

TRACY MEMORIAL LIBRARY (TML)  
FACILITIES COMMITTEE MINUTES  
December 12, 2023

The meeting was called to order at 4:30 PM. Attendance: Crystal Schimpf, Library Director, Gerald Coogan, Sherry Williams and Steven Solomon.

**Approve meeting minutes.**

The Committee approved the meeting minutes for November 1, 2023.

**Old Business**

FYI 2025 capital reserve budget: Crystal presented the capital reserve budget, which the Budget Committee will review on January 27, 2024.

Status of Air Quality and Duct Cleaning: Crystal reported the duct cleaning was completed; deep cleaning will be completed. Estimate for the total effort is \$30,000.

Status of Wall Repair and Update: G Coogan reported that Jeff Blake, stonemason, called and said the stonewall needs to be rebuilt from the southwest corner to the abutter's yellow shed. Estimate is \$47,500. J. Blake will send TML a proposal. TML received a proposal from Charles Kelsey who offered to repair the stonewall as a volunteer. There was considerable discussion regarding a volunteer doing this work. S. Solomon will contact the Town Administrator for guidance. Liability insurance and appropriate experience are important considerations.

Status of Front Door Repair: G. Coogan noted several issues with the front door. S. Solomon suggested TML contact Frank Anzalone for guidance. G. Coogan will follow up with Frank.

Generator replacement: S. Solomon shared quotes he received from generator supercenter. G. Coogan will contact L. Botta regarding potential FEMA funding. The proposed generator can fit in the existing configuration.

Roof Update: WeatherCheck inspected the roof and will provide an inspection report.<sup>1</sup> Mike Mayo suggested a synthetic slate roof which would be less expensive.

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<sup>1</sup> WeatherCheck provided an inspection, proposal and quote on December 18, 2023.

Mini-split replacement update: Crystal is waiting on quotes for the two mini splits. G. Coogan requested the age of the mini-splits and the useful life of the new ones.

Review Facilities Tracking document: Crystal presented the updated Facilities Tracking Document, 12/11/2023. Red signifies new items. All agreed this is very useful tool.

### **New Business**

Plans for time without a Director: G. Coogan said someone on staff or a Trustee should be responsible for the dissemination of information and requests to the appropriate Committee, staff member or a Trustee. There will be further discussion on this topic at the Trustees meeting on Wednesday December 20<sup>th</sup>.

The next facilities committee meeting will be on Wednesday January 3, 2024 at 4:30 PM.

The meeting adjourned at 5:55 PM.

Respectfully submitted

Gerald Coogan