

**Brooks Memorial Library**  
**Buildings and Grounds Committee**  
Monday, August 2, 2021 8:45 AM - 9:45 AM (EST)  
Main Floor, Brooks Memorial Library

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, trustees; Starr LaTronica, director; Jeanne Walsh, staff member; Elizabeth Tannenbaum, community member, guests Helen Merena, Pam Becker, Steve Lloyd.

**MINUTES**

- 1) Call to Order at 8:45.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of June 28, 2021: motion to approve by Jenny, second by Jane. Approved.
- 4) Public Comment: See discussions with Helen Merena, Pam Becker and Steve Lloyd, below.
- 5) Old Business

- Questions regarding a new sign for the Library—discussion with guest Helen Merena, graphic designer and Steve Lloyd, architect. With our old sign gone, Helen suggested placing one on the brick to the right of the front door, perhaps with cutout metal letters similar to the ones at Groundworks, noting that every typeface is available and that aluminum or silver would stand out, but wood would not fare well in the weather. Others suggested that we need signs on the side of the building and in the back visible from the parking lot, and Steve argued for consistency across the signs.

Starr noted that we have funds in Board approved projects to pay to hire someone to install the signs, but we should work with the Town Planning department. She will ask Brian Bannon to come to a future meeting.

The committee thanked Helen for her generous contribution of time and expertise, which helped the committee advance the sign discussion considerably. The Committee will ask the full Board for opinions.

- Status of ongoing projects and proposed projects:

Starr updated the status of the \$15,000 ARPA fund application due August 9, 2021. Discussions with staff and our furniture vendor have identified a task chair for computer seating, two types of chairs for lounge seating, along with two computer bars, and showed color samples for discussion. Steve suggested that we need more welcoming areas for patrons to meet or work collaboratively, leading to a broader discussion of needing to define spaces, especially on the ground floor.

The Committee thanked Steve for his generous contribution of time and expertise.

- 6) New Business

- Space needs study

Jane had circulated a Space Needs worksheet from the Wisconsin Department of Public Instruction for potential use, and noted that after the discussion with Bob Stevens in June about potential new or additional spaces we need to have a better idea of our space needs. Jenny noted that the worksheet starts

with projected service population, both resident and nonresident. It was suggested that this needs to start with the staff, and Starr will discuss it with them.

7) Set next meeting: Monday, September 13, 2021.

8) Meeting adjourned at 9:55.