

TRACY MEMORIAL LIBRARY (TML)  
FACILITIES COMMITTEE MINUTES  
October 8, 2025

The meeting was called to order at 5:28 PM. Attendance: Gerald (Jerry) Coogan and Steve Solomon.  
Staff: Richard Tutwiler, Director

**Approve meeting minutes.**

**A MOTION TO APPROVE** the meeting minutes from September 9, 2025, was made by Jerry Coogan at 5:30 PM. Steve Solomon **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 continues to progress. The project continues to be on track for completion by end of October.

**NEW BUSINESS**

Truss Update: A discussion on the Truss issue in the attic of the new addition part of the building (above the staff lounge) then occurred. Richard shared that he met with Frank Lemay, Frank Anzalone, and site project supervisor Larry to view the issue. The two Franks ultimately decided they needed to consult a structural specialist with Milestone Construction to see what could be done to repair the issue. Frank Anzalone noted that it would not be too dramatic an issue. Frank Anzalone also noted that the Library should make a point to include a repair/replacement of the cast-cement staircase at the back of the meeting room for inclusion into the capital improvement plan.

Rodent Issue: Also discussed was an issue with Rodents within the building. Richard contracted Fowlers Pest Control to lay out additional traps to deal with rodents. A discussion followed regarding intrusion points and possible ways to prevent access using steel wool and spray foam.

The meeting adjourned at approximately 5:53 PM.

Respectfully submitted,

Jerry Coogan