

# Brooks Memorial Library Building and Grounds Committee Agenda

Wednesday, March 25, 4:45 PM

Meeting Room A or via Zoom:

Present: Nikki Berenguel (Chair) Ann Varilly (President, Trustees), Starr Latronica (Library Director), Karen Tyler, Lindsay Bellville, Robin Sweetapple, Elizabeth Tannenbaum

Call to Order 4:49

Approval of [previous meeting minutes](#)--approved

Agenda (Changes or Additions)--none

Public comment--none

Continuing business:

## 1. Interior projects

- a. Dinosaur footprints--Billie measured fossil for a wooden base and has hooks to attach to the masonry (grout). Building the base now. To the right of the elevator; Kisten will edit labels.
- b. Swinging doors at circulation desks upstairs and down:
  - i. Children's room door has been screwed in tighter, but concerns persist re: durability; laminate has also failed. **ACTION:** Robin will take a look at this; note: has a warranty
  - ii. Lindsay: new door for her office (but...it's very windy and noisy. **ACTION:** Robin suggested a louvre; Robin will talk to Pete about a fix.

## 2. Exterior

- a. Reporting structures--challenges of who is in charge especially since Starr will be leaving. Suggest meeting with Pete
- b. Budget--(distributed) with expenditures so far; next month B and G Committee would like to see the details to this date
- c. Meeting: April 6, financial person from state is coming; Starr will work with Scott to get all the information; not everything specified yet.
- d. Roof: inspection; back charge for the roof expenses, covered by town (thus will not appear in lib grant expenditures)
- e. **ACTION:** Nikki will make sure everything is in one space. (there is a folder); need to see what work remains.
- f. Timeline of phase 2 (happening first): April 13 to July 1

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- g. Signage—Robin and Starr met with Nick Moorehouse; Robin will follow up.
- h. Note: Library may need to close for a few days if phase 1 and 2 overlap (work in front of both entrances)
- i. Solar Array—Global Warming Solutions is funding this component of the project
- j. Trimming of the trees (Starr will talk to Pete)—may be able to tag on to other tree trimmings in town. Suggestion: invite Pete to a meeting)
- k. Starr: permit was delivered; need specs for hand rails. Robin is on review committee (historical aspects); bicycle racks (later installation—want to have most effective racks—same racks as in front of other buildings in town?)
- l. FUTURE MEETINGS: Committee may need more frequent meetings (more than once a month); suggest bi-monthly; have Scott join a meeting; bring in Pete—note: both Pete and Scott are not necessary at same time
- m. Proposed next meeting date: Wednesday, April 22nd (4th Wed of each month)—but note request for more frequent meetings

Adjourn: 5:30