

## **Building & Grounds Committee Meeting**

March 2, 2021 Minutes

Meeting called to order at 9:34 am by Ginni Yarbrough

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

### **Public Comments**

No public comments

### **January 5, 2021 Minutes**

Junge moved to approve the minutes of the January 5, 2021 Building & Grounds Committee meeting. Yarbrough seconded. Motion passed.

### **Rezoning of historic room, all gender restroom, and storage closet**

D&D were present in the building at the time of the meeting. The rezoning portion should be completed at the end of the day, March 2<sup>nd</sup> unless an unforeseen problem occurs.

Recently, the pipes in the all-gender restroom froze. Five Star Plumbing came and unfroze the pipes with a gas heater. To do so, they took off the grates above the toilet and to the right of the sink. Behind the toilet, it was found that the insulation was placed between the plumbing and the drywall, rather than between the plumbing and the outside wall. Mixed into the insulation was leaves. Thompson had thought that maybe there was opening on the outside of the building. He was unable to locate such a spot due to the amount of snow. Thompson suggested that Diedrich begin the process of receiving quotes for removing drywall, insulation install, and new drywall for the restroom. This project could be started once the snow has melted or in the next fiscal year.

The committee recommended contacting the following for quotes: TJB Construction, Chuck Horton, and Joe Werner.

### **Replacement of tile**

Knautz flooring had previously scheduled to come and lay the new tile on February 11th. On the day, Knautz contacted Diedrich to inform that the employee was ill and had to reschedule. Rather than rescheduling, Knautz said they would attempt to fit the job in at another time. Knautz contacted Diedrich the next week, but the timing did not

work. Diedrich contacted Knautz on March 1<sup>st</sup> to schedule a new date but was unable to reach anyone at Knautz. Diedrich will contact Knautz today, March 2<sup>nd</sup>, and inform the board at the regular meeting.

### **Egress window in children's library**

Thompson has no update. He has contacted Chuck Horton and Horton has said he is working on it. Current issue is sourcing some of the materials needed. Thompson will touch base with Horton.

Junge inquired as to what the goal is for finishing this project. The goal is as soon as feasible.

### **Exterior Damage**

Yarbrough has gotten no further with any of the contractors. Due to Yarbrough's impending departure from the board, Yarbrough provided Diedrich with the contact list. One contractor, Ben Droessler, had expressed the most interest in the project. Diedrich will reach out to him to see if he still plans on providing an estimate. Diedrich will also check with Droessler if he has both Thompson's assessment and priority list.

### **Conservator Visit**

Diedrich has scheduled with Anna Weiss-Pfau to visit the library on Thursday, March 11<sup>th</sup>. Anna will be bringing materials with her for minor treatments, surface cleaning, and testing. Diedrich asked the board if \$3,000 was the amount the board had previously approved for the visit. Diedrich will refer back to minutes as no committee member is sure about the amount approved.

Although Lenstra is currently out on parental leave, Yarbrough suggested Diedrich contact her to be present for the visit. Lenstra has spent the most amount of time on the project and has valuable insight and knowledge. Diedrich will contact Lenstra.

Junge inquired whether the Galena Foundation was going to help in paying for the restoration of the fireplace. Yarbrough mentioned that they had expressed interest in the past. It was decided that once we have more information regarding the restoration needed, we can submit a formal grant request to the Galena Foundation.

### **Digitization**

Yarbrough provided Diedrich with a history of the project and contact information. Diedrich will call Colleen Lubinsky at NMT and discuss the schedule for pick up of the current batch there and drop off of the next batch.

The next batch will include 6 years of the Courier and 3 years of the Jeffersonian. Diedrich and Dale Glick have decided that he will drive this next batch to NMT in mid-March. This batch will be a smaller one as it is to be paid by a private donation to the Galena Foundation of \$5,000 and a match of \$5,000 from the Foundation. Albaugh thought it was a good idea to send as a separate batch so it is on its own hard drive a part from the Daily Gazettes.

The library currently has a remaining balance of roughly \$6,800 left in the FY 21 budget for digitization. In email correspondence with Ken Robb of the Galena Foundation, Diedrich inquired if the Foundation would match that amount so up to 13 years of papers could be digitized. Robb will take it to the Foundation's board meeting at the end of April. Thompson suggested Diedrich contact Robb and ask Robb to canvas a vote via email as the library will have another batch ready to go prior to the Foundation's meeting date. Diedrich will contact Robb.

Junge asked if the amount of funds include boxes. It does. Robb is also aware that remaining funds must cover archival boxes as well. Diedrich said the library currently has 5 and she recently purchased 15 more.

#### **Electrical of lower level emergency exit**

This project has been completed and the board was informed at February's regular meeting.

#### **Items for next agenda**

Updates for ongoing projects

Junge motioned to adjourn. Yarbrough seconded. Motion passed. Meeting adjourned at 10:18 am.

Respectfully submitted,  
Jenna Diedrich