the town had set no time for that proposed project.
  - Committee's list of planned or possible improvements. While the building is empty: **Carpeting in upstairs hallway**, will be underway as soon. **Strip and wax tiled area in upstairs entry hallway**, soon to be done by town. **Strip wallpaper and paint in upstairs entry hallway** -- first step is to get the William Morris Hunt piece moved off the wall. Starr will contact Billy Meyer. Re-

siting the Hunt piece downstairs against a brick wall would show it off more, and then there would be room for a more welcoming wall treatment upstairs.

For improvements once everyone is back in the building: **Paint hallways, improve signage inside and out.** Starr has talked with Peter Elwell about including a new Library sign in the soffit and fascia work scheduled for this summer. There is a good potential space for a horizontal sign across the top of the building above the windows. **Attention to staff room -- new flooring, perhaps vinyl tile with an area rug, perhaps an easy chair or two.** The idea of permanent access through the main room emergency exit, with outdoor seating along the side of the building, won't work because the seating would interfere with quick exit from the building and because patrons need to come and go through the doors fitted with electronic monitors.

- Jeanne identified a long-term need which the renovation did address but still exists: **single and small-group meeting and study spaces.** Matt generally uses the room next to Jeanne's office to work with patrons on computer questions. The other spaces added in the renovation are all well used and more would be used also.
  - Status of summary and pricing of furniture needs post-pandemic: Starr said that some items on the staff's wish list will need to be revisited. The task tables and chairs have been chosen, but the computer desks in an island design now don't seem so appropriate. Instead, there are new designs with station divisions made from frosted plexiglass, which provide a little privacy as well as the social distance people are now getting used to. The proposed snack area unit for outside the children's room would not be easy to wipe down with alcohol, so a different choice should be made. The red vinyl chairs already purchased do wipe down with alcohol.
- 6) New Business: **Move of existing furniture.** Planning ahead for re-opening the library, Starr is anticipating the need to move back all or most of the library furniture now stored in the municipal center.
- 7) Next meeting set for Mon Mar 29, 8:30 AM
- 8) Adjourned after a motion from Elizabeth, second by Jane, at 9:20.