

TRACY MEMORIAL LIBRARY (TML)
FACILITIES COMMITTEE MINUTES
April 28, 2023

The meeting was called to order at 1:00 PM.

In attendance: Library Director Crystal Schimpf; Library Trustees Gerald Coogan, Steven Solomon, Sherry Williams.

Also in attendance: Richard Burns, building inspector, Shakes to Shingles Inspection Services.

New Business

Committee members and Crystal Schimpf met with Mr. Burns to review and discuss his TML building inspection report. Mr. Burns inspected the building (exterior and interior), parking lot, and sidewalks on January 30, 2023. A copy of the report is on file at the library.

The report evaluates the condition of the library sidewalks and parking lot, exterior building surfaces and components, roof, attic, air conditioning, heating system, plumbing, break room, and “library rooms” (stacks, computer room, magazine room, NH room). Illustrative photos are included. The report rates the areas inspected as “Good” or “Fair/Maintenance”. The inspection did not reveal any “Areas of Concern”.

Committee members focused their questions on items marked “Fair/Maintenance”. Mr. Burns responded to their questions with further details about how the inspection was conducted and what he observed. He made suggestions for repairs or replacement and recommended schedules for follow-up maintenance inspections.

Attendees visited several of the “Fair/Maintenance” interior and exterior areas described in the report. Mr. Burns showed the Director and Trustees the problems he observed during the inspection and answered additional questions.

The committee and Director agreed that Mr. Burns had answered their questions and concluded the meeting.

The committee and Director will discuss the report and recommendations at the next scheduled Facilities Committee meeting, May 10, 2023.

The meeting adjourned at 2:35 PM.

Next Meeting

The next meeting of the facilities committee will be Wednesday May 10, 2023, at 4:30 PM.

Respectfully submitted,
Sherry Williams