

Building and Grounds Committee Meeting

June 2, 2020
Held via Zoom

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

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

Lenstra was named as recorder for the meeting.

Agenda was reviewed. No changes were made.

There were no public comments.

May 5, 2020 Meeting Minutes

Yarbrough asked how to make sure minutes from Zoom meeting were available to the public. Thompson replied that they're available by request as draft and then approved and put on the website under "Committee Minutes." Albaugh said they should also be given to the office and Dianne Allendorf as records for FOIA request.

Diedrich moved to approve the minutes of the May 5, 2020 Building and Grounds Committee meeting. Lenstra seconded. Motion approved unanimously.

Library Painting

Diedrich reported that all painting, including the radiators, is done. The painter could not sand all the existing paint off the radiators, but he gave them a fresh coat so they look better.

Discussion moved to the best way to remove all old paint from the radiators in the future. Thompson said tanking is the best approach to clean the inside and outside. A company in Dubuque does this. It was also suggested that we could get covers for all the radiators in the future. Thompson noted that a line flush on the radiators is included in the boiler bid and that flush will be done when the boiler is replaced.

Carpet Cleaning

Diedrich contacted Kramer Carpet Cleaning. They will be here at 9am on June 11. Diedrich will be here to meet them and let them in the building, but no other staff is scheduled to be in that day.

Boiler Update

Thompson contacted ProTech to verify their certifications for installing commercial boilers. He was told that they would email him a copy of their certifications. He has not received that email yet. Thompson said that, he felt, if ProTech gave us certifications dated after the bid date, it should disqualify them from the bid. He stated that he knows D & D, the other company in consideration, has their certifications.

Discussion shifted to possible rebates from NICOR for the project. Thompson said the \$3000 that one contractor included in their bid is no longer available. Currently, he thinks NICOR offers \$1800 with one rebate, but there may be other smaller rebates they offer that we would qualify for, as well.

Thompson will contact ProTech again today to ask for a copy of their certification.

Yarbrough asked if we have the specs for rezoning the historical room and all-gender restroom heat. Thompson said that we used D&D's engineer's specs for the original bid proposal. He said that we just have to decide on a contractor for the boiler and then their engineer or the materials supplier engineer will provide the specs for the rezoning. This saves us having to hire an independent engineer to provide them.

Gazette Letter

Diedrich has a signed copy of the letter with Thompson and Carter Newton's signatures. She will email a copy to Craig Brown of the Galena Foundation.

Discussion shifted to transport of the *Gazettes* and Scott Wolfe's retirement. Thompson said he spoke to Carter, and Carter is happy to transport the papers to Northern Micrographics. Diedrich said Wolfe is interesting in volunteering for the library from time to time, and our insurance covers volunteers transporting things. The caveat is that the Waiver & Hold Harmless Agreement we have with the *Gazette* specifies that library staff will be transporting the papers. Diedrich will contact Carter about amending the hold harmless agreement to include volunteers generally or Wolfe specifically.

Items for the Next Agenda

- Boiler installation contractor certifications. The committee cannot make a recommendation to the board until we know who is qualified to do the job.
- Discussion on whether the library is far enough in its reopening plan to contact a conservator to look at the fireplace.
- Findings and report from Thompson on his exterior inspection of the library building.

Next meeting will be held on July 7 at 9:30am.

Lenstra moved to adjourn at 10:07am. Diedrich seconded. Meeting adjourned.

Respectfully submitted,

Rachel Lenstra