

TRACY MEMORIAL LIBRARY (TML)
FACILITIES COMMITTEE MINUTES
January 7, 2026

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 November 5th, 2025, was made by Jerry Coogan at 4:30 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 continues to progress. Master Roofers came in during the winter months and fixed an area of the roof that had been having issues with Ice Dam buildup.

The windows in the turrets of the library are ordered and are expected to be delivered by late February or early March. Due to weather it is likely that the windows will need to be installed in late April. Frank Lemay of Milestone requested an additional \$2000 for labor associated with the window installers. The subcommittee discussed the proposal and felt it fell in line with the project contingency line, and felt no additional vote for approval was needed.

Elevator Seal: Richard shared also that the seal in the library elevator that allows the piston to operate correctly and remain lubricated was in the process of failing. Richard already scheduled Stanley Elevator company, who handles the general maintenance of the elevator, to bring in a crew for a repair. The seals generally last 15-20 years, so it was simply the time to replace. The cost will be roughly in the 2-4 thousand range.

The meeting adjourned at approximately 4:54 PM.

Respectfully submitted,

Jerry Coogan