

TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE
MEETING MINUTES
Wednesday, September 6, 2023

Present: Steve Solomon, Sherry Williams, Director Crystal Schimpf

Meeting called to order by Steve Solomon at 5:00 pm in the meeting room at the Library.

PUBLIC COMMENT

None

MEETING MINUTES

- **A MOTION TO APPROVE** the public meeting minutes of the August 2, 2023 Tracy Memorial Board of Trustees meeting was made by Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Mold remediation:** Steve recapped IAQ investigative activities to date, including contracting RPF Environmental to conduct air sampling and mold testing on September 7. RPF was recommended by North Branch Construction.
Crystal will be at the library while RPF conducts tests. Steve and Sherry volunteered to join her to meet the technicians and help emphasize the Board's focus on finding the source(s) of the odors that triggered the library closure.
Crystal stated that she will ask RPF to test the books in the teen area to determine if they are contaminated. She discussed options for remediation if needed.
Deep cleaning of HVAC units and ducts will be scheduled after RPF test results are received and, if needed, wall repairs and related construction are completed.
- **Library closure:** Crystal will continue to extend the library closure until the safety of the staff and public can be assured. The cause and potential toxicity of the musty odors in the library have yet to be determined. Crystal stated that the library will remain closed until these questions are answered and/or barriers are professionally installed to isolate problem areas. Once she and the Board are certain that staff can safely work in the building, the current limits placed on the amount of time a staff member may spend in the building will be reduced.
Crystal and the staff are developing a detailed plan that accounts for all operational activities that must be completed before reopening the library.
The Town Citizens Committee invited Crystal to attend its September 8 meeting to provide an update on the library closure and investigative activities. Sherry and Steve will accompany her.

OLD BUSINESS

- **FY2024 Capital Reserve Budget & CIP:** The committee discussed CIP priorities and dollar amounts.
- **FY 2025 Budget:** The committee discussed staffing options, job responsibilities, and budget planning for library maintenance staff.

UPCOMING FACILITIES COMMITTEE MEETING

- Facilities Committee: TBD

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

ADJOURNMENT 6:01pm

Respectfully Submitted,
Sherry Williams