

## FREEPORT PUBLIC LIBRARY

### Building & Grounds Committee Meeting Minutes

July 30, 2019

#### CALL TO ORDER

A meeting of the Freeport Public Library Building & Grounds Committee was held in the Library's Conference Room A on July 30, 2019. The meeting was called to order at 9:05 AM

Members Present: Gwen Crow, Jim Ferrar, Ashley Huffines, and Lucas Kramer

CHANGES/CORRECTIONS TO THE AGENDA – none presented

QUESTIONS/COMMENTS – PUBLIC/MEDIA – none present

#### NEW BUSINESS:

##### General Building Maintenance:

- 1) – Masonry Repair – the committee agreed to recommend to the full board the proposal from Mike Harris, mason contractor to repair the portion of the wall damaged by a car hitting it for \$2,600.
- 2) – Elevator Repair – the committee agreed to recommend to the full board the proposal from Otis Elevator to repair the elevator for approximately \$4,494 plus labor at approximately \$600 per hour. However, in view of the need for a working elevator in order to keep the library functioning the Committee gave Ashley the permission to begin the work immediately as the next Board meeting is over 2 weeks away. **Note: Repair were completed on August 31<sup>st</sup>.**
- 3) – Air Conditioner Repair – the Library AC stopped working last week, during the 90 degree days. The Freon was leaking and other repairs might be needed upon further examination. The cost just to replace the Freon is approximately \$2,000. As the Library is a “cooling place” for residents of Freeport, the Committee gave Ashley permission to pursue the repairs. Further, she will look into our warranty coverage for these repairs.

**Note** the Committee agreed to revisit the threshold for Library Director purchases in view of these emergency repairs required to keep the Library open and operating efficiently. Ashley is bringing the Purchasing Policy to the next Board of Trustees meeting.

##### Capital Improvement Plan:

- ✓ Roof Repairs – Ashley will obtain an estimate for the cost to survey our roof for any necessary repairs.
- ✓ Windows – It appears that for approximately \$1,500 we can have the inside windows cleaned (not done since the library opened in 2003). We will also get an estimate for replacing lights throughout the Library.

- ✓ Parking Lot – Ashley is working with the City on a grant for \$100,000 for parking lot repairs and other exterior maintenance.
- ✓ Mechanical Equipment – mentioned above.
- ✓ Flooring – carpets are original to building and need to be replaced but not now, given all the other more immediate needs.
- ✓ Furniture & Fixtures – Ashley is working with the City to conduct a surplus sale of old bookshelves and furniture.
- ✓ Electrical & Lighting – mentioned above and further down.
- ✓ Fire Safety System – Our fire alarm system is completely out of date. The main panel needs to be replaced (original to the building) at an estimated cost of \$10,000.
- ✓ Camera System – Some outside cameras need to be refocused to provide more complete coverage. Further, a new camera needs to be installed that may require new wiring to it.
- ✓ Landscaping – this area appears to be acceptable for now.
- ✓ Wall Coverings – this just requires some spot cleaning around the building.
- ✓ Public Bathrooms – feedback seems to suggest that our washroom facilities are equated to those of gas stations in their sparsity of construction. The thought is to remodel them on the same pattern as the nursing station inside the Youth Center. It would include a dropped ceiling, new lighting, and new wall coverings.
- ✓ Library Operations Equipment – the DVD disc cleaner needs to be replaced with a newer more efficient model.
- ✓ Book Drop – the outside book drop system will be reviewed to see if it is convenient for patrons.
- ✓ Network Equipment – appears to be satisfactory at the moment.
- ✓ Computers – Ashley is working on grants to fund new computers and a more efficient charging station for patrons.
- ✓ Printers - Same as above and we will continue with our current contract for service.
- ✓ Phone System – the library has a very fancy system that may not be required. We are currently paying \$600 a month for this service. Ashley will pursue a better plan.
- ✓ AV Systems – Ashley will seek a grant to replace our antiquated system (with original building) that our users find frustrating.

#### Other Topics

- A brief discussion was had on the current thoughts of the library going from being a municipality to its own district. Much more work needs to be accomplished to make a valid decision on this.
- Jim Ferrar was selected to be the Chairperson for this Committee.

The meeting adjourned at 10:35 AM