

Brooks Memorial Library

Buildings and Grounds Committee

Friday, March 25, 2022 9:00 AM - 10:00 AM (EST)

Main Floor, Brooks Memorial Library

Minutes

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, Christine De Vallet, Starr Latronica, Leslie Markey, Matt Wojcik, Joyce Sullivan.

- Sirkka called meeting to order at 9:02.
- Agenda/Changes or additions: none
- Approval of Minutes of January 24, 2022: Jenny moved to approve, Matt seconded, all approved.
- Welcome to new members of the committee present: Matt Wojick (Electronic Services Specialist), Leslie Markey (Technical Services Librarian), and Joyce Sullivan (new Trustee). Lindsay Bellville (Youth Services Librarian) will also be returning.
- Public Comment: none
- Old Business
 - Status of ongoing and proposed projects:
 - Starr reported that the budget has passed with funds for the fire alarm, but we need to wait until July for the new fiscal year. We have contacted Cleveland Electric, but may need to go out for bids as the cost is over \$30,000.
 - The tree crowns will be trimmed at a cost of \$700 to \$800, and will be covered by the Town's maintenance budget.
 - The shed for the tool lending library is expected to arrive fully assembled on April 1st, and the parking lot will be roped off for the time required to get it in position.
 - Starr reported that all of the furniture bought with the ARPA grant funds have been ordered.

- Questions regarding new signage for the library: Starr updated that Denis Maltais has not sent any new designs, and she will follow up with him. She asked that if members notice a particularly nice sign somewhere to take a picture of it for future discussions.
- Feedback from members on current and upcoming building needs:
 - Matt noted a need for more storage space and meeting/study space. The demand now is high with only one reservable space for private meetings. In terms of storage, we need more space for electronic equipment which cannot be stored in the new shed, such as the large TV monitor, programming equipment, library carts, and book sale items. He also suggested it would be great to have a 3-season covered outdoor space as the yellow chairs out front and picnic table in the back are mainly used only in summer.
 - Starr said that upstairs we need to have the wallpaper stripped and the walls sanded and painted. There are landscaping needs, especially the walkway in the back from the parking lot, some brick damage and water seeping into the wall. She also hoped for a roof over the book drop, and exterior outlets which there are none of currently. Some windows and blinds still need to be replaced, ideally with something more energy efficient. She noted that Steve Dotson is looking at potential grants for solar panels.
 - Jenny suggested getting a staff wish list of all building and grounds needs, and Starr will follow up.
- New Business: Lindsay Bellville has a request for \$4,000 for shelving for graphic novels, which are increasingly popular. That can come out of Town funds, but we also could support it from Project funds if necessary.
- Set next meeting: Friday, April 22, 2022 at 9:00 am.
- Meeting adjourned by Sirkka at 9:42.