**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting Minutes**

**Thursday, April 13, 2023**

**7:00 PM**

**Lower level**

Members Present: Jim Russo (Chairman), Lisa Matson, Cathe McCall, Linda Wallace, Vin Shea

Also Present:

1. Call to Order

The meeting was called to order by Chairman Russo at 7:05.

2.0 Public Comments: None

3.0 Minutes

3.1 Review and Approve Minutes of Regular Meeting of March 22, 2023.

**Motion to accept the minutes by Vin, Second by Linda. Motion passes 5-0-0.**

4.0 Old Business:

4.1 Communications from Board of Selectman/Town Officials: None

5.0 New Business:

5.1 Review and Possibly Act on Phase II Landscaping

Chairman Russo needs to meet with the landscape architect. We want a smaller shade tree in lieu of the birch. Low growing ground cover might help with mulching. Landscape architect will have more ideas.

5.2 Discuss and Act Upon Proposed Outstanding Items of Concern.

**Library Building Project – Outstanding items**

1. There are areas where cosmetic repairs need to be done.  For example - Crown moldings where the wood shrunk, and the seams now require caulk and paint.  Will there be a final walkthrough to identify these things, or do we need to produce a list? Jim will coordinate with J A Rosa.
2. Would it be possible for a monitor showing the exterior doors to be made available for the downstairs circulation desk identical to the one upstairs?   We can supply the monitor, but we are not sure how to set this up. There is already a computer jack. It may be simple to do. Jim will review with Lepine Electric.
3. The lower door does not unlock from the outside with a key.  It used to operate. Jim will check and review and J A Rosa.
4. There seems to still be concern over the functioning of the HVAC.  As soon as the weather outside hits sixty or so the air conditioning automatically kicks in.  It is not hard to imagine that it would quickly become uncomfortably cool in the building.  Can that be adjusted? We have been turning them off because it’s been cold. Jim will see if the preset can be raised.
5. Regarding the downstairs exterior door - It needs to be locked because so many people are using it to enter the library.

Cathe is meeting with the town/state to learn about a safety plan for the library.

We may need exterior signage to indicate the front entrance.

1. The Town Contractor who provides maintenance for the fire extinguishers is seeking a floor plan of the building showing their locations.  Is this something the building committee can provide? Jim will give him a floor plan with the locations.
2. Finalize purchase of the couch for adult area Linda talked with Jennifer Tizzo. The couch is on hold for now. Linda and Julie will figure it out by the end of the month.
3. Request for additional bulletin boards from the Children’s Librarian—Let's match them to the ones we have installed. Jim will place the order and have them installed by the Vendor.
4. Reconfiguration of the bike rack. Jim will ask Dean if he can move it where it will not be a tripping hazard.
5. Finish on book drop plates not holding up. Jim spoke to James about that.
6. Completion of the landscaping. If the church's septic field is going to add 6” to 12” of topsoil over our Leaching Fields, we should delay until that exercise is done.
7. Reconfiguration of book drop area at circulation desks. Jim wants to get a detail of the book drop. We have to buy the unit first. Jim will purchase and have a carpenter install it. Location approved by Board.
8. Determine the need for podium—town hall is going to let the library use theirs. No cost impacts
9. Outside porch lighting-Jim is going to talk to the electrician. The lights preferred will be turned off at 11:00 PM. They are on a timer to switch on at Dusk now. Jim will review with LePine Electric
10. Status of OPAC desks (downstairs to be on wheels) Linda spoke to Jennifer. It’s an extra $2000 for adjustable. Why do we need two? Board will probably purchase only one.
11. Linda will get a price for the downstairs Computer Tower/Monitor for the added Security Screen at the Lower Circulation Desk.
12. \*\*IMPORTANT - Continued issues with elevator – whenever the power goes out (which is often) there are issues with the elevator. Latest happened 4/1/23. Doors got stuck open and the elevator company had to be called. Library Budget cannot afford this. Is there a way a battery back up or something else can be set up to turn the elevator off-power in a managed manner? Jim is going to with Kevin these episodes. A battery back up isn’t going to work. The elevator is supposed to go down to the lower floor and then open its doors.If the fire alarm goes off, the elevator is designed to go to the lower floor and open.

We might need to develop a discussion with Eversource. Can we work with the school elevator maintenance contractor? Jim Mentioned that after one year (August 22, 2023), we can initate an agreement.

18. Clock for the teen room and paper towel holder. Linda will buy them and run the invoice through the Building Project.

6.0 Review and Approval of Invoices: None

7.0 Adjournment (Next Meeting scheduled for Wed. 4/26/23 at the library).

**Motion to adjourn made by Cathe 2nd by Linda. Motion passed unanimously.**

Respectfully Submitted

Lisa Matson, Secretary