

Building & Grounds Committee Meeting

January 5th, 2021 Minutes

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

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

Agenda was reviewed. No changes were made. Diedrich inquired whether an item could be added for discussion. Yarbrough and Albaugh both said no, but the topic could be brought up during public comments.

Public comments

Diedrich informed the board about a lighting issue in the emergency exit hallway near the boiler room and the custodian's office. When Holmes recently replaced the light bulbs, the new bulbs would not illuminate properly. Diedrich contacted Thompson, who came into the building to look at it. He suggested that an electrician should be notified. Diedrich will contact John Bookless, who has done electric work in the past. Another issue is the lighting fixture in the boiler room. With the new pvc pipes for the boiler, the lighting fixture cannot be reached. A new one will need to be installed. Diedrich will discuss this with John Bookless as well.

December 1, 2020 Minutes

Diedrich moved to approve the minutes of the December 1, 2020 Building & Grounds Committee meeting. Yarbrough seconded. Motion passed.

Rezoning of historic room, men's restroom, and storage closet

Thompson had been overseeing the rezoning project. Due to his absence, no new information was brought to committee. Diedrich mentioned she has not been contacted by D&D about scheduling. Albaugh suggested in the future that a portion, such as 10%, of payment be held back to ensure completion of project in a timely matter.

Replacement of tile

Diedrich contacted Knautz and offered the job. Due to the holidays, Knautz could not get back to the library to check that potential tile matched the current tile. Knautz was scheduled to come back on January 5th at 11:00 am, after the meeting concluded. An update will be available for the regular board meeting.

Egress window in children's library

Thompson and Chuck Horton came and looked at the window. Thompson gave Horton the plan drawn up by Baranski. Horton has an idea how the existing window can be used as to not interrupt the aesthetic of the building. Horton will provide Thompson with a quote.

Junge wondered if there was an estimate for the cost of the window. Diedrich thought that the original quote was around \$2,800, however, that quote was from two years ago. Junge asked if the original quote included millwork. Albaugh believed it did. Albaugh thought the entire project would be less than \$5,000.

Repair of library exterior

Yarbrough called back all of the contractors she had contacted last fall. One contractor, Creative Masonry, is no longer interested in the job as he is booked. Another contractor, Ben Droessler Masonry, is still interested and will provide an estimate. Yarbrough requested a line item estimate.

Due to the time of year, the repairs will mostly likely be scheduled for spring. Albaugh thought the work could be done sooner. If contactors used wrapped scaffolding and placed heaters inside, the library could pay for the propane. Scheduling will be decided once an estimate has been received.

Snowplowing

Diedrich enlisted Albaugh's help in securing a contractor for snow removal for the winter. Albaugh contacted Danny Cole, who agreed to take on the library. Diedrich found a small snow blower in the outside storage closet. Cole took the snow blower to service it and will bring it back and will use it when necessary. At this time, a price was not provided.

Gazette Digitization Project

Yarbrough announced that NMT was almost finished with the recent large batch. They will contact both Yarbrough and Diedrich once it is complete and the papers have been loaded onto the hard drive. At that time, Diedrich will schedule with Dale Glick for transportation back to the library.

Albaugh spoke with Dale Glick, Tim Doser, and Scott Wolfe to decide what years/papers should be included in the next batch. The following is what the group decided should be considered:

- 1930-1939 of the Daily Galena Gazettes
- 1860-1869 of the Daily Galena Gazettes
- Oct 1 – Dec 30 1906 of the Tribune (this is the only time of 1906 that is not digitized. Diedrich will have Sara Millhouse check the archival room for this issue)
- 1851-1860 of the Couriers
- 1851-1855 of the Jeffersonians

They are estimating it to be 26 issues total. At some time, the Gazette Weeklies from 1899-1939 should also be digitized.

There has recently been a number of donations to the project. Carter Newton presented Diedrich with a check from Hester Newton for \$6,000; an anonymous donor donated \$5,000 to the Galena Foundation, which the Foundation will match; the Galena Foundation may match the \$6,000 from Newton; a couple of smaller donations ranging from \$50-\$100 were donated to the library; and a potential anonymous donor may contribute \$2,000. Albaugh thought there may be around \$22,000 to use for the project.

Albaugh requested Diedrich to purchase 25 more archival boxes. Diedrich stated that the cost of the archival boxes can no longer come out of the general library supply budget. Because the purchase of the archival boxes is for the digitization project, the cost should come from those funds. Albaugh disagrees; the funds should only be used for the actual digitizing of the newspapers. Junge asked why the cost of the boxes was ever coming out of general library supply money, Diedrich replied that that has just been the way it was done, but it cannot continue. Yarbrough stated that all expenditures relating to the digitization project should come from project funds. This includes shipping, archival boxes, transportation fees, etc.

Albaugh requested to provide the cost of the boxes to Thompson, who can then give it to Ken Robb, President of the Galena Foundation. This will be done to see if the Foundation will take the cost into consideration in their matching donations.

Items for next agenda

Update on lighting fixtures in emergency exit hallway and boiler room

Junge motioned to adjourn. Yarbrough seconded. Motion passed. Meeting adjourned at 10:10 am.

Respectfully submitted,
Jenna Diedrich