Brooks Memorial Library
Building and Grounds Committee Minutes

Tuesday, September 22, 2026, 4:45 PM

In attendance: Monroe Whitaker, Karen Tyler, Lindsay Bellville, Ann Varilly, Robin Sweetapple, Nikki Holland, Matthew Wojcik

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- **Call to Order**
- **Approval of August meeting minutes**
- **Agenda (Changes or Additions)**
- **Public comment**
- **Continuing business**
    - Construction updates
        - Pavillion & canopy - all steel has been produced; going to try to put the pavilion and canopy up at the same time 2-3 weeks out; Goal is to keep the library open during installation (cancellation or delayed opening need 2 weeks notice)
        - Railings will be on site by 9/25 -- should be installed by Tues/Wed of next week
        - Window installation is in progress
        - Front - On time, still scheduled to open Nov. Changes -- Excavated an old concrete road bed, which means the granite bumpout needs to be a little smaller (-2000 fewer pavers) / Town asked that the curb be set in concrete base (+ 2000 cost)
        - ADA parking question: How should the front parking spaces be designated? Suggestion:
            - One ADA parking spot to the north, closest to the ramp
            - One with no designations to the north (more room for maneuverability)
            - 15 minute space could be one of the spaces to the south
        - Bike rack & tools
            - Would like to move the bike rack and tools out of the pocket park
            - Suggested update: 3 racks & tools on Main St. / 2 racks in back
        - Pocket park & Stone Trust

- Original vision was for something grand (e.g., in front of the Montshire, Moon - in Putney)
- Need to include seating (Lindsay stated the importance of having some kind of benches/bistro tables) - Let's demonstrate usability from the start.
- Reminder to all that we also needed to take action around the drainage
- Monroe will reach out to Stone Trust; Funding for the project could be a separate fundraising project; get some PR out on this

○ Financial updates

■ Change orders & changes in costs:

- Additional benches and bike racks
- Power to new sign
- Badging doors - back door of building, security door (new)
- Concrete to reinforce curbs $2700
- Catch basin
- Turf establishment
- 20-ft section of wall and railing will not be needed (cost savings)
- Coating for concrete wall out back (graffiti paint); perhaps plantings as well (for functional and aesthetic reasons)

■ Bench lead time is 10-14 weeks; Having them ordered, paid for, the space ready does fulfill the requirement for significant completion; bench installation would potentially be paid for by the town

■ Friends of the Library will be contributing $3000 for memorial bench - plates can be made at Lotus Graphics

○ Signage

■ Robin and Lindsay met with Nick Morehouse; Location for the sign:

- To the right of the front door; Nick will check with the planning department; sign on the building would be backlit
- Letters on the concrete wall out back

- Upper entrance: We need to figure out where the saved section of fence (BL from the pocket park) could go; There may also be an opportunity to add signage there. The light fixture at the upper entrance could also accommodate a banner.
- Signage above the doors (entrance; Matt's idea to replicate the B from the fence and post above door)
- Robin will ask Nick to have prototypes and estimates to us by the next full board meeting 10/13
- Will we need to send the signage out to bid? If over $10K?

    - Robin will reach out to the town to ask about the lighting on the municipal center

- Looking into the possibility of applying for a grant to build an add-on to the tool shed for the e-bikes. - Stephen Dodson
- Next meetings 10/20, 11/17, 12/15
- Adjourn - 6:13