

**TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Wednesday, September 20, 2023**

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

A special committee meeting was called to discuss the status of mold and remediation concerns. Meeting called to order by Steve Solomon at 4:03 pm in the meeting room at the Library.

**PUBLIC COMMENT**

None

**MEETING MINUTES**

- **A MOTION TO APPROVE** the public meeting minutes of the September 6, 2023 Tracy Memorial Board of Trustees meeting was made by Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- **RPF Environmental IAQ Test Results Report:** Crystal reviewed the RPF Environmental report on the indoor air quality tests they conducted in the library building on September 7, 2023. The report, dated September 19, 2023, summarizes findings as follows: *Overall, the readings collected inside the building for each IAQ parameter tested during this survey were either within or below their respective standard and/or comfort range, except for RH [Relative Humidity]. Most of the RH levels in the building were elevated above the generally accepted comfort range of 35 to 55%, which is not uncommon during warmer months in New England. On the day of the testing, the RH levels outside of the building were also elevated above the generally accepted comfort range and could have contributed to the elevated RH levels in the building. The RH levels will naturally decrease with the coming colder weather but, in the meantime, dehumidifiers can be used to decrease moisture in the air... The concentration of total airborne fungal spores in each indoor sample was less than the concentration of total airborne fungal spores in the outdoor control samples. In addition, all individual types of spores detected were consistent with those [collected] outside and at lower concentrations than outside.*

Crystal commented that after studying both reports, she concluded that the IAQ situation in September 2023 is essentially no different than it was when Purely Green Environmental conducted IAQ testing in April 2023, except for the strong musty odor in the Teen Room. Committee members concurred with her assessment.

All agreed that the investigation of the musty odor should continue. However, test results indicate that it is unnecessary to locate the source of the odor and complete remediation/constructions before reopening the library. The Teen area can be sealed off from the rest of the building, if necessary.

The library purchased air purifiers and dehumidifiers and placed them in various locations in the building, including the Teen Room. Crystal is considering installing small RH monitors in various rooms in the library to allow staff to monitor RH levels.

All agreed that deep cleaning of HVAC systems and some carpeted areas should be scheduled as soon as possible. Crystal and the committee discussed options for scheduling deep cleaning by Service Master. It will be necessary to close the library during the process. The consensus was that it would be best to complete the cleaning before reopening the library. However, reopening the library should not be further delayed if the cleaning cannot be scheduled right away. Crystal will continue to update the community message on the TML website to keep the public informed on reopening and possible schedule interruptions for cleaning.

Crystal shared the test results report with staff members. They are comfortable with the findings and have all returned to their normal work schedules. Plans for extended services and reopening are being discussed.

**UPCOMING FACILITIES COMMITTEE MEETING**

- Facilities Committee: October 2 @5:30pm

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

**ADJOURNMENT** 4:42pm

Respectfully Submitted,  
Sherry Williams