

**TRACY MEMORIAL LIBRARY (TML)  
FACILITIES COMMITTEE MINUTES  
February 7, 2024**

The meeting was called to order at 4:30 PM. Attendance: Gerald Coogan, Sherry Williams, Tom Carley, Steven Solomon (Remote, out of state) and Ben Cote, TML staff.

**Approve meeting minutes.**

The Committee approved the meeting minutes for January 3, 2024.

**Old Business Administrative**

**Document wall project:** S. Solomon will contact Charles Kelsey to prepare a work agreement regarding his volunteer effort to repair the stone wall with a hold harmless clause included.

**Air quality in duct cleaning - review invoice:** The contractor has not completed all the work for which the invoice was received. S. Solomon will write a letter that explains what needs to be done.

**Front door update:** G Coogan, contacted Sam Chadwick, who will send us a proposal regarding the front door. He will include two options: a) repair the door; b) replace the door.

**Generator update:** After some discussion, there was general agreement that for the short term, TML should consider the less expensive generator for approximately \$10,000. However, interest remains regarding the FEMA grant working through Lou Botta, the New London emergency management director.

**Roof update - engineering review:** G. Coogan reported that Sentry Roofing (Drew) inspected the roof and suggested doing repairs and not a full roof. This is consistent with the information from Northpoint Roofing. G Coogan met with Frank Anzalone who is willing to assist TML in evaluating proposals and in supervising the roof repair work. Frank would do this for a reduced fee and then provide pro bono work, after an agreed upon fee.

**Mini split update:** The mini splits have been installed and work completed.

**Follow up IAQ inspection Purely green:** This work is on hold until TML resolves the question with the mold remediation invoice.

**Exterior building repairs:** TML needs to find a suitable contractor who can complete these repairs; TML will request estimates.

**Review facilities tracking document:** The committee suggested that Laura Abrahamsen become familiar with this document and work to keep it updated. Laura should focus her attention on priority matters in the document.

**New Business**

Next meeting will be held on **Wednesday, March 6, 2024 at 4:30 PM.**

The meeting adjourned at approximately 5:50 PM.

Respectfully submitted,  
Gerald Coogan