

**Building & Grounds Committee Minutes**  
**March 20, 2024**

1. *Call to Order:* Mike Blaum called the meeting to order at 9:01a.m.
2. *Roll Call:* Mike Blaum, Frances Beadle, Maria Rector, Jenna Diedrich and Rachel Lenstra were present.
3. *Public Comments:* Tim Doser stated that he would like to see the newspapers sent out for digitization, that the library should replace the hard drives storing digital newspaper images, that he'd like to see another Mac in the Historical Room, and that he wants to see the vertical files in the Historical Room organized.
4. *Approval of November 8, 2023 minutes:* Rector moved to approve the minutes of the November 8, 2023 Buildings & Grounds Committee meeting. Blaum seconded. Motion passed unanimously.
5. *Newspaper Digitization Project:* Discussion began with funds for the project. Blaum asked if there had been any further donations and how funding from the Galena Foundation works. Diedrich explained that we have received \$1630 in donations for FY24 and budgeted \$20,000 for digitization. We have spent around \$5,000 and had a Galena Foundation match of \$4,700. We have no invoices outstanding and have used all the donated funds. She said the Galena Foundation match works not to match donations but to pay half of invoices for work. The future scope of work needs to be taken to the Galena Foundation board for their approval for funding. All newspapers are back at the library. Diedrich explained that the hard drive currently at University of Illinois (UIUC) is waiting to be ingested to the Illinois Digital Newspaper Collections (IDNC). However, some of the files sent from Crowley on that drive are corrupted with a red tint that causes IDNC to reject them. UIUC will reach out to Crowley to find a solution. Discussion shifted to the size of files on each drive. Diedrich wasn't positive, but each drive is 1 TB. Blaum suggested that cloud-based storage could be used for transferring the files to UIUC. Discussion was had about possibly condensing files into fewer drives for long-term storage and the feasibility of doing long-term storage on the cloud. Diedrich noted that she does not want to begin the new scope of work until the current scope is complete. Blaum asked if there were other vendors the project could be bid out to. Diedrich said, other than the current corrupted file issue, Crowley has been great to work with. Northern Micrographics is closed. We had done a test batch with Advantage Archives and were not pleased with the product because they microfilmed the paper and then digitized it from the microfilm. Blaum stated he was wondering if we could spread the digitization work to a few vendors to speed up the process. Diedrich explained that the bottleneck is at UIUC because of the number of projects they're handling. They provide their services for free and the convenience and lack of cost make them the best avenue for hosting the papers. Beadle asked if we could look into the exact cost for other hosting options to show that it's cost prohibitive. Discussion was had about the value of IDNC and what other possible hosting avenues may exist.

6. *Historical Room & Other Projects*: Lenstra updated the group that she is submitting a grant to digitize block books and other early ledgers. She continues to work on creating records for and digitizing items in the room. A database of birth and death records from the 1930s and 1940s was recently completed. Fertig and Repp continue to work on research projects for patrons. Blaum suggested looking at archive.org for potential hosting of digitized material.
7. *Children's Room Egress Window*: Diedrich stated no response was received from the library's Request for Bids (RFB). She contacted Geoff Stocks, whose name she got from Jim Baranski, and sent him the plans and RFB. She is waiting to hear back from Stocks. Earl Thompson cannot do the job. Maria suggested Bill Cerjak, and Blaum said he knows a contractor in Dubuque who may be able to do it. Blaum will pass contact information on to Diedrich.
8. *Handicap Fire Egress on Main Floor*: Lenstra said she recalled that Baranski said it was not feasible to add a handicap fire egress on the main floor due to space constraints to meet the required grade for the ramp.
9. *Landscaping*: Diedrich reported that Master Gardeners will begin spring clean up on April 1st. They have a plant list and will work on the front of the building first. Blaum noted that he called the owner of the building next door and they plan to move their drains/downspouts to drain into the sewer. Blaum will send Diedrich their contact information to confirm the plan is on track.
10. *Items for next agenda*: Diedrich stated that Signcraft has completed the building numbers sign for the dropbox. She will install it soon. She updated the committee on issues with trash pick up with Montgomery. Montgomery will talk to the City to find a solution. Blaum mentioned that he is on the Bicentennial Committee and thinks it would be neat to include the time capsule somehow.
11. Meeting adjourned at 9:58pm.

Respectfully submitted,

Rachel Lenstra  
Youth Services Librarian