

TRACY MEMORIAL LIBRARY (TML)  
**DRAFT** FACILITIES COMMITTEE MINUTES  
November 5, 2025

The meeting was called to order at 4:28 PM. Attendance: Gerald (Jerry) Coogan and Steve Solomon.

Staff: Richard Tutwiler, Director

**Approve meeting minutes.**

**A MOTION TO APPROVE** the meeting minutes from October 8th, 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. Early snow prevented the installation of the copper rain diverter, which will now need to be handled in Spring with the snow gone. There is one roof issue that is still outstanding; Master Roofers asked to also do the work in the Spring, but Richard stated to Frank Lemay that the issue would result in ice dams that would then leak into the building. The work is now scheduled for December.

The windows in the turrets of the library also showed significantly more sign of rot and decay than initially realized. They will need to be fully replaced, as they are past the point of being able to be repaired. Richard approved the ordering of the windows; they have a significant lead time, so it is unlikely they will be available until late February at the earliest, with a late March install time likely.

The meeting adjourned at approximately 4:53 PM.

Respectfully submitted,

Jerry Coogan