

TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE
MEETING MINUTES
Wednesday, August 2, 2023

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

Meeting called to order by Steve Solomon at 5:05 pm in the meeting room at the Library.

PUBLIC COMMENT

None

MEETING MINUTES

- **A MOTION TO APPROVE** the public meeting minutes of the July 12, 2023 Tracy Memorial Board of Trustees meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **TML's Role in the Town's Emergency Response Plan:** The discussion centered primarily on the role a generator could play in TML's capacity to offer either heating or cooling space for the community in the event of a widespread power failure.

Steve Solomon reported that he had met with a generator company. He requested an evaluation of the condition of the current generator and a three-level estimate for replacing the current generator with: 1) a new generator that has the same generation capacity and would support the same (limited) library operating systems during an outage; 2) a larger capacity generator that can support additional, but not all, library operating systems during an outage; 3) a generator large enough to support all library operating systems during an outage.

Financial assistance is available for option 3. The availability of a larger generator would be one factor considered by TML when deciding whether it is feasible to offer heating and cooling space at the library.

Crystal agreed that it is important to document the library's current ability to participate in the emergency response plan in the event of a widespread power outage. She asked, however, that any decision regarding additional library services (i.e., heating and cooling) be postponed until the results of the strategic planning project are available. That information may indicate that other services are a higher priority. She volunteered to ask Kim Hallquist about the status of the Town's emergency response plan.

When generator estimates are available, this discussion will continue.

OLD BUSINESS

- **FY2024 Capital Reserve Budget & CIP**
 - Crystal stated that TML's estimated CIP information must be delivered to the Town CIP committee in early September. The library's final proposal is due in late September. This means that the final document must be ready by mid-September.
 - TML's Capital Reserve request is due in October.
 - The committee reviewed the *Capital Improvement Program – FY 2024-2025* chart, the *Capital Reserve for Building Improvements (FY2022-FY2033)* chart, and the current *Facilities Tracking Document* and then identified top priorities for capital improvements in FY2025.
 - Repair of the library's stone wall is a high priority for FY2025, but all agreed that it is important to obtain an expert structural analysis and estimate for repair as soon as possible

since that information could influence timing of the repairs. Jerry Coogan will help find stone wall experts to conduct the analysis and prepare estimates.

- Crystal led the discussion about priorities for ongoing and minor repairs.
 - **Indoor Air Quality Inspection Recommendations:** Crystal received an estimate for duct cleaning. After a discussion about the service offered by this provider, the committee agreed that the proposed level of service may exceed TML's needs. Crystal will ask other providers for estimates.
 - **Air Conditioning Unit replacement:** Crystal will price replacement units.
 - **Mini-Split Replacement:** A priority for 2024.
 - **Leak in the furnace room:** Crystal met with Wet Basement Solutions. WBS found no foundation issues, so advised Crystal to monitor the area for leaks during/after storms to try to determine the leak source.
 - **Snow Removal:** The library plans to hire a maintenance person who will, among other library maintenance duties, clear snow and ice from walkways and doorways daily.

UPCOMING FACILITIES COMMITTEE MEETING

- Facilities Committee: Wednesday, September 6, 5:00-6:00pm

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

ADJOURNMENT 6:10pm

Respectfully Submitted,
Sherry Williams