

**Brooks Memorial Library
Buildings and Grounds Committee
Minutes of Meeting: November 16, 2022**

The meeting, held via Zoom, was called to order at 9:06 AM by chair Karen Tyler. Present were Starr Latronica, Joyce Sullivan, Jane Southworth, Sirkka Kauffman, Elizabeth Tannenbaum, Christine deVallet, and Matt Wojcik.

The agenda was accepted as written, as were the minutes of the September 23 and October 11 meetings.

Old Business

Proposed projects:

Outdoor building project:

The committee discussed the proposal submitted by Alec Goldschmid for stairs to safely replace the unsafe dirt path outside the children's room entrance, as well as the construction of a retaining wall and outdoor seating area. We have \$40,000 in the budget that is available for this proposal, but Starr states that anything over \$10,000 has to go out for bid through the town via the Planning Department. We can pay Alec to draft a plan, and he can then bid on the project. We could do this in two stages: the stairs one year, and the patio the next.

Jane proposed we see this as three steps: finalize design, create the steps, do the seating area.

We talked about the possibility of having a sign indented into the wall that would be facing the street in Alec's proposal. Matt wondered if this would be visible from the street. (It would not have to be our primary sign; we could also consider alternate décor for that wall.)

Jane mentioned that when approaching the library driving north through town, there is nothing visible that identifies it. She suggested that it would be helpful to have photos from all angles. Matt said it would be good to have these on the website as well, and volunteered to do this.

Matt pointed out that breaking the project into two years will inevitably add to the cost. Joyce pointed out, however, that it would leave more room for the evolving creative process.

Discussion of the drainage issue that has led to water in the building: whose responsibility, ours or DPW's? At a minimum, anyone bidding on project needs to be aware of it so as to not exacerbate it.

Matt wondered whether the patio could be a three-season space (coverable). We can ask Alec to design for this now, so it could be an option later. (Also the case with electricity.) He also wondered whether we might be able to do the whole project within one calendar year, straddling two fiscal years (steps in fall, patio in spring). Starr clarified that the endowment fund, from which the money would come, doesn't get renewed each fiscal year; we would need to approach the Board and Finance Committee.

Starr mentioned that there may be grants available for some of this project.

Next steps: Jane and Joyce will draft a letter to Alec indicating that we like the design and would like to use it as the basis for the bidding process; we would compensate him for creating a project outline and working design; we would approve final design before putting out for bid. Joyce suggested we might want to get legal input. We will ask Alec to come to our next meeting.

Signage:

two prospects: Keene Signworx and McAnney Signs of Swanzey.

Jane suggested we should have the photos of the building before we have them in. (Starr mentioned that at one point Jenny took pictures and someone superimposed signs on them.) We will continue discussion at our next meeting. Meanwhile, everyone agreed to make an effort to look at the outside of the library from different vantage points and with “fresh eyes.”

Painting:

Joyce has spoken with Mo Monmaney, who confirmed that our project is in his winter plan; Joyce will follow up. (Starr's husband might do a small portion.)

Staff input re: building and furnishing needs:

Marshall Wheelock has signed over the Brooks Building Fund to the Trustees. This is \$126,000; it pays out only 4% per year, but could be a resource.

Karen urged that we continue discussion of improving the staff room. Jane asked about the potential for moving items stored there into the Town Hall next door. Starr says there is definitely space we can use. Matt has moved some tech materials over there, and will continue to do so. High school students needing community service hours can help.

We need to seek staff input on low-cost things we might do to improve the space. Jane suggested a meeting with lunch. Starr commented that Leslie has said she would like a Board/staff breakfast to acknowledge her retirement, and we could combine purposes. We agreed this could take place on December 16 at 8:30 AM, with our committee meeting to follow.

There being no additional new business, we set our next meeting for **Friday, December 16 at 10:00.**

The meeting was adjourned at approximately 10:00 AM.

Respectfully submitted,

Karen Tyler