

## **Brooks Memorial Library Building and Grounds Meeting Minutes, 3/11/2024**

**Present:** Starr LaTronica (librarian), Robin Sweetwater, Matthew Wojcik, Karen Tyler (Committee Chair), Claudia Prat, Gavin Watson, Christine deVallet, Joyce Sullivan, Elizabeth Tannenbaum (Scribe), Anne Varilly (President, Brooks Library Board of Trustees)

**Called to order 9:06**

**Minutes of March 1:** approved; Janice's last name 'Malin' is added (the Scribe apologizes for omitting that in the last minutes)

**Purpose of meeting:** to check on readiness to submit grant proposal

1. Starr will write letter to Town Manager John Potter to get support from Town to apply for grant
2. Selectboard had no concerns when the grant was presented to them last week.
3. Anne Varilly, Brooks Library Board Chair, will rewrite her support letter from the Board to add the project name (Starr will figure out the name)
4. Starr will write grant proposal adding items discussed below. (Submit by midnight March 12)
5. Starr asked for volunteers to review written grant (Robin, Karen volunteered) before submission on March 12 (midnight)
6. Starr will write cover letter with vision for entire project and options for prioritized portions (see below)
7. **Discussion**
  - a. small changes/adjustments in budget:
  - b. Starr shared **priorities** which will be in proposal
    - (1) outdoor work for physical accessibility and increased internet access, includes outdoor walk; asbestos removal
    - (2) security door added upstairs
    - (3) windows (open at top panel)
    - (4) sustainability (solar panels and roof for panels, power wall).
  - c. Matt suggested addition of comments on how the grant will add to the IT upgrades now in progress; the grant will add to existing network upgrades
  - d. Robin: important to note in proposal that outdoor internet will make internet accessible if there is another pandemic
  - e. Elizabeth suggested that cold weather outdoor access might be considered a problem by reviewers, but Starr suggested patio heaters can be added
  - f. Starr will attach letters of support (e.g. from Groundworks, Downtown Brattleboro Alliance, 5 VT State Legislators, DPW, Planning Dept).

- g. Gavin: a generator large enough for library may need electrical infrastructure upgrade. Robin: will add to budget estimate
- h. Starr: some items will be removed or amount decreased in budget: e.g., enclosed bulletin board; number of benches; trimming of trees and shrubs; bike racks (consider other funding perhaps VCAT—keep in the grant, but trim the amount)
- i. Starr will email draft for comments (note quick turnaround: due March 12 midnight).
- j. Discussed spruce tree and concerns from the Tree Committee  
Robin noted: from ADA standpoint, need to level area where tree is now to make it ADA compliant.
- k. (later) Need to check on grant requirements for putting out to bid (RFP); Sue Fillion may help with this, also DPW

**Meeting Adjourned:** 9:58

**Next Meeting:** Scheduled for this Friday (March 15), but probably no need for this meeting. Karen will let committee know date of next meeting.

**Submitted by** Elizabeth Tannenbaum, Committee member and Scribe