

**Town of Collins Public Library Board of Trustees – Facilities Committee**

**Meeting Minutes Thursday January 9, 2020 at 10 am**

In Attendance: Director Abigail Barten-McGowan, Caretaker James Smith, Trustees Robert Gaylord, Barbara Ferro; Guest Randy Wing, contractor.

1. Called to order at 10:05 am
2. Talked to Randy about building
  - a. Roof: Randy will go over building plans with Jim – warrantee info should be with the building specs. Abbie believes the shingles are 30 year.
  - b. Doors: The back door and frame is rotted, and needs replacement. Randy believes the water is coming from condensation on the aluminum doorframe. If this is the case, foam insulation can be put in when the frame is replaced if it is hollow, and this will cut down on the amount of moisture that condenses. Part of the wall needs to be replaced from moisture damage here, and Randy suggests a more moisture resistant replacement, as well as PVC trim that won't rot. Randy is preparing a quote for us. We will look at galvanized or stainless steel and fiberglass options.

The door in the meeting room has a smaller amount of moisture damage, and if we find the back door frame is hollow, we can add spray foam insulation here as well, and fix the damage. This would be done after we find out about the back door.

The main entrance doors are hollow aluminum – so almost no weatherproofing. We can take some small measures there to insulate it a little better with things that have worn in the past 20 years (door sweeps). These things can be done right away, and may be included in the quote from Randy.
  - c. Concrete at back door: The moisture may have nothing to do with the concrete. Any repairs to the door and frame can be separate from any concrete work. We may look at heating the back walk concrete with boiler heat. We don't have many details about this, and would be a possible future project.
  - d. Gutter guards: Randy says that only one really keeps everything out, including the asphalt stone out (Gutter Helmet), but it is expensive. Depending on cost, there may still be a savings in labor. Randy suggests getting a presentation and an estimate on cost. It is suggested this be done in conjunction with the roof, because it goes under the edge of it. This is an item for long term planning.
  - e. Looked at the Windows, and they seem pretty good.
3. Construction Aid

- a. New York State Library Construction Aid. Eligible to have up to 75-90% of the costs of construction paid for. Cannot be used for fixing things, just for new or replacement. **Application due likely around 8/31/2020 to the Library System, with cursory info in May or June.** Full information is available <http://www.nysl.nysed.gov/libdev/construc/> Projects the library would like examined in the next couple of years:
  - i. Concrete work near library and fixing driveway on Rt. 39 (Town is aware, and is talking about hiring an engineer)
  - ii. Roof replacement and solar panel installation
  - iii. Updating ballasts for lighting in building and converting to LED
  - iv. Updating the parking lot lighting to LED
4. Building Items:
  - a. Painting Lintels – no update
  - b. Meeting room floor quotes – on hold until we get door repaired.
  - c. HVAC update: When it was checked in October, technician said it was in good shape and should last many more years.
  - d. Lighting Updates
    - i. Jim will contact Gerwitz and McNeil, who was out October 10, 2019 and never got back to us about options for lighting.
    - ii. 1/3/2020 someone came out from Graybar (sent by Ken Stone) to look at lights inside and out. He had some questions, and is working on solutions.
5. Walkway to Painter Center
  - a. This is an item that both the Town and Library would like to see, but will require some planning. Abbie notes that there are a number of things we could do to make that area a usable outdoor beyond a path. There may be options for grants and construction funding when we reach that point.
6. Next meeting: Not scheduled. After April Board meeting, if not before to discuss particular building matters.
7. Adjourned at 11:05 am.

Respectfully submitted,  
Abigail Barten-McGowan, Director