

Brooks Memorial Library Building and Grounds Committee Minutes

Tuesday, June 23, 2026, 4:45 PM

Meeting Room B or via Zoom

Present: Ann Varilly, Karen Tyler, Sirkka Kauffman, Gavin Watson, Matthew Wojcik, Monroe Whitaker (SVE), and Felicity Ratte

- **Call to Order** 4:48 pm
- **Agenda and Minutes:** No agenda changes; Minutes of 5/19 & 4/27 approved
- **Public Comments:** None
- **Continuing business**
 - Update on work (progress and timeline)
 - Work is proceeding. No major issues. There are is a change order for the completion date that is being negotiated by the project manager with the contractor for a potential completion date later in November. Back lamp post footings have been poured. There will be a protective anti-graffiti coating applied to cement walls as recommended by DPW. Peter Lynch has been very helpful working with Scott (project manager) and GPI. There was a site walk through after the 6/16 GPI meeting to discuss construction in the front of the building and shutting down that entrance, involving ADA, parking, safety, etc. logistics and communications. The front entrance will be closed potentially until November, but we are hoping to find work-arounds to prevent a lengthy closure. Ann provided update that the Friends of Brooks Memorial Library would like to purchase a memorial bench and tree. These will be done after the project is completed, potentially spring of 2027.
 - Next meeting between Scott, GPI, SVE, Pete Lynch, Matt, Lindsey and Ann is June 30th at 9 am.
 - Ann discussed remote meeting held on 6/9 with State Library Association regarding the project. The state has requested an update to the budget workbook and Ann will resubmit as requested.
 - Update on finances, expenditures
 - Ann will send out updated budget in next several weeks
 - Currently within budget
 - Cost of light poles has gone up and other minor item which has resulted in a change order of \$5143. Note: This came a couple of days after the meeting.
 - Next Meeting: July 21, 2026 at 4:45 pm
- **Adjourn** 5:24 pm