

TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE
MEETING MINUTES
Wednesday, July 12, 2023

Present: Steve Solomon, Jerry Coogan, Sherry Williams, Director Crystal Schimpf

Meeting called to order by Steve Solomon at 5:45pm in the meeting room at the Library.

PUBLIC COMMENT

None

MEETING MINUTES

- **A MOTION TO APPROVE** the public meeting minutes of the June 7, 2023 Tracy Memorial Board of Trustees meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- **A MOTION TO APPROVE** the non-public meeting minutes of the June 7, 2023 Tracy Memorial Board of Trustees meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ADMINISTRATIVE

- Crystal presented an update on the Library's Capital Reserve account and answered the committee's questions.
- Crystal walked the committee through the current *Facilities Tracking Document*. Details about completed and pending projects were discussed under *Old Business* and *New Business*.

NEW BUSINESS

- **Furnace room leak:** Referencing the Facilities Tracking Document, Crystal updated the committee on the status of the leak in the furnace room. Recent heavy rains seem to have aggravated the leak, so she has asked Wet Basement Solutions to assess the situation and provide an estimate for repairs.
- **FY2024 Capital Reserve Budget & CIP**
 - Crystal updated the committee on the milestone dates for the budget process, with particular focus on planning for the FY 2024-2025 Capital Reserves appropriation and Capital Improvement Program projects. She asked committee members to review the *Facilities Tracking Document*, *Capital Improvement Program (FY2024-2025)* spreadsheet, and *TML Capital Reserve for Building Improvements* spreadsheet before the next meeting. She asked them to be prepared to discuss their priorities for FY2024-2025 capital improvements.
 - There was a brief discussion about public safety concerns related to snow and ice and the need to prioritize a plan that would mitigate snow and ice on public walkways and entrances. Weather Check advised Crystal that the most effective solution is to arrange for timely and consistent snow removal – not to add snow diverters to the roof or construct additional roofs over unprotected doorways. The staffing plan to provide the required snow removal service will be discussed as part of the budget planning process.

OLD BUSINESS

- Crystal led the discussion about priorities for ongoing and minor repairs.
 - **Indoor Air Quality Inspection Recommendations:** HVAC repairs have been completed. Although bids for the remaining work have been requested, none have been received yet.

- **Stone Wall Concerns:** The committee's research efforts to confirm the ownership history of the wall have been unsuccessful. The next step is to research the history of the library's previous efforts to address the abutter's concerns about the stability of the wall. This information could be useful to specialists hired provide an assessment of the wall's stability. Crystal will research the previous library director's emails to find the dates of interactions with the abutter. Once the dates are established, Steve Solomon will review Board minutes for a record of Board discussions and actions. The committee will report status to the Board 7/19 at the monthly Board meeting. Crystal will contact the abutter after that meeting to report status.
- **Walkway Concerns:** Jerry Coogan obtained estimates for short-term and long-term repairs to paver walkways from Marc Berry. The committee's consensus is to ask Crystal to proceed with the minor (short-term) repair as early this fall as possible and target the long-term repair for FY2025.
- **Roof Leaks:** Crystal and WeatherCheck will meet to assess a known leak and discuss repairs.
- **Generator Replacement:** Steve will continue his efforts to speak with the contractor.
- **Irrigation System Upgrades:** The Garden at Tracy Library confirmed that they have raised funds to upgrade the irrigation system, so will not require assistance from the library. They are obtaining bids for repair of the garden fountain and may ask the Board for assistance with those costs.
- **Outdoor Furniture:** While the Library looks forward to following through on the offer by the Friends of Tracy Library to purchase outdoor furniture for the patio and garden, planning for that purchase is not a current priority.

UPCOMING FACILITIES COMMITTEE MEETING

- Facilities Committee: Wednesday, August 2, 5:00-6:00pm

A **MOTION TO ADJOURN** the meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 6:45pm

Respectfully Submitted,
Sherry Williams