

TRACY MEMORIAL LIBRARY (TML)
FACILITIES COMMITTEE MINUTES
March 1, 2023

The meeting was called to order at 4 PM. Attendance: Crystal Schimpf, Library Director, Gerald Coogan, and Steven Solomon (by Zoom), Trustees.

Approval of Minutes:

MOVED by S. Solomon to approve the TML Facilities Committee meeting minutes of December 7, 2022 and SECONDED by G. Coogan. The Motion passed unanimously.

Old Business

Facilities Projects Update: Crystal updated the Committee. Fire Inspector identified three violations: fire door, emergency lights and snow by emergency exit. Other walkway needs repair. Heating in the stairwell completed.

Building Assessment Update: Rich Burns and his assistant inspected TML on January 30th. As noted, Rich will not charge for his time; he will charge for his assistant. TML requests a signed agreement and a draft report. Rich and his assistant can meet with the Facilities Committee. F. Anzalone can review the draft report.

FY 2024 Capital Reserve Update:

The 2023 Town warrant includes an article for \$80,000 for improvements to the kitchen, lavatory and flooring. There will be a remaining balance of \$36,000.

New Business

Generator replacement: G. Coogan suggested the placement of the generator should include proper landscaping and a buffer. G. Coogan will contact B. Harrington regarding the dimensions of the generator and a potential location. TML will hold off on the Emergency Plan for now.

Snow removal concerns: There is a potential for additional snow near the porch, deck and around the building. TML needs additional staff for this.

Ground projects for 2023: They include: new bike rack, outdoor furniture, garden irrigation system and repair of uneven bricks. The Friends will fund a portion of the projects.

Review and update the MoU with the Garden at Tracy Library.

The meeting adjourned at 5:00 PM.

Next Meeting

The next meeting of the facilities committee will be Wednesday May 10, 2023 at 4 PM.

Respectfully submitted,

Gerald Coogan