

Building and Grounds Committee Meeting

October 8, 2020

Meeting called to order at 9:33am by Ginni Yarbrough.

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

Lenstra was named as recorder for the meeting.

Agenda was reviewed. No changes were made.

Albaugh made comments as a member of the public. He asked about the newspapers in the historical room and whether those that are not yet digitized are allowed to be handled. He stated that the microfilm reader is often in use when he goes and the limited hours of the room make it difficult to get research done if only using the microfilm reader. Lenstra and Diedrich said definitely not to use the papers if they're in terrible condition and generally we want to discourage their usage. Yarbrough was under the understanding the ad hoc committee for digitization had said papers could be used until they were digitized. Thompson stated that he thought clarification was needed. He suggested that perhaps an inventory could be done to name papers in good enough condition to be handled. Albaugh suggested papers after 1930. Lenstra said that was a fair date. Diedrich asked if this was a question for the committee or her call to make as director. Thompson said it was Diedrich's room to manage, but digitization is a joint venture. Albaugh suggested taking up more newspapers for digitization at once if the physical paper cannot be used anyhow. Diedrich said she needs to double check funding to make sure that's doable. It was decided that Diedrich, in consult with Lenstra as archivist, will develop a procedure for the handling or lack thereof of the newspapers and present it to the committee.

August 4, 2020 Meeting Minutes

Lenstra noted several amendments that needed to be made to the minutes. Charles Holmes was left off the list of attendees. The company working on the boiler is D&D, not DLD. Craig, not Earl, suggested a year range for newspapers most in need of protection. Diedrich moved to approve the minutes, as amended, of the August 4, 2020 Building and Grounds Committee meeting. Yarbrough seconded. Motion approved unanimously.

Boiler Room Drain

Thompson has spoken with Top Notch. They located the pipe break, cut the floor, and repaired the paper. They poured the concrete floor back. We now need to find someone to reset the tile. We should not need board approval because the dollar amount will be below the threshold. Thompson will make calls and recommendations with Yarbrough to get someone to lay the tile.

Boiler Replacement/Install

Thompson has spoken with D&D. The parts are all in, and they will begin work on October 12, 2020 at 8am. Charles Holmes will let them in the building. Discussion was had about getting them a copy of the key to the emergency exit by the boiler room. Lenstra will look into it. The total time for the project is

estimated to be 2 weeks. In the meantime, if it becomes cold enough in the building to necessitate, Lenstra will bring in space heaters for staff areas.

Egress Window in Children's Library

Thompson had talked to contractors willing to do the work but has not gotten a price from them yet. He will keep at it.

Estimates on Repair of Exterior

Yarbrough has not been able to get any contractor to give her an estimate on any of the repairs. They all say that they will not be able to get to the work until next year. It was asked if Thompson could at least wrap the chimney. Thompson said he could come in with his SkyTrak, take photos of the chimney (for contractors to use when making estimates), and cover it with all-weather wrap and all-weather duct tape. He stated that it may be best to wait until the new boiler is done.

Diedrich noted that she had a voicemail from a citizen who was walking by the library and saw lots of bats coming out of the chimney on Magazine Street. Thompson said maybe we should also do bat abatement, then, making it so the bats can get out but not back in.

Conservator's Visit for Fireplace

Diedrich has had no recent communication with Anna, the conservator. Timing of a visit will be left up to Diedrich.

Meeting adjourned at 10:30am.

Respectfully submitted,

Rachel Lenstra