

Keene Public Library Building and Grounds Committee

Meeting Minutes for meeting held 1:00 PM November 7, 2012

Present: Jennifer Bone, Yvonne DeMay, Bob Greer, Paul Henkel, Malcolm Katz, Medard Kopczynski, Nancy Vincent

Adoption of minutes as corrected. Minutes were corrected to show \$12,800 recommissioning cost.

Master Plan - A City-wide Master Facilities Plan is being developed.

Large projects

The following are to be included in the 2014 CIP budget request:

- Replace Windows in Thayer building of the Library
- Replace Mansard roof of the Annex mansion

Carpet replacement needs to be scheduled with special attention to safety issues which can be caused by worn carpeting.

Budget Planning - Costs for the above projects are being determined.

Maintenance - HVAC is scheduled to be recommissioned on November 19 and 20. Cost will be \$12,800.

Parking – Staff has stickers which will be honored in the Gilbo East or the Commercial lot.

Landscaping and snow removal - It was noted that snow removal outside of Bob Greer's working hours needs to be provided for. Med suggested the possibility of contracting for such snow removal and incorporating some landscaping tasks as well.

Old Business - (none)

New Business - (none)

Minutes submitted by Paul Henkel, Chair