

## **Library Building and Grounds January 4, 2017**

**Present:** Kathleen Packard, Yvonne DeMay, Scott Martin, Andy Bohannon, and Jennifer Bone

**Minutes of the previous meeting:** A motion was duly made and seconded to approve the minutes of the December 7, 2016 meeting. Motion was approved unanimously.

### **Large Project:**

- Jeff Hoover will be here next Wednesday to meet with KLAAC as well as the Energy Committee. Facilities staff, Library Staff, City IT staff and WV engineering staff met to talk about IT needs in the renovated Annex, including outlets, Internet access, hearing loops, keycard locking systems, and security cameras.
- There was discussion by the B&G committee about placing a camera in the elevator and this request will need to be forwarded to Jeff Hoover to include in the Elevator specifications.
- Cheshire TV staff came to look at the Kay Fox Room to see if the room could temporarily meet their needs. Every indication is that it could work, though there are many details to be addressed.
- Scott reported that he had forwarded information about Energy Saving rebates on to WV engineering.
- The City Council voted December 15, 2016 to authorize the City Manager to negotiate and execute a Development Agreement with MEDC, The Trustees, and the Friends of the Library.

**Budget:** No report.

### **Maintenance:**

- A new water cooler is here and will be installed in the Basement soon.
- Dan is keeping with small maintenance projects, repairing and painting.
- One boiler has failed several times. Lawrence Bros. is coming to look at it.
- Some of the storm windows in the Thayer building are not completely closed. Dan will be asked to take a look at them.
- The rope on the flagpole will be replaced soon.

**Landscaping:** Bartlett Tree Service is here today trimming dead wood from the 3 trees on the Winter Street side of the Library and doing some light pruning. Funding came from the Trustees and the Facilities budgets.

**Old Business:** The Custodian position is still on hold.

**New Business:** None

A motion was duly made, seconded, and approved unanimously to adjourn the meeting.

Respectfully submitted,

Jennifer Bone