

# Brooks Memorial Library

## Buildings and Grounds Committee

Monday, January 24, 2022 8:45 AM - 9:45 AM (EST)

Meeting Room or on Zoom, Brooks Memorial Library

### Minutes

Present (in person): Starr Latronica, Sirkka Kauffman, guest A.J. McDonald; (via zoom): Jenny Rowe, Jane Southworth, Elizabeth Tannenbaum, Christine De Vallet, Matt Wojcik (Electronic Services Specialist), Gabe Pofcher (Americorps VISTA)

- Sirkka called meeting to order at 8:52.
- Agenda/Changes or additions: Starr: request to submit building needs and concepts to the State Libraries
- Approval of Minutes of November 22, 2021: Elizabeth moved to approve, Jane seconded, all approved.
- Public Comment: Introduction of A.J. McDonald, applicant to Board who is interested in attending this committee.
- Old Business
  - Status of ongoing and proposed projects: Starr reported placing an order for furniture from the ARPA funds, including smaller tables and chairs for both downstairs and the Children's room. We will be able to get rid of some child size ones, which Elizabeth will gladly take for SIT. The Tool library is moving forward with a decision between the two software vendors to be made soon. There is a new Town employee with the Tree commission. We have not received the official paperwork for the water filtration grant, but want the option for a water bubbler on it along with the regular faucet.
  - Questions regarding new signage for the Library: After the visit in November by Denis Maltais, Classic Signs Inc., he sent some design proposals to Starr. The group discussed them, and everyone present agreed that each sign should say "Brooks Memorial Library," instead of just "Library." All liked the hanging sign, and Starr will ask for pricing on that. To a suggestion of using our new logo and visual identity on that sign, Matt noted that while we may often change that identity, a new permanent sign could last for 25 to 50 years so we should go with something more classic.

For the sign on the building side, questions arose as to whether we could cover up, clean or move the existing sign, without a clear agreement on what should be done. Starr will ask Denis for more design concepts for all the signs.

- New Business:

Starr reported that Gabe had found a request from the State for our construction and other refurbishment needs for consideration for a Building American Libraries Act proposal. The list of our top 3 priorities must be submitted by Friday. Gabe is gathering input, which potentially includes new windows and frames not yet replaced; exterior outlets; a shed roof over the book drop; and landscaping. Jenny will send Gabe the last list of upcoming projects generated by the Committee.

- Set next meeting: Starr reported wanting to get more staff involved on the Committee, but Monday mornings do not work for them. After discussion, those present agreed on the fourth Friday of the month at 9 am. The next meeting will be on Friday, February 25<sup>th</sup> at 9 am.
- Meeting adjourned by Sirkka at 9:30.