



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | www.brookslibraryvt.org

Buildings and Grounds Committee

Minutes of Meeting 11/15/2024

Called to Order: 9:08 AM

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

Handouts:

--Copies of the existing plan for street front

--Proposed site plan from Monroe

Called to Order: 9:08

Agenda

Projects not related to grant:

--Robin met with **Children's room** staff

Areas to consider: visual line of sight; sliding pocket door; storage; furniture could work better with more surface space; replace surface ('funky' now); separate Lindsay and Max's office from rest of the area; air intake

Action: Lindsay will review Robin's plans before next week.

--**Tech services** staff would like to meet with Robin

--**Storage:** Staff room—2 areas: eating, lounging/relaxing: new sofa, storage area for extra stuff (e.g. chairs not being used but multiple uses for meeting room so don't want to move back and forth all the time)

NB: Staff room has a lot of stuff stored there.

Goal: privacy and also relaxing

Several plans shared

Action: Waiting for staff input (update next month)

New Grant Project Discussion:

Time lines noted. What is next?



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Question: What can be done that doesn't need to be put out for bids—Starr: anything over \$10,000.

Starr: costs have increased and may increase more—we can adjust project based on current costs but need to move ahead as soon as possible

Action: Steve Horton will meet next week with Starr, Robin, Monroe to look at timeline and priorities

Process: bids, need to be opened in public; metric for evaluating; note—include in metric be able to finish within time table of proposal.

DPW will be heavily involved

Questions to consider:

--Global Warming Solution Fund ?

--Stone work? Wall?

--Need connection with new building

--General contractor will be making decisions; consult with B and G Cmte

--Plantings—will be done by others but will be put into visual plan

The Tree: Discussion/ report on Tree Committee Meeting (included Starr and Karen)

--Accessibility is key (Karen made a good case at the Tree Cmte meeting).

--Dan, the Tree Warden noted: if need to take tree down, we can, but we will engage Tree Cmte in replacing with other plantings; Robert Clemens offered to work with B and G as decide on tree's future

NB: Need to warn if the tree will be removed so public can react.

Naming the Project

Anne Varely (Bd Chair): wants a name for project that can be used for marketing—suggestions: Project Accessibility, Expansion, Enhancement, Green Space for All...

Need concise and descriptive name.

One of 5 Library Values: access for all

Name will be a way to advertise to the public what is being done with grant money

Joyce' idea: 'Expansive accessibility: Brooks Library Transforms

Action: B and G Cmte members will all think about title—send suggestions to Starr in two weeks; Starr will share with committee and give opinion. Anne would like to have name suggestion before Dec Trustees meeting



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Questions: When can we get bids: RFPs written in town format; get a walk through on each item; (roof, asbestos removal; designs for front and rear of bldg. including entry way in rear. RFP for designs. 2 RFPs. Survey? Before snow

Time is biggest concern! Get priorities

Adjourn: app. 10:10 AM

Next Meeting: December 6, 2024 at 9:00 AM