

**TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Tuesday, June 21, 2022 at 4:30 pm**

The meeting began at 4:35 PM.

In attendance were Crystal Schimpf, Steven Solomon, and Gerald Coogan

**Discussion of FY2023 Maintenance, Repairs, and Capital Improvements**

- Crystal reviewed various items needing maintenance, repair or major capital expenditure and explained that the Library's current capital reserve account has a balance of \$129,813. Crystal said that she would arrange for electrical work and replacement of a trash receptacle on the repair list, which would likely be under the \$3000 limit requiring approval of the Trustees.

**Review Roof Repair Quote**

- The Committee agreed to recommend acceptance of Quotes A and B of the WeatherCheck June 12, 2022 roof repair proposal. This proposal did not include required snow diversion work over emergency exits. Crystal will ask WeatherCheck for an estimate of this work which she expects to receive in time for the Trustees' consideration of roof repairs at their July meeting. The Committee recommends beginning the roof work as soon as possible

**Other Discussion**

- Crystal expects to make a recommendation to the Trustees at their next meeting regarding purchase or lease of a copier and the cost of an upgraded stairwell heater to prevent freezing of the new sprinkler pipes. The Committee discussed engaging or hiring a facilities coordinator. Crystal will also contact builders to inspect the exterior of the building and recommend repair or replacement of trim and glass.

**The meeting adjourned at 5:30.**