

Brooks Memorial Library
Building and Grounds Committee Meeting Minutes
Wednesday, April 22. 4:45 PM

- Present: Nikki Holland (Chair) Ann Varilly (President, Trustees), Starr Latronica (Library Director), Karen Tyler, Lindsay Bellville, Elizabeth Tannenbaum, Karen Tyler, Matthew Wojcik, Gavin Watson, and Sirkka Kauffman

- **Call to Order**
- **Approval of [previous meeting minutes](#)**
- **Agenda (Changes or Additions)**
- **Public comment**
- **Continuing business**
 - **Interior Projects**
 - Circ desk doors
 - Lindsay's office
 - Billie Myers (former conservationist for Smith College Museum) Dino tracks secured and names placed on Woolly Mammoth and dino tracks and Flight of Night
 - Kay Curtis donated alphabet poster; Children's Room sign added on the stairs and on elevators (plus names of items on each floor)

 - **Exterior Projects**
 - Overview of grant work for new committee members—not needed
 - Review of function / main role(s) of committee re: grant
What is B and G committee's responsibility/function for grant over the next few months.
 - Next week meeting on the work process—on time/on track
 - **Financial oversight**—will we need to scale back if it looks like the project is over budget; most important is physical access (solar comes from other sources); can get generator later if we run out of money; also canopy over back door, signage—later)—this committee may have to make decisions along with the Project Manager in the future
 - Cmte will meet next Monday after the meeting on the work process. 4:00. Note: Monday or Tuesday afternoon as a change to the usual cmte meeting date? **Date next Monday at 4:00**

 - **Decision making process?** B and G committee may advise (with info from project manager) and make decisions.
 - Someone from Board (an officer) or from this cmte can submit invoices to Anna. Once monthly, submitted in a batch. **ACTION:** Anne offers to do this.
 - Jon Potter signs the contracts and selectboard approves.

- Update regarding work since groundbreaking, 4/13. Making form for back entrance semi circle. News will be reported on Monday.
 - Signage lighted name of library. Starr shares possible design. Robin will make sure it conforms with sign dimensions. Permit is needed.
- - Timeline updates (including bids for Phase I, lower level)
 Procedure: 2:00 this Friday. Bids are opened. Opened in front of several people so that all see the bids and amounts. Starr and Scott check to make sure nothing important has been left out.
 Location: Town Manager's office, Available members from B and G will join Starr. Update by time of mtg.
 - (note exterior bids already received; new bids are for asbestos removal, window rebuilding. Question: how to share info with committee?
 - Want to have info in one place for the B and G Committee
 Google drive? Cmte members let Matt know gmail addresses
 - Review / discuss expenditures to date
 - Spread sheet; we have contingency funds but need to finish first award and then request contingency (could come from other grants that have not been fully used. Note things have increased in price over the past year.
 - \$1,472,000 spend and then ask for contingency funds
 - Pocket park: tree removed.
- **Proposed next meeting date: Monday 4:00–April 27**
- **Adjourn 5:52 pm**