

TRACY MEMORIAL LIBRARY (TML)
DRAFT FACILITIES COMMITTEE MINUTES
March 6, 2024

The meeting was called to order at 4:30 PM. Attendance: Gerald Coogan, Sherry Williams, Steven Solomon (out of state, call in).
Staff: Laura Abrahamsen, Interim Library Director, Ben Cote, Youth Librarian

Approve meeting minutes.

The Committee approved the meeting minutes for February 7, 2024.

Old Business Administrative

NH Room Ceiling Leak: L. Abrahamsen and B.Cote reported that the water stain and small leak did not worsen and actually improved; it appears to have been a one off event due to heavy rain / winds that day.

Wall Project Status: S. Solomon will prepare a work agreement with C. Kelsey regarding his volunteer effort to repair the stone wall along with a hold harmless / liability clause included. S. Solomon will contact the two abutters for their permission.

Air quality and duct cleaning invoice: L. Abrahamsen sent a letter dated March 1, 2024 to Service Master identifying TML's concerns and the work to be completed.

Front door update: Expecting to receive information from Sam Chadwick regarding a proposal for the front door. He will include two options: a) repair the door; b) replace the door.

Generator update: G. Coogan will contact Generator Supercenter for an updated quote for TML action on March 20th. However, interest remains regarding the FEMA grant working through Lou Botta, the New London emergency management director.

Roof update - engineering review: G. Coogan will contact Frank Anzalone who is willing to assist TML in evaluating proposals and in supervising the roof repair work. TML will request a proposal from Mr. Anzalone.

Sentry Roof inspection: Similar report from Northpoint Roofing that a new roof can wait.

Review Facilities Tracking Document: L. Abrahamsen reviewed the changes to

the document.

New Business

None

Next meeting will be held on **Wednesday, April 3, 2024 at 4:30 PM.**

The meeting adjourned at approximately 5:15 PM.

Respectfully submitted,

Gerald Coogan