

**Keene Public Library**

**Building and Grounds Committee**

**Meeting Minutes for meeting held 1:00 PM November 6th, 2013**

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

**Minutes of prior Meeting-** Minutes from the October 2nd meeting were presented for approval.

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

**Master Plan:**

Plans for the Annex are proceeding. The scope of the Heberton Annex project is being established for the RFP, which will result in Conceptual Design drawings. Preparations are going forward for presentation before the City Council on results from the Visioning sessions, which represent the community's ideas. This project responds to needs in to the City Master Plan. It will also encompass some of the maintenance needs in the Facilities Master Plan.

**Large Projects:**

**Road Improvement Project:** The schedule of improvements to Winter Street is on track, and is still expected to be completed by November 15<sup>th</sup>. Temporary paving is set to begin November 7<sup>th</sup>. New book drop boxes may be needed – the old ones were found to be rusted so they cannot readily be removed from the cement slab they are attached to.

**Maintenance:**

The Controls contractor has been here the week of November 4<sup>th</sup>, replacing 130 controls for the heating and air conditioning systems. Each valve must be individually tested for the efficiency of the new equipment to be established. Bob Grier is scheduled to retire November 30<sup>th</sup>. A temporary replacement is being sought; eventually the position may need to be upgraded in light of the technical demands of new HVAC systems in City buildings.

**Landscaping:**

The temporary road from West Street will be closed November 15th, and the 5 arbor vitae which have been temporarily removed will be replanted. Paul Henkel will look in to having the plants repositioned in a more pleasing arrangement in the same area as before.

Meeting adjourned at 1:42 PM

Minutes submitted by Judy Noonan