

TRACY MEMORIAL LIBRARY (TML)  
FACILITIES COMMITTEE MINUTES  
September 9, 2025

The meeting was called to order at 4:02 PM. Attendance: Gerald (Jerry) Coogan and Thomas Carley.  
Staff: Richard Tutwiler, Director

**Approve meeting minutes.**

**A MOTION TO APPROVE** the meeting minutes from July 8, 2025, was made by Jerry Coogan at 4:03 PM. Tom Carley **SECONDED** the motion. The motion **PASSED** unanimously.

**OLD BUSINESS**

Exterior Library Repair Project: Richard reported to the group that the Facilities Exterior Repair Project was ongoing and progressing well. The easier trim had already been replicated and installed, and all but one window (near the front of the building) had been finished.

Snow Removal: Richard was able to secure an agreement with Chip Landscaping to handle snow removal operations for the Library this coming Winter. The cost will be \$150 per visit. Thomas asked if that would be per visit or per day, and Richard reiterated per visit. This is double the cost of the prior snow removal contractor, but that cheaper cost is also what caused them to drop the service last year.

**A MOTION TO APPROVE** the agreement between the Tracy Memorial Library and Chips Landscaping was made by Thomas Carley. Jerry Coogan **SECONDED**. The motion **PASSED** unanimously.

**NEW BUSINESS**

Capital Reserve Transfer and Capital Improvement Plan A discussion on the Building Maintenance Capital Reserve Transfer and Capital Improvement Program for FY27 then occurred. Tom noted that the additional disbursement of \$200,000 in FY26 should allow the library to encumber the next year of building maintenance without the need to request an additional transfer. A discussion followed regarding whether to ask for an transfer into the library building maintenance fund, or to not ask for a transfer. Tom Carley noted that the Town had many outstanding capital projects that would entail large

disbursements, so requesting no funds would likely endeavor good will from the taxpayers.

Richard noted that the FY27 CIP involved a payment of \$85,000 for repaving the parking lot and redoing the concrete curbs that have fallen into disrepair.

FY28 would involve interior renovation of the building; replacing of the carpet, fixing cracks in ceiling and walls, repainting. Gerry Coogan noted that he would prefer that hard wood flooring be installed rather than carpet; a discussion on cost followed.

**A MOTION TO APPROVE** the Capital Reserve Transfer of \$0 for FY27 and 10-year Capital Improvement Plan to recommend to the full Board of Trustees was made by Tom Carley at 4:26 PM. Jerry Coogan **SECONDED**. The motion **PASSED** unanimously.

The meeting adjourned at approximately 4:40 PM.

Respectfully submitted,

Jerry Coogan