

**Building and Grounds Committee Meeting  
Meeting Notes**

**September 15, 2021 4:00 PM**

- 1. Call to Order/Roll Call – Jim Lee 4:09 PM**  
**Present: Dawn Brooks, Jan Knutson, Jim Lee and Mindy Long**
- 2. Public comment - None**
- 3. Old Business**
  - a) Items in Progress**
    - 1. Elevator- Discussion on KONE and OTIS Proposals. Jeff Ernest and his Engineer visited the Library. They determined that the Library servers needed to be removed from the Elevator Room. This will solve any issues regarding air conditioning for the elevator. Mindy will get an estimate on moving the servers.**
    - 2. Madison Street (Front Stairs) – On hold at the present time. We may be able to use the Live and Learn Grant for this project.**
    - 3. State Street Side Doors – Project Update. We may be able to use the live and Learn Grant.**
    - 4. RAMP Suggestions – Accessibility Sign needs to be adjusted. Progress Report. An idea of using a post anchored to the top of the short wall will resolve the issue. The sign can then be mounted on the post. Develop time line for other suggestions. Project Update**
    - 5. Landscaping – The New landscaping service has started as of 8/19/2021 Project Report. They have been doing a great job.**
    - 6. National Registry of Historic places – We are moving on to part 2. Jan Knutson’s book may be used as a reference.**
    - 7. Rental Property mold situation. We are looking for someone to do this work. The process may include an investigation and then a possible remediation. We would like to schedule a walk through. Will look at possible dates at the September 28<sup>th</sup> meeting.**
- 4. New Business**
  - a) Fire alarm inspection. Complete. 2 alarm bells not working. Gale Electrical to fix this week. Gale cannot do it. We need to get Per Mar to do it.**
  - b) Elevator electrical work-Gale to review specs and advise. We will be moving the Library Servers out of the Elevator room.**
  - c) Miller Engineering to advise on AC needs for elevator.**
  - d) Accessibility door switch needed repair again. I Spinello advises cylinder needs replacing. Quote is pricey. We can limp by and see about adding this to our grant proposal. Price about \$2500.00 – not urgent.**
  - e) Downstairs door bar also sticking. Price to replace around 4 grand. Works but staff will need to check each evening at lockup. WD40 has helped. We should have a closing check list for the staff.**
  - f) Front bathroom was repainted after the purple event. Custodian now asking to repaint downstairs bathrooms a neutral color and paint the stall doors. We thought it would be a good idea to paint them. A light color was recommended.**
  - g) Update on snow removal-city plows lot, Ed snow blows from edge of church around to his house. We will need bonded, insured party to take care of front**

**and side steps. Ed keeping an eye out now for sidewalk salt. May be difficult to obtain this winter with shipping problems. We may contact Janda as a possible resource for help with this.**

- h) Fire drill will be held at a future date – Fire Dept. will assist. Also, will have a defibrillator Demo and CPR classes. Status? There is no date yet. There was a video on the defibrillator but we felt that on hands demonstrations would still be needed. CPR classes need to be scheduled and training on NarCan for opioid overdoses**
- i) Property Insurance renewal quote. Mindy suggested raising our limits. We may need to vote on this. We discussed getting Data Breach insurance. We do have flood insurance.**
- j) The committee thought we should go with the Otis Quote on the Elevator repair. That was also Jeff Ernest's recommendation. We need a vote on this.**

**5. Next Meeting October 13, 2021 4:30 PM (Suggested time)**

**6. Adjourned at 5:04 PM**