

Town of Collins Public Library - Facility Committee Agenda Meeting

Wednesday, October 18, 2023 at 2 pm

Present: Abbie Barten-McGowan, Holly Martindale, Rob Gaylord, Jim Smith

1. Called to Order at 2 pm
2. From last meeting

Complete

- Lighting – other than a couple of hiccups, complete! Outside lights replaced, and a new timer was installed. Inside lights have been replaced, 2 were bad and replaced.
- Concrete at back door – complete!

In progress

- Roof – the Town still hasn't heard the results of the Owens Corning survey.
- Back Door- we have 1 quote and 1 quote refusal that we still need on paper. Two more companies were suggested to Jim and contact info given.
- Gutters – Some gutters are noticeably not pitched correctly. Valleys are piling with debris. Request Dana reach out to the installation company to see if gutters can be repitched, and see if we need to get larger volume gutters in any places. We will bring up the pitch and gutter issues to the Town Building Committee.
- Gutter guards – Dana installed some in the back to see how they would work. The one by the door is running over, and we suggest removing that one. We need to get the gutters properly pitched before pursuing other guard options.

Unstarted

- Painting Lintels – Will do winter 2024. Abbie will pick a contrasting color with some input. Jim will paint.
- Meeting room floor – still stained. We will look into new flooring, but have the rugs cleaned professionally for a while. Jim will get a quote from Dana Jolls's carpet cleaning company. Also possibly look into replacing carpet in rest of library, even just staff areas.
- HVAC – still seems to be in good shape, but we should probably start budgeting for a replacement in the next few years. This is Town's responsibility to replace when it eventually goes. Jim will ask at the next maintenance about the status of the system, and a ballpark range for replacement to budget for. We could possibly try for a construction grant or other funds.
- Walkway to painter center –on hold

New

- AED Machine – provided by system, we would need to install. After much discussion, about installation, upkeep, and training, and suggestion of getting a training class at the library. The committee recommends to the Board that the library get it and it be installed.
- Water fountain – Would need to be flushed to make it safe, but committee suggests looking into replacing with one with a water bottle filler and either fountain or cups. We

need to get quotes for machines and install. Abbie will ask the System if there is a state bid list, or any info they have. Suggested for quotes are Johnson, B&R, and Grunhoffer.

- Parking Lot – Town plans to do 2024. Part of this is a D.O.T. project and may take longer. But if we don't see progress and dates scheduled by the spring, we may need to be aggressive.
- Building Entrance walkway – Hard to make a plan until we see what the Town does on the parking lot. But we just need to make sure as the Town is planning, the Library is involved.
- Water heater replacement – We should have this assessed with the other systems, but should be good for a while. And look into cost of tankless replacement.

Our next meeting will be TBA, once we have some information to act on.

Adjourned at 3:15 pm.