

TRACY MEMORIAL LIBRARY FACILITIES COMMITTEE
MEETING MINUTES
Wednesday, November 1, 2023

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

The meeting was called to order by Steve Solomon at 4:55 p.m.

PUBLIC COMMENT

None

MEETING MINUTES

- **A MOTION TO APPROVE** the public meeting minutes of the October 2, 2023 TML Board of Trustees Facilities Committee meeting was made by Sherry Williams and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **FY2024 Capital Reserve Budget and CIP Update**
Crystal reported on the October 27 budget review meeting with the Board of Selectmen. The Selectmen met with all Town department heads for a first look at their FY 2025 budgets. She said that the Selectmen asked department heads try to obtain quotes for FY2025 capital projects to support their CIP requests. Crystal asked the Facilities Committee to assist with that effort. The Selectmen also suggested that the Trustees consider a bond for larger spending that is targeted for later years.
Bill Helm suggested that TML “partner” with the Town to save on expenses where possible and cited the planned TML parking lot repaving and curb repair as a possible cooperative project. Crystal said that she is open to that cooperation. When the Town is working on a paving project, they could pave the library parking lot as well. She stressed that the associated curb adjustment would need to be a part of the plan. Jerry Coogan asked Crystal to talk about the operating budget discussion at the budget meeting. She reported that the Selectmen asked the library trustees to reconsider the requested budget increase, focusing on specific needs for FY2025.
- **Mold and air quality update**
Crystal reported that she had spoken to TML’s new account manager at ServiceMaster. The account manager is working on scheduling options. Crystal sent her the IAQ air quality report. Crystal asked the committee to consider how to proceed with repair or replacement of the old Main Street entry door. The consensus was that work should begin in the spring (better weather), and that an effort should be made to obtain expert opinions and estimates as soon as possible. During site visits, committee members will ask for suggestions for interim weatherproofing. The door must remain accessible through the winter and cannot be rendered unusable by weatherproofing. After a discussion about who to contact for these estimates, Steve suggested that Crystal email him the information that she has so that the committee members can begin to contact construction companies. In order for the project to be included in the FY2025 budget, the committee must obtain quotes before the final budget reconciliation in early January 2024. Crystal will add the project to the Facilities Tracking Document as a Priority 1.
- **Stone wall update and site survey**
Jerry reported that Jeff Blake is scheduled to come to TML November 2 to assess the condition stone wall. This is the second contractor visit. Tim Gannett inspected the wall in September but has not yet submitted a report or work estimate. Jerry will follow up with Gannett. Crystal said that if we have estimates in time for the December Board meeting, that will be the time to revise the CIP.
- **Generator replacement and shelter update**
Steve said that he will follow up again with the generator company to obtain the remaining two estimates for the three generator options discussed during the site visit.

- **Roof update**

Committee members offered to help schedule roof repairs and an updated roof inspection. Jerry will contact Weathercheck after Crystal sends him the information she has and introduces him to her Weathercheck contact. She asked Jerry to also talk to them about clipping the long nails that pierced the indoor ceiling in the stacks room when the last roof repairs were made.

- **Review Facilities Tracking Document**

Crystal reported on issues with the burglar alarm system. She suggested that the committee consider replacing the system, as part of an overall analysis of building security, and include it in a future CIP. She added the project to the Facilities Tracking Document as a Priority 2.

- **Snow removal for winter 2023-2024**

Steve said he will contact people who offer snow shoveling services. He asked Crystal for a list of tasks that this contractor will be expected to perform.

UPCOMING FACILITIES COMMITTEE MEETING

- Facilities Committee: December 12 @4:30pm

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

ADJOURNMENT 5:50pm

Respectfully Submitted,
Sherry Williams