



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | www.brookslibraryvt.org

Buildings and Grounds Committee,

Minutes Jan 17, 2025

Call to order: 9:10

Present: Robin Sweetapple, Joyce Sullivan, Starr Latronica, Monroe Whitaker, Karen Tyler (Chair), Matt Wojcik, Gavin Watson, Lindsay Bellville, Claudia Pratt, Christine De Vallet, Elizabeth Tannenbaum (Scribe), Ann Varilly (Brooks Board Chair)

Minutes Correction: Change 'Stone Trust' to 'Preservation Trust'

Minutes approved with change

Old Business

1. **Children's room** swinging doors: next week installation

2. **Grant status:** update by Starr and Matt

Walk through on Tuesday: for those interested in bidding on Civil engineering part of the program (do the design for the construction contractors); 2 bids now; don't include outdoor structures (canopy, pavilion): front of building sidewalks, retaining wall, traffic parking on Main St., internet café, not sure what types of railings, wall facades,

On side; evaluation of existing area—pavilion at rear of building, retaining wall; selection of furnishing.

RFP for roof

Most important to get person to be administrator for program—will not come out of grant money

Walk through on Feb 4 for roof, bids due Feb 27.

Trees: yew will be removed. Spruce tree will also need to be removed.

Steve Horton will look at timeline for construction schedule.

New Business

Who will make final decisions?

Starr: we need working group (town, B and G committee member). Starr will meet with Steve Horton, Patrick, Dan (Public Works)



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Matt: enough large pieces that we will need bids; Selectboard needs to approve (acknowledge) decisions. No town funds involved so do not need Selectboard approval.

We will look at how quickly we can move.

Decision: Claudia volunteered to help with timeline and organization.

Data Room (Gavin question): need place to put all the drawings, bids, etc with current time: on line space Matt has found; Matt will consult on technology point of view; this will keep track of everything with dates, who presented it; needs to be accessible to all.

Decision: Matt will put whatever he can find now in this online place.

To be discussed: Stairwell mural, garden bed, accessible, for all,

Drop behind library: vegetative material; built barrier; what will be at base of drop,

Ann: Consider who will maintain gardens

Joyce: Challenge of raised beds and maintenance by community.

Name of project:

Karen: accessibility should be part of name (since focus of grant) Karen suggests Access for All Project

Starr: expanding access for everyone

ACTION: Vote: Claudia motion to support Starr's suggestion: **Expanding Access For Everyone: Inside and Out**

ET seconded. Approved

Other discussion for on-going projects:

Robin: met with Tech for Security door specifications; RFP can go out.

Asbestos panels: may be easier than anticipated; screwed on façade.

Matt: doors; can we re-claim some of the space from airlock/back entryway? Robin will look at suggestions and talk more next month

Slab in front of entry way for ADA; airlock; heated? Cost? Walls?

Ann: musical aspect outside?? Video of outdoor music park; play instruments outside.



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Action: Karen will send out video. May be other grants

Stone Trust: discuss later

Action: Finished plans will be put in glass display cases as we go along. Monroe will make something that is visually understandable to public.

Adjourned 10:15

Next Meeting Feb. 21: 9:00