

Keene Public Library Building and Grounds Committee

Meeting Minutes for meeting held 1:00 PM September 5, 2012

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

A permanent agenda was discussed. See attached.

Master Plan - The City Master Plan will be reviewed again. It will be highlighted and circulated to members of the Committee. It has been reviewed by the trustees but it will be suggested it be circulated to the other trustees again.

Large projects

The one project currently underway is discussed under "Maintenance".

CIP projects were listed.

It was estimated the following three might be included in the 2014 Fiscal Year budget:

Replace Windows in the Library

Replace Windows and Mansard roof of the Annex mansion

Tuck pointing of the Library and Annex

Carpet replacement needs to be scheduled.

The following may be listed in the City "catalog":

Paint the barrel vault of the 1912 addition

Replace the floor of Heberton Hall and control the humidity below

Repair windows in Heberton Hall

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

Maintenance - HVAC will soon enter the recommissioning stage. Cost will be \$6,000 plus cost to address issues found during this process.

Parking – Nancy reported that Gary Lamoureux noted eight spaces in the St. James/Gilbo East lot are planned for Library staff. Also four spaces in Powers and Smith Associates.

Landscaping - One of the urns at the Winter Street entrance had been broken. It has been repaired by City staff using cemetery repair technology. (Incidentally the urns were manufactured by Dave Sevigny Concrete, Winchendon MA. His phone number is 1-978-897-2775)

Old Business - (none)

New Business - (none)

Minutes submitted by Paul Henkel, Chair