

Building and Grounds Committee Meeting

November 3, 2020

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

In attendance: Earl Thompson, Craig Albaugh, Ginni Yarbrough, Gloria Junge, and Rachel Lenstra. Jenna Diedrich and Charles Holmes excused.

Lenstra was named as recorder for the meeting and future meetings.

Agenda was reviewed. No changes were made.

No public comments were made.

October 8, 2020 Meeting Minutes

Junge moved to approve minutes of the October 8, 2020 meeting. Yarbrough seconded. Motion approved.

Boiler Updates

Lenstra reported that the new boiler seems to be working well; it's warm in the library. Rezoning will be done in the future. The boiler inspector is coming on Friday to certify the boiler. Thompson reported that the parts are in for rezoning and D&D will be in contact with us to schedule rezoning. Thompson did not have an estimate on how long the rezoning will take, but he said it will be a detailed job. The Historical Room will likely have to be closed during the work. Computers and some items in the room will need to be tarped to protect them.

Egress Window in Children's Library

Thompson has a contractor interested in the job and capable of doing it. He just needs to finish a few projects before he can get to it. The contractor will be able to do the job in the colder weather because the window replacement part of it will not take long. He will get primed board on the outside and Joe Beyer will caulk and paint the window when he does the other windows in the spring.

Damaged Exterior Projects

No progress has been made on getting estimates on these projects because contractors are busy with other projects at the moment. Thompson said that he hopes to be able to wrap the chimney late next week. Discussion about bats in the chimney led to the idea of adding an excluder so that the bats can get out but not get back in.

Conservator's Visit

No new contact with the conservator has been made. Yarbrough informed the committee of a talk on Giannini & Hilgart tilework to be given by Ted Ellison. She will send a link to the talk to the committee; any interested are invited to watch.

Update on Gazette Digitization

Lenstra reported that the library has \$12,936.54 left in its fund for the project for FY21. Thompson stated that he had a commitment from the Galena Foundation to match \$13,000 for the project. That leaves around \$26,000 for the project for the fiscal year. Discussion ensued about the timeline for getting 25 more years of the paper digitized. The committee decided to get as many as possible up to Northern Micrographics as soon as possible for them to digitize. Lenstra stated that the caveat may be that getting them digitized faster may not lead to them getting up on the Illinois Digital Newspaper Collection (IDNC) faster because they seemed to be backed up. However, the committee felt it was important to get the newspapers digitized, boxed/stored, and in the queue at IDNC.

Lenstra reported that we have 15 archival boxes remaining at the library. She expressed concern that the extra expense of COVID mitigation materials may be impacting the supplies budget, from which the money for archival boxes is taken. The committee asked her to get a cost estimate for at least 10 more boxes and to also show where we currently stand on the supplies budget so the board can see where we stand and possibly adjust as needed. The boxes we have will be packed up, and the remaining 10 papers will be boxed up when supplies arrive.

Discussion shifted to the end of the project. The goal was to digitize up to 1930, which will be accomplished with the 25 new papers to be digitized. Albaugh said he would rather focus on earlier papers than moving past 1930 for any future digitization. Lenstra asked if the committee was talking about FY22 and the future, since the 25 papers will be use all funds for FY21. Thompson said the library can also still monitor any new donations that may come in this fiscal year. Yarbrough suggested perhaps pushing for another article in the *Gazette* about the project and soliciting more donations.

Approximately 100 volumes are on Albaugh's list of papers to digitize later.

No new items were added for the next agenda.

Junge moved to adjourn at 10:16am. Yarbrough seconded.

Respectfully submitted,

Rachel Lenstra