BUILDING COMMITTEE - BOARD MEETING MINUTES
Present: Jan Gustafson, Rod Ward. Also present was Jennifer Ryder, dir. Julie Abbot was absent.

I. Call to Order – Rod called the meeting to order.

II. Public Comments (if any) - None

III. Approve minutes from May 28th, 2019 – Jan made a motion to approve the minutes, all approved.

IV. Report on building work performed at the library between November and January board meetings

Jen reported quite a few projects and issues that came up since November, which is outlined at the end of these minutes. Most of the building work was routine, but in light of the library’s water heating failing, that had to be replaced pretty quickly. A non-fiction shelf was disassembled to make room for community activities. A patron had expressed concerns about some bookshelves being a tipping hazard, so Jen is looking at alternatives for shelving those collections in concert with other projects. Jen asked if the board would approve getting rid of the existing children’s activity tables and replacing them with more flexible and moveable tables and chairs. Rod and Jan both agreed that this should be brought to the board. It was discovered that the back door locking mechanism wasn’t working properly, so Jen is pursuing quotes and options to replace it. Quotes for the fire panel are still being worked through.

V. Furniture recommendations
   a. Concerns about children’s shelving
   b. Ideas to consider for furniture in addition space
VI. Review recommendation for fire panel replacement – reviewed and discussed, no recommendations made at this time. Jen is working with the fire marshall and the electrical inspector to ensure that the system we get meets code.

VII. Review door quotes, if available – two quotes were available from Doors Inc and American Industrial Door, Jen will continue investigating this.

VIII. Discuss IT recommendations – The most substantial recommendation was updating email systems and computers, which has been done. Cybersecurity insurance was discussed, but not recommended at this time. Kacy Kelly is currently available to assist with what we need, and the library is taking appropriate steps to back-up data.

IX. Review inclement weather closing policy – reviewed, will take to the board to renew.

X. Discuss updates to disaster plan – was not discussed at this time.

XI. Closed Session (if needed) – None.

XII. Other discussion

XIII. Adjourn

Building Work & Issues Nov 2019 – Jan 2020
- Legat Architects did their site assessment for the building evaluation
- Access Systems did a network and hardware evaluation
- Quotes collected for fire panel replacement
  - Need to install fire pulls by all the doors
  - May need to install extra heat sensors/smoke detectors
- Ty’s Tree & Lawn pruned our trees and did pre-agreed clean-up
- Signed snow removal contract with Chris Walton
- Back door discovered not to stay locked, Jen acquired quotes to replace it
- QC Cleaners disassembled Nonfiction shelf
- Hot water heater failed, Dan Myers replaced it
- Patron expressed concerns about children’s shelves tipping
- Staff member Margie Martel curious about using part of the library grounds for a garden program for children