

Minutes of Buildings and Grounds Committee, Brooks Memorial Library 10/18/24

Present: Karen Tyler, Joyce Sullivan, Starr Latronica, Ann Varilly (Pres, Bd of Trustees), Matt Wojcik, Janice Malin, Monroe Whittaker, Elizabeth Tannenbaum, Robin Sweetapple, Lindsay Bellville, Gavin Watson, Christine de Vallet

Call to Order 9:03 a.m.

Guests: Ann Varilly, Pres of Brooks Library Bd of Trustees joining meeting

Agenda (Changes or Additions)—see below for agenda

Minutes of Meeting 7.26.2024—approved

New Business:

Congratulations!!! on getting the grant!

Next Steps on ARPA Grant—

Starr reports on **changes**.

1. \$70,000 for project mgr, but not covered technically in grant, but ok if employee of construction company but can't supplement existing funds for personnel. Did not deduct money from grant.
2. Plantings not covered or any furniture that can't be moved. But didn't deduct money from grant
3. Contingency funds: being held for us

Oct 31—webinar for Starr and John Potter for awarded projects with information on funds. Spend money and then get reimbursed. Quarterly reports and careful monitoring; submit for reimbursements

--Starr met with Monroe, Steve Horton (Steve will advise on project from point of view of town)

--Starr and John: Will meet with DPW to discuss their roles

Pending areas from last meeting for discussion/follow-up:

1. **Robin's designs for mezzanine:** Where do Robin's designs for mezzanine from last meeting fit as we go forward: they cannot be part of grant.

Suggestions: Starr suggests: ---use funds first that need to be spent in 2 years; --table mezzanine project for now. --Robin suggests structural engineer look at a crack they discovered. Columns? Look at this now.

2. Matt: how to get **sound to small rooms** for large events—rooms may not want to be glassed in. Openable window so can hear a presentation on main floor.
3. Get **back area surveyed** asap before snows. Monroe: how much money before goes out to bid? Monroe will discuss with Steve H.
4. Matt: new **radio mast** on back of building for fire alarm (note this when we are building)

Next steps for grant:

Town admin will be very involved in **tracking finances** but planning will fall to a **working group** actively involved in project (e.g. DPW, Robin, Monroe, Steve H., Steven Dotson) This committee is advisory.

THE TREE: Need to meet with **Tree Committee** and show the plan as a whole. ADA access (central to grant) may make removal of tree necessary and removal will improve accessibility.

---Suggest: Repurpose lumber from tree for seating or for decoration.

--Decision: Starr will get in touch with Dan to get library on agenda for next Tree Advisory Committee mtg. Monroe will join.

Robin notes that tree root system could be a challenge if it's still there after removal.

Christine: as we look at the project, think about ADA throughout.

Starr: perhaps a drive for new plantings ('Tree in memory of...'). Friends Group can raise some money.

Other pending areas; discussions and questions.

Swinging doors in Children's Room: Lindsay--will be installed next week.

New chairs: Tara will choose a chair.

Stacking chairs for programs: Matt--for the future; ones we have now are ok but new ones are not high priority at this time.

Staff lounge: key cards for access; Ben and Jerry's money

Robin: has a list of "10 Things we want to change about the library.

Monroe: need to focus on small projects that we can do this winter to get ready for The BIG Project. Focus on parts of project that do not need to be put out for bid. (eg. new windows can be built for Children's Room and installed in the spring).

Matt: how much in advance do we need to get bids--worry about contractors being fully booked soon. We know we have funds, but can't wait too long.

Monroe: survey first is key to knowing results for planning. Need Steve's input on timing and sequencing

Lindsay: challenge to find a company who can do windows to our specifications. Robin can suggest a company.

Janis: what is happening next about landscaping. Reached out to Jared Flynn at Stone Trust

Matt: will set up central location for grant package, designs. So can be accessed. Google drive shared space.

Thanks to Starr for taking on this new project on. Karen is willing to help. Ann has offered to help.

Monroe: right now: Tree Committee (will coordinate with Steve on survey; Starr will contact Tree Committee.

Ann: time line needed

Karen: does committee need to meet more often; who needs to meet sooner?? Will we have a joint committee

Starr: meet with Public Works this week. Monroe and Robin will join.

If design part doesn't need to be put out to bids, can get professional services now.

Signage.

Robin: ventilation of stairwell?? Not built into grant.

Areas for future discussion: Exterior signage; staff room improvement; office for Lindsay (higher priority); lighting, painting, ventilation for stairwell; private office for Starr; relocating snack area; removing Lego display; collapsible rooms on mezzanine; whimsical lighting, mobiles in main room (aesthetic)

Starr: **priorities:** Staff room, Lindsay's office, back area (where snack area is)

Bring in town art committee.

Robin will get more info from Starr and Lindsay; also need to get Fire Safety to sign off for adding door.

Starr will send grants package to everyone on B and G Committee and the acceptance letter with notes with what is/is not eligible.

Next meeting: Nov. 15 9:00

10:10 adjourned.