

BROOKS MEMORIAL LIBRARY

Buildings and Grounds Committee

Minutes of Meeting: Friday, January 27, 2023

Call to Order: The meeting came to order at 8:43 AM. Present were Jane Southworth, Elizabeth Tannebaum, and Joyce Sullivan (who joined at 9) via Zoom, and Starr Latronica and Karen Tyler in the library.

Agenda: Karen added discussion of improvements to staff room to agenda.

Minutes of Meeting 1/20/2023: Accepted as written

Old Business:

Outdoor Building Project: We reviewed the pictures of prospective roofing designs sent by Alec Goldschmidt. Jane expressed concern about scale, and whether the project will be too aesthetically intrusive with a roof. Christine suggested that a sketch of them in place would help.

Starr pointed out that Alec's concern was whether we wanted wood or metal supports. There appeared to be consensus that metal supports, with the overall structure combining metal and wood, would best relate to the existing building. (One non-rectangular design, creating a flying effect, was of interest.) We definitely want to plan for the inclusion of solar panels. Snow accumulation is a concern. Karen will invite Alec (and Adam if available) to our next meeting.

Banners: We reviewed the photos Starr had sent, for scale, of the Friends banner both in front and behind the library, and decided to stay with the same size (87" L x 20" W). There was a suggestion for two banners in front, to face both directions, but we decided against this. Joyce asked whether the Main St. banner could face the street (with back to library); Starr thought it might be possible to attach a line to stabilize it in that position. Regarding life-span and maintenance, Karen reported that it is made of vinyl and can be hand washed, but Lotus doesn't recommend machine washing. Price allows for replacing it when necessary.

Christine moved that we purchase two banners (each 87"x20") from Lotus Graphics as discussed; Elizabeth seconded, and all agreed.

Staff Room Improvements: Lindsay has done extensive research and had sent us a catalog photo of a large storage cabinet. We agreed the cost (about \$1200) seemed reasonable, but were concerned with the shipping cost (about \$700). Karen asked whether we might do better having something built, and we spent some time debating this, including looking via Zoom at some cabinets that Joyce has recently had constructed in her house. Lindsay pointed out the advantages of ordering it and having it in place quickly and efficiently, as opposed to a protracted project. We discussed other options before deciding to look for a metal cabinet. During the conversation, Lindsay found online a metal one that totalled \$1500 including shipping, and came in several attractive colors; Starr will do a "straw poll" of staff to decide on color.

Jane moved, and Joyce seconded, that we authorize the purchase of the metal cabinet for the staff room, and it was agreed. Committee members volunteered to assist with clearing the space and putting things in when it arrives.

The meeting adjourned at about 9:30 AM.

Next meeting: February 17 at 9:00

Respectfully submitted, Karen Tyler