

**DRAFT**

**Minutes**

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES  
JOINT MEETING OF BUILDING & GROUNDS and FINANCE COMMITTEES**

Finance Committee Members: Chair Enos, Eisen

Building & Grounds Committee Members: Chair Murray, Wisneski, Wicihowski

Tuesday, August 2, 2011

- A. CALL TO ORDER at 2 p.m. by Chair Murray
- B. PRESENT: Murray, Eisen, Wisneski, Wicihowski, Director Lenz, Admin. Assistant Seefeldt, and Building Supervisor Alix (Enos excused)
- C. DISCUSSION OF BUILDING NEEDS: Building Supervisor Alix discussed the city's standard operating procedure of working with vendors to maintain facilities and equipment, replacing things only as they fail. Parts of the building that may fail in the near future are: the roof on the older part of library, the elevator, and the boiler/expansion tank.
- D. DEVELOPMENT OF A BUILDING IMPROVEMENT/MAINTENANCE EXPENDITURE PLAN: Since the above-mentioned facility needs are costly, they should be included in future budgets as place-markers for anticipated future capital expenditures. Alix estimates the cost of the roof at \$93,000, the elevator repair at \$17,000, and the heating improvements at \$72,000. To keep track of these needs, Alix will make periodic facilities reports to the board, as he did last month.

Other parts of the facility that are enhancements rather than needs include a hearing loop for the meeting room, additional electrical wiring and data cabling for staff and public computing, keyless entries for the outside staff and the staff lounge doors, routine cleaning of furniture, and repair of walls and furniture. An LSTA grant may someday be available for help with the cost of a meeting room hearing loop, and donations made by groups meeting there may also be used for that purpose. Staff will develop a plan for additional wiring and cabling, as well as a main floor plan, which will reconsider switching the teen area with the reference area.

Alix will get a complete cost estimate of keyless entries for the two doors for the board to consider later this month. And a "work order" form will be developed for staff to bring Alix's attention to walls and furniture that require repair.

- E. ADJOURN: Wisneski moved to adjourn at 3:15, Wicihowski seconded, carried unanimously.