Brooks Memorial Library
Building and Grounds Committee Minutes

Tuesday, August 25, 2026, 4:45 PM
Meeting Room C and on Zoom

- Call to Order 4:48
- Approval of July meeting minutes
    - Approved
- Agenda (Changes or Additions)
    - None
- Public comment
    - None
- Continuing business

Construction Update

Work Completed

Phase B – Rear

- The full switchover to the rear entrance has been completed.
- Lindsay requested improved barriers at the Main St. worksite to prevent entrance to the construction zone. Despite many signs, some members of the public continue to try to access the front entrance or walk in the Main Street travel lane rather than crossing the road at the crosswalks.
- Site lighting has been installed in the rear, including freestanding lampposts.
- Construction fencing has been installed to block the stairs and the new area in front of the high, curved wall, near the upper entrance. It will remain in place until the railings are installed.

Phase A – Front

- The retaining wall is mostly complete, with approximately 20 feet remaining.
- Drainage stone has been installed.
- Backfilling has begun.

Upcoming Work

Phase B

- Concrete cutting will take place.
- Installation of railings will begin next week.

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Phase A

- Remaining sidewalks will be removed. The sidewalks have already been pulled up, although not all of the material has been removed from the site.
- Backfilling is underway around Wall AA.
- The road closure this morning went smoothly, and few additional road closures are anticipated.
- Piers will be installed behind the pocket park.
- Excavation for Wall B will begin.
- Light pole bases will be installed tomorrow, along with electrical rough-in.
- Painting of the fascia and soffit has begun. The team is continuing to address concerns about tar bleeding through the paint.

Phase C

- The pavilion is ready to go into production.
- Work will then move on to the canopy.

Schedule

- Window replacement: Targeting September 21–25.
- Curved benches: Installation anticipated in late September.
- Next construction meeting: September 8, approximately two weeks from now.

Potential Change Orders

- A potential $2,500 change order was discussed for wall panels between the windows in the children's room.

Construction Business

- Furniture installation: The bulk of the furniture is expected to be installed in October, with some items scheduled for November.
- The team will work to open the crosswalk at the north end as soon as possible.

Solar

- The team is hoping to energize the solar system tomorrow.

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Financial Updates

- An additional $133,000 in state funding has been received, providing some flexibility within the overall project budget.
- The committee discussed SVE engineering fees and the need for improved communication with SVE regarding costs and invoices.
- The grant language regarding security doors needs to be clarified with Mark at the state.
- A clear, up-to-date budget is needed to determine whether additional funding will be required for the security doors.

Communication and Documentation

- Concerns were raised about insufficient communication and documentation, particularly regarding SVE invoices.
- Anna will be asked to prepare a report showing:
    - Amounts paid to date
    - Outstanding SVE invoices
    - Remaining budget for SVE
- The project spreadsheet needs to be updated to provide a more accurate picture of expenses and remaining funds.
- A meeting in approximately one month was proposed to review the financial status and ensure everyone is working from the same information.

Signage Planning and Design

- The committee discussed the need for new library signage.
- Concerns were raised about the proposed sign's orientation, visibility, and appearance.
- The sign should clearly identify the building as a library, particularly for people driving past.
- The committee discussed incorporating the library's logo, colors, and branding into the design.
- Staff will be encouraged to share ideas and look at other library signs for inspiration.
- The current design could be presented to the board for feedback, but it may be preferable to develop several concepts rather than presenting only one option.
- The committee also discussed how the sign should complement the building's architecture and coordinate visually with the rear entrance.

Sign Placement

- The possibility of placing a sign flat against the building was discussed, particularly given the windows and limited available space.

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- A freestanding sign was also considered, although space limitations and ongoing construction may make this difficult.
- An illuminated sign was discussed.
- Trees currently obstruct some views of the building.

Board Meeting and Project Timeline

- The committee would like to have a few additional sign design options to share with the board in October.
- Nikki will reach out to Nick and Robin to discuss next steps

Adjourn - 6:05

Remaining 2026 Meeting dates: 9/22, 10/20, 11/17, 12/15