

Marshall Public Library  
Dale McConchie Meeting Room  
**Building and Grounds Committee**  
Meeting Minutes  
Tuesday, November 8, 2017 at 4:30 PM

Marshall Public Library Board of Trustees Building Committee met on Tuesday, November 8, 2017 at 4:33 PM in the library's Dale McConchie Meeting Room. Committee members present were John Tarble, Herman Wallace and Vickie Wallace. Library Director, Alyson Thompson was also present. Alyson distributed agendas and minutes from the Wednesday March 16, 2017 meeting. Herman made a motion to approve the minutes; John seconded the motion and it was approved by consensus. Alyson agreed to record minutes of the meeting.

The committee discussed briefly FY 2017/18 building improvements already completed including: new paint on the front and rear of the library, new drainage line in alleyway as well as new asphalt, bat exclusion/roof repair project, and the new awnings with underlay.

The committee decided to forego the annual tour since many of the annual improvements will be put on delay and included in the 2018 Phase I construction project.

The committee reviewed EWR estimated Phase I costs and building considerations which included:

1. New energy efficient lighting for the library. Bill with EWR is investigating grant options and Alyson will follow-up on electrical costs outlined in estimate.
2. Guano removal in upstairs furnace closet. Office Pride inspected the area and will get back with Alyson on an estimated cost to clean the area.
3. New flooring for the main library. The committee recommended the main, high traffic path be a "hard" flooring and carpet tiles be everywhere else throughout the library
4. Vestibule design was discussed and it was suggested we revisit the current design.

Considerations of Phase I budget costs were discussed. Alyson suggested the library set aside a minimum of \$65,000 (25% of annual budget) from the current savings account for fluctuations in operating costs. The committee agreed and understands setting this money aside will require some additional monetary donations and/or grants will be needed to complete Phase I renovations. Additionally costs for furniture, sound boards and shelving not included in renovations costs were discussed and considered.

Alyson suggested the Spring 2019 Smithsonian exhibit be in the front of the library (versus the rear of the library) as an opportunity to debut the library's completion of the remodeling project.

No additional meetings were scheduled; however John Tarble agreed to present the committee recommendations to the full board at the November 9, 2017 board meeting. The meeting was adjourned at 5:17 PM on a motion by Vickie and second by Herman.

Submitted by Alyson Thompson, Director