

September 9, 2019

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

Members present: Paul Henkel, Kathleen Packard, Tammy Parrott, Marti Fiske Andy Bohannon
Minutes from last meeting in May 2019 were approved.

Jill Cielinski, President of the Friends, has been invited to designate a member of this Committee.

Building Issues

Andy reviewed HVAC challenges. Engelberth/Stromgren need to get the controllers recognized and operating. In order to get a Certificate of Occupancy (CO) the HVAC issues need to be resolved. Commissioning will follow. Expenditures need to be completed within about 6 weeks as that will complete the 24 month construction period allowed under the tax credit project. Overrunning this time period would result in huge extra legal and administrative expense.

Safety on the stage could be improved by adding a colored stripe near the edge. Andy has provided red tape. He noted a painted stripe can be added when the floor is resurfaced.

Judy Putnam will take the lead on redesigning the exterior sign on West Street.
The interior sign on the Winter Street side needs updating.

Communications and Public Address System. Marti noted that staff members will specify their needs and make a recommendation.

Fence and railings on West Street are orange rather than black. Andy explained the architect specified the orange color presumably to blend with the brick.

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.

Blinds are in progress and Marti will check with Budget Blinds on their status.

AV Systems. Wires to one of the two mic connections in Cohen Hall have been disconnected and need to be reconnected. There is a popping sound when a laptop is connected in Heberton Hall. We will ask Steve Armstrong to help us with these. We hope he can also connect additional mic locations and simplify operation of the mics in Cohen Hall.

Landscaping. The Bartlett Tree arborist has noted that the Little Leaf Linden tree looks like it is doing well. Nevertheless, we should be aware sprouts have formed near the base which is not a good sign. The tree will have a second treatment of soil aeration. We will have a better idea of the tree's progress after leaves come out in the Spring.

Maintenance will be provided to other trees as the \$5000 allocation allows.

We specified Sweet Gum and a London Plane trees. Due to space constraints, the arborist will suggest an alternative choice.

Potted vegetables in movable pots in the patio area were discussed and deemed practical. More investigation of proposed raised bed gardens will be done, and reviewed by the Committee to assure they fit our overall plans.

Between the new dumpster pad and West Street, it is desired to have three additional plantings identical to the five others in place.

Bike parking on Winter Street is inadequate. Marti, Kathleen and Paul toured the grounds and identified a place near the patio gate which is being proposed to Andy.

Next meeting is planned for 2:00 PM on Monday Oct 21, 2019.

Submitted by Paul Henkel, Chair