



# Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | [www.brookslibraryvt.org](http://www.brookslibraryvt.org)

## Minutes Buildings and Grounds Committee

**December 6, 2024**

**Present:** Karen Tyler (Chair), Starr Latronica (Brooks Director), Ann Varilly (Pres, Brooks Bd of Trustees), Matt Wojcik, Monroe Whittaker, Elizabeth Tannenbaum (Scribe), Robin Sweetapple, Lindsay Bellville, Janice Malin

Called to Order: 9:07

**Agenda:** Purpose: Check in Meeting

### **Project Update:**

-- Steve Horton held a mtg on time line;

--Monroe is working with SVC and contract was signed;

--Steve working on RFP for roof, windows, asbestos removal.

--Robin:

looking for materials to replace asbestos panels.

RFP for exterior (café, pavilion, outside terracing) to civil engineers.

Security door on top level to separate meeting room from rest of library.

Ideas for Lindsay's office and staff room. Swinging doors—still looking.

--RFPs are being developed and committee will look at the proposals and give feedback before and after submitting.

--Starr: meeting next week with State people who are administering the grant for clarification.

--Working group (Robin, Monroe)

Send comments to Starr; note open meeting rules

### **Preservation Trust Update:**

Janice Maslin reports that Jared Flynn started Trust but he's no longer involved. Stone masons in community; example: Green Mtn orchards installation in a field with view of Monadnock. Jared would be happy to give input for outdoor space with stones. Note: Camden ME bench and book sculpture. Challenge is following bidding guidelines.



## Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | [www.brookslibraryvt.org](http://www.brookslibraryvt.org)

Monroe: might be better as an independent project once design process begins; would not be part of bidding process. There are spaces (e.g. pocket park) and once we see design, can consider stonework. Janice indicates that there may be additional grants available.

**Challenge:** to get project begun in spring.

Specifics: New roof: try to get this done in spring; also windows; asbestos abatement

Lots of moving parts.

Historic Preservation representative coming today; needed to file papers since building is over 50 years old for roof over pavilion and entry way cover which will be part of building;

Policies: procurement policy e.g.—Bd has to agree to these policies.

### **Non-grant related projects:**

(Design shared) Discussion and updates:

--Furniture for children's library and for staff lounge—need flexibility in spaces e.g. separate food eating and relaxing.

--Storage space and flexibility for other usages.

--Staff lounge is moving along well.

--Children's room design (closet, door, circulation desk, bigger space with storage more usable; want to make sure have better eyes on door, bathrooms.

--Snack area relocated so it's not right outside bathroom.

--ADA button on door. Entryway—how big does it need to be? 7 feet ADA. \$40,000 in project fund.

AirLock—is it needed? Starr notes that people use space for cell phone calls and it keeps building warmer. Could make it narrower and still meet fire codes.

--Move radiator to the closet?

### **Next Steps: Monroe, Robin will work on entrance design**

Children's Room: Lindsay's suggestions

--keep shelving that now exists.

--Need to have space for large whiteboard, book carts in office.

--Need strong delineation of circulation area, work space and patron use space.

--Sticker mosaic space?



## **Brooks Memorial Library**

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | [www.brookslibraryvt.org](http://www.brookslibraryvt.org)

--Snack area move?

Welcome desk? (but Lindsay notes there is not enough staff for a welcome desk)

**Next Step:** Robin will talk to Lindsay more for additional feedback.

Special thanks to Matt and Lindsay for their reality checks.

**Adjourn:** 10:10

**Next meeting date:** Dec 20, 9:00