

Building & Grounds Committee Minutes

May 14, 2024 - DRAFT

1. *Call to Order:* Mike Blaum called the meeting to order at 9:02a.m.
2. *Roll Call:* Mike Blaum, Frances Beadle, Maria Rector, Jenna Diedrich and Rachel Lenstra were present.
3. *Public Comments:* None.
4. *Approval of March 20, 2024 minutes:* Beadle moved to approve the minutes of the March 20, 2024 Buildings & Grounds Committee meeting. Rector seconded seconded. Motion passed unanimously.
5. *Newspaper Digitization Project:* Diedrich reported that she contacted Crowley regarding the corrupted files. They were able to pull the files from their deletion list and put them on a new hard drive, which we now have. Lenstra is consolidating data from the older drives onto newer drives, as well as uploading all files into Google Drive. Crowley said they will upload the files to Box for UIUC. Jenna contacted Will at UIUC but has not heard back if they've gotten the files. Blaum asked about having Crowley upload the files directly into our Drive and then we can share them with UIUC. Diedrich will check into that with them. Blaum inquired about where the library is at with sending the next batch of papers. Now that the corrupted files and bottleneck at UIUC are taken care of, Diedrich will touch base with Kitty at Crowley to set up the next timeline. Diedrich noted that the cost of the necessary building projects in the next year may mean the budget for digitization in FY25 could be lower.
6. *Children's Room Egress Window:* Diedrich has received a quote for just under \$18,000 from Geoff Stocks for the egress window project. She has not been able to get a quote from Scott Schemehorn. The committee agreed the project needs to move forward. Deidrich will contact Stocks to move forward with him on the project.
7. *Landscaping:* The group will work on gardens in the front and back of the building, leaving the retaining wall area for the future. Beadle suggested asking the Galena High School gardening club to help with planting.
8. *Roof inspection:* Giese looked at the roof and sent pictures to Diedrich. The roof itself is in decent shape but needs some repairs. Giese quoted just under \$4,000 for repairs, which is within the FY24 budgeted amount. Diedrich will contact Danny with Giese to get on their schedule.
9. *Fire alarm system:* After the fire alarm went off randomly two weeks ago, Diedrich contacted Command to do a walkthrough looking at our fire alarm system. The system is from 1990. Command said we would fail fire inspection if we did it today because of the age of the system and how close we have things stored to fuse boxes. Command will get a quote to Diedrich to either upgrade the current system or replace the system entirely, whichever they think is more cost effective and likely to pass inspection. Regarding closet storage, Diedrich spoke to the

Friends of the Library about taking their closet storage away to move library supplies to that closet and free up the necessary space in closets with fuse boxes.

10. General Building & Grounds:

- a. Security Cameras:* Discussion was had about security cameras. Jason Leonard, our IT guy, gave a quote for cameras but did not list the brand. Wiring we also be upgraded from coax to Cat6. Storage will be upgraded and cameras will be accessible via phone app.
- b. Carpet:* Diedrich also brought up the carpeting in the Historical Room and on the main floor of the library. It was put in in the early 1990s and, despite being cleaned recently, is still in rough shape. She wants the committee to consider replacing it in the next fiscal year. Given the quote the library received several years ago from Knautz, this project is likely to need to be put out for bid.
- c. Refuse Removal:* Beadle asked about the garbage removal situation. Diedrich reported that she spoke with Mark Moran, and the city put up temporary “No Parking” signs on Magazine Street for two weeks. Our trash was picked up those two weeks. Moran was going to put permanently changing parking on Magazine Street on the City Council agenda.
- d. IT Upgrades:* Blaum asked public comments regarding IT equipment upgrades for the library. Diedrich explained that those comments were about the Historical Room. Members of the public have asked for a second computer in the room. Diedrich took statistics for use of the public access computer in the room. It was used 16 times in April, versus the 140 times the upstairs public computers were used. She said that staff in the room do not feel a second public computer is necessary for the room.

11. Items for Next Agenda: Fire alarm system quote and potential bid process for new carpeting.

12. Adjournment: Meeting adjourned at 10:02a.m.

Respectfully submitted,

Rachel Lenstra
Youth Services Librarian