

## Keene Public Library

### Building and Grounds Committee

#### Meeting Minutes for meeting held 1:00 PM December 4th, 2013

**Present:** Jennifer Bone, Yvonne DeMay, Paul Henkel, Judy Noonan, Nancy Vincent, Medard Kopczynski

**Minutes of prior Meeting-** Minutes from the November 6th meeting were presented for approval.

On a motion made by Judy Noonan and seconded by Yvonne DeMay, the minutes of the November 6th meeting were approved.

#### **Master Plan:**

The Annex Committee (KLAAC) met with Jeff Titus of City staff to discuss the difference between a Request for Proposal vs Request for Qualifications as the next step in the Library plan for development of the Annex building. It was decided to move forward with a Request for Qualifications, and a proposal will be drafted by Jeff and sent to the KLAAC committee for their approval.

Presentation of the project will be made to the City Council on Thursday, December 6<sup>th</sup> at 7:00 PM, by Paul Henkel of the Trustees Board, Jane Pitts of the Friends Board, and Dan Scully, Architect.

#### **Large Projects:**

**Road Improvement Project:** This project is nearly complete. Final paving will be done in the spring.

#### **Landscaping:**

The arbor vitae have been replanted between the Library and the Annex, in a more pleasing group of 3 and 5. Irrigation should be available in new areas including the Thayer Oak area. A sprinkler project will have to be developed in the spring.

#### **Maintenance:**

Bob Grier has retired. The City will take care of maintenance temporarily, and will send out an RFP soon for maintenance. The City is looking at many potential changes in maintenance needs in the future, such as a new ice rink and development of the Library Annex building.

Control Tech has inspected all controls in the Library building. A new motherboard upgrade is needed. Snow removal will be done by Mark Johnson with supplies (salts, spreader) from the City until a maintenance person is hired.

#### **New member:**

A new Trustee, George Scott, will be a member of Buildings and Grounds Committee.

Meeting adjourned at 1:35 PM

Minutes submitted by Judy Noonan

**Next meeting will be Wednesday January 8 at 1:00 PM in the Green Room.**