

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

The meeting was called to order at 4:30 PM. Attendance: Gerald Coogan, Sherry Williams, Steven Solomon (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 20<sup>th</sup>. 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