

**Brooks Memorial Library
Buildings and Grounds Committee
Friday, May 19, 2023
Minutes**

Call to Order: Convened at 9:05. Present were Joyce Sullivan, Jane Southworth, Matt Wojcik, Elizabeth Tannebaum, Starr Latronica, and Karen Tyler.

Agenda: No changes or additions

Minutes: Minutes of meeting 4/21/2023 accepted as written

Public Comment: No members of the public present

Old Business:

Outdoor Building Project:

Discussed the possibility raised by the Board that there be an additional terrace extending down toward the street. Alec has given us a “ball park” estimate of 18k for this addition. The committee decided not to pursue this due to the cost and the fact that it would create less accessibility and green space, and problems with monitoring the area.

Next steps: Brian says we need to go before the Selectboard, but they will want to know what we are planning on for funding. Project is on list for ARPA; there are also Main St. and Downtown Revitalization grants available. Starr will meet with Sue Fillion and Stephen Dobson re grants.

Jane pointed out that we need to assemble a package with updated drawings, a narrative, a detailed budget, and a timeline. Jane and Karen will work on the narrative; Karen will ask Alec and Adam to update the drawings and provide budget and timeline.

Book Drop Shed:

Lindsay clarified that the height of the peak as presently designed is not the issue for staff emptying the book drop is not the issue; the problem is the location of the supports and crossbar. She proposed moving the posts in, and cantilevering the supports. She agreed to work with other staff to generate dimensions that would be functional for them.

New Business:

Karen requested that someone take over note-taking for meetings, as doing this while running a hybrid meeting, in addition to increased physical challenges in writing manually, has proven

unsustainable. Elizabeth volunteered to give this a try starting with the next meeting. Starr pointed out that minutes need to be posted within 5 days.

Other Business: New volunteers are needed for the garden. Matt suggested posting a sign in the tool cottage about this.

Starr reports that the presentation on native plants went well, and that we will be getting some plants from the presenter's garden.

The new cabinet is in the staff room, and we can keep the original.

Next Meeting: June 16, 2023 at 9:00 AM