

Brooks Memorial Library
Buildings and Grounds Committee
Monday, October 25, 2021 8:45 AM - 9:45 AM (EST)
Main Floor, Brooks Memorial Library

Minutes

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, Starr LaTronica, Jeanne Walsh, Elizabeth Tannenbaum, Christine De Vallet, guest Brian Bannon.

MINUTES

- 1) Called to Order by Sirkka at 8:55.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of October 4, 2021: Jenny noted that Starr's mention of malfunctioning fire alarms was left out of the minutes. Once that is added to minutes, they are approved.
- 4) Public Comment: Christine De Vallet was welcomed back as a community committee member.
- 5) Old Business

- Questions regarding a new sign for the Library—discussion with guest Brian Bannon, Brattleboro Zoning Administrator. Brian agreed with committee suggestions of sign placements on front, side and back of building, along with sign in parking lot. There is much flexibility in materials, sizes and shapes, though he noted that decals on steel are generally not attractive. Diecast letters are fine, but no internally illuminated signs are allowed. However, we could have haloed letters with light around them which would be considered external illumination. In terms of process, once we have a mock-up of the signs from a designer, Brian will need to approve them before fabrication. No Development Review Board approval is necessary unless we wanted a very unique sign, such as sculpture. The signs will only need to go out for bid if the total cost is over \$10,000. We will pay for them from the Board approved projects budget.

The committee thanked Brian for his generous contribution of time and expertise, which helped the committee advance the sign discussion considerably. Starr will invite a signage designer to attend our next meeting.

- Status of ongoing projects and proposed projects:

Starr updated the status of the fire alarm upgrades, which the Town has placed in next year's capital budget. If that needs to be done this year, it will be an emergency expense instead.

Starr has signed the ARPA \$17,000 funding notice, which will go to the State Library next. \$15,000 will go towards furniture such as comfy chairs and computer tables, and \$2,000 for a portable sound system with two small speakers.

There was discussion of what changes might be made in shelving, especially of the Large Print books, and a suggestion to talk to users of that collection as to their wishes for shelving locations.

- 6) Set next meeting: The Board President has requested that we meet on the fourth Monday of each month so the next meeting is scheduled for Monday, November 22, 2021.

7) Meeting adjourned at 9:35.