Building & Grounds Committee Meeting
May 4, 2021 Minutes

Meeting called to order at 9:30 am by Ginni Yarbrough

Roll Call attendance: Ginni Yarbrough, Gloria Junge, Jenna Diedrich and Rachel Lenstra present. Charles Holmes excused. Earl Thompson arrived at 9:35 am, left at 9:43am. Craig Albaugh arrived at 10:05am.

Public Comments
None

April 6, 2021 Minutes
Junge moved to approve the minutes of the April 6, 2021 Building & Grounds Committee meeting. Yarbrough seconded. Motion passed.

Replacement of tile
Bob from Knautz will be in today between 11am and 12pm to remeasure for the tile and hopefully order a replacement. His previous order was the incorrect thickness.

Egress window in children's library
Thompson cannot get anyone to call him back. He will give Chuck Horton's information to Diedrich to contact.

Exterior Damage
No update. Diedrich has spoken to Ben and Larry Droessler but has not heard back. She also spoke with Alan Jackson, and he stated he would come to walk around the building but has not done so yet. Diedrich will also speak with Paul Jackson.

Digitization
Diedrich informed the committee that NMT is closing. Everything currently at NMT will be completed, but they are not accepting new materials. She researched and found an alternative vendor, Advantage Preservation out of Cedar Rapids. She handed out an estimate from them for digitizing the *Galena Daily Gazettes* from 1866, *Courier* from 1860, *Advertisers* from 1860-1868 and *Jeffersonian* from 1853/8-1855/4. The estimated cost is $6,110.72.

Diedrich spoke with other library directors in Illinois who had used Advantage; all were pleased with their work. Advantage microfilms the newspapers and then digitizes from the microfilm. They can also condense the files on the hard drives we have in the lockboxes into as a few hard drives as possible, so we can save on the cost of a new hard drive for each batch. Dale Glick has indicated he is willing to continue transport of the papers to Cedar Rapids.

Discussion shifted to the early Galena newspaper volumes at the Historical Society. Diedrich touched base with Tessa Flak at the Historical Society. She needed to talk to her collections committee and has not gotten back to Diedrich yet.

Yarbrough moved to recommend to the board of trustees that the digitization vendor for the contents of the historical room be changed from Northern Micrographics (NMT) to Advantage Preservation. Junge seconded. Motion passed.

Conservator's Assessment of Fireplace

Diedrich has spoken with Ken Robb of the Galena Foundation, and they are interested in possibly providing matching funds for this project, but library staff will need to write a grant proposal to the Foundation for the project.

The committee generally thought Third Coast Conservation's assessment and plan was professional and thorough. Yarbrough moved to recommend to the board of trustees that they accept Third Coast Conservation's Plan and Proposal for Fireplace restoration at a cost range of $8,850 to $12,425.

General Building Discussion
Diedrich informed the committee that Joe Beyer's estimate for window painting includes the transoms.

Since Blacktop Driveway does not fix big dips, he recommended Helm for fixing the dips and major cracks in the parking lot. Diedrich received an estimate from them for about $4,000 to saw cut and remove the problem area, reshape it, add 3 tons of stone, and add a 3" asphalt overlay. This would need to be done before Blacktop Driveway can do the $1,000 job of filling cracks and sealing the parking lot. Diedrich will schedule with Helm.

Diedrich spoke with Holmes about the cherry tree in front of the library. He suggests pruning it since it's a healthy tree. Diedrich also found that it was planted in memorial of George Millhouse. The committee though regular pruning should be enough for it.

Items for next agenda
Updates for ongoing projects

Next meeting is scheduled for June 1, 2021 at 9:30am.

Junge moved to adjourn. Yarbrough seconded. Motion passed. Adjournment at 10:25am.

Respectfully submitted,
Rachel Lenstra