

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

November 18, 2019

Members present: Paul Henkel, Kathleen Packard, Marti Fiske, Andy Bohannon, Scott Martin, Sally Rinehart Guest: Rachael Brice, Cheshire County Conservation District

Building Issues

Andy reviewed HVAC progress and challenges. The rooftop unit which serves Cohen Hall failed. It will need to be replaced in order for there to be air circulation so the room can be used. Temperatures in the main building are varying beyond acceptable limits. An independent commissioning agent has been hired by MEDC; he will not sign off until the system is operating properly. In order to get a Certificate of Occupancy (CO) the HVAC issues need to be resolved. Expenditures need to be completed within November for MEDC to avoid huge extra legal and administrative expense.

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 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. See notes from October 21.

Work on door hardware in the Annex for security will begin first week of December.

Consensus was a hard flat surface such as brick is needed for the outdoor smoking area so it can be swept. Andy will see if there is granite available to use as benches.

Old Business.

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

Blinds were completed.

AV Systems. The signal to noise ratio for two mic connections in the southeast corner of Cohen Hall have been resolved by adding two FetHead preamps within the junction box. Two mic connections were added in the northeast corner for outside groups who may bring their own mixer/preamp. We plan to add a mic connection in the center of the west wall.

There had been a popping sound when a laptop was connected in Heberton Hall. This was resolved by increasing volume at the laptop and reducing amplification in the AV closet. We plan to connect additional mic locations in the east end of Heberton Hall.

Landscaping. It was noted that landscaping at the Library this fall was excellent. Thanks to all responsible. Spring 2020 we plan to establish a master landscape plan.

The Bartlett Tree arborist selected a sweet gum variety with a narrow canopy so it will fit well in its location. The London plane tree was planted. An air spade was used to loosen soil at the base of trees and appropriate fertilizer was added. The Little Leaf Linden tree looks like it is doing well. We will have a better idea of the tree's progress after leaves come out in the Spring.

Andy is discussing QR Code tree tags with Bartlett Tree.

Potted vegetables in movable pots in the patio area were discussed and deemed practical.

Between the new dumpster pad and West Street, it is desired to have three additional boxwood plants identical to the five others in place. Andy suggested this be funded by the Trustees and Friends. A tractor path should be left so equipment can reach the West Street lawn.

Bike parking on Winter Street is inadequate. Marti, Kathleen and Paul toured the grounds and proposed a place near the patio gate. Bike parking will be expanded Spring 2020.

Next meeting is planned for 2:00 PM on Monday December 10, 2019.

Submitted by: Paul Henkel, Chair