

TRACY MEMORIAL LIBRARY (TML)
FACILITIES COMMITTEE MINUTES
May 7, 2025

The meeting was called to order at 4:30 PM. Attendance: Gerald Coogan, Steve Solomon. Staff: Richard Tutwiler

A motion was made by Gerald Coogan at 4:31 to accept the prior meeting (3-5-25) minutes. Steve Solomon seconded. The motion passed unanimously.

The purpose of the meeting was to update the committee on Facilities related issues.

Richard noted that an annual roof inspection through Master Roofers was in the works. Richard is working with Frank Lemay to set up the inspection after the last bit of extra roof work is completed.

An additional discussion regarding the upcoming exterior project began. As part of the project, Frank Lemay recommended the purchase of two awnings to protect the Air Conditioning units on the western side of the building, as they are at risk of being hit by ice and debris. A recommendation for purchase was made. A motion was made by Gerald Coogan at 4:40 to accept the recommendation and purchase the items. Steve Solomon seconded. The motion passed unanimously.

An additional discussion of pest control also occurred. Richard noted to the group that there are some areas of possible intrusion by rodents and bugs into the library. Richard noted that in the past, he has been successful in using Spray Foaming alongside steel wool to prevent rodents from entering the library. Steve Solomon and Gerald Coogan agreed with the idea and suggested moving forward.

An additional conversation regarding the challenges finding a mechanical systems/plumbing contractor arose. Gerald Coogan recommended reaching out to Sam Clarke at Public Works or Frank Lemay for other possible contractors. Steve Solomon recommended possibly utilizing J Lawrence.

A final update occurred with a discussion regarding the downed Elm Tree replacement. Richard noted that he was in discussions with the Liberty Tree Society to replace the Elm with a similar Dutch Elm Disease Resistant Elm Tree. Other options were suggested, such as a Sugar Maple tree.

The meeting was adjourned at 5:15 pm.

Respectfully submitted,

Gerald Coogan