

January 27, 2020

**Keene Public Library
Building and Grounds Committee
Library (Green Room)**

Members present: Paul Henkel, Marti Fiske, Kathleen Packard, Sally Rinehart, Carl Jacobs

Minutes of December were approved.

Building Issues

HVAC problems continue to present challenges to Control Technologies and Stromgren. Marti reports that after balancing last week the temperatures are even.

An acoustic liner has been installed and the Heberton noise is somewhat abated.

Communications and Public Address System. Intercoms will be tested this week. Four Walkie Talkies were furnished by the Fire Department and were reprogrammed courtesy of funding by the Friends. They are particularly useful when a staff member goes to close the Annex.

Motion alarms are now in place. However Cheshire TV still needs to get themselves trained so that they are turned on in their zone when they leave the building at the end of their day.

Work on door hardware in the Annex for security is largely complete. Bathroom lock hardware is yet to be completed.

A sprinkler in the west Cohen Hall stairwell froze and flooded the green room in the basement. An electric heater is being installed to prevent recurrence.

AV Systems.

Additional mic locations in the east end of Heberton Hall are slated to be completed by Steve Armstrong Wednesday January 29th.

Craig Lindsay met with Bill Stroup, Carl Jacobs, Paul Henkel and Marti Fiske to discuss lighting for productions on Heberton Hall stage. A proposal was presented to the Finance Committee and it is expected to be discussed at tomorrow's Board meeting.

Landscaping.

Potted vegetables in five movable half-whiskey barrels in the patio area were proposed. Gail Zachariah developed a proposed agreement with Antioch. Today the B&G Committee voted to recommend approval by the Board.

Trustees to get cost and gain approval for three additional boxwood plants identical to the five others in place (to be funded by the Trustees and Friends). A tractor path should be left so equipment can reach the West Street lawn. Kathleen will get prices. Carl will check on availability of possible free plants transplanted from another site.

Old Business (pending to be discussed next meeting).

The railing in the open stairwell leading down from Cohen Hall does not extend to beyond the top of the stairs and return to the wall as is best practice. Andy will review and propose appropriate action.

Judy Putnam reports that design of the sign on West Street will begin in January. The interior sign on the Winter Street side also needs updating.

Consensus is that a hard flat surface such as brick is needed for the outdoor smoking area so it can be swept.

Spring 2020 we plan to establish a master landscape plan.

Andy is discussing QR Code tree tags with Bartlett Tree.

Bike parking will be expanded spring 2020 near the east wall of Heberton Hall.

Next meeting: 2 PM Monday March 9th.

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