

BUILDING COMMITTEE MEETING MINUTES

October 28, 2024

- 1) Call to order: Meeting was called to order at 4:48pm
- 2) Attendance: Van, Sheryl, Pam, Lynn, and Bianca
- 3) Introduction of visitors: None
- 4) Approval of Minutes of Previous Meeting (April 22, 2024): Minutes were approved.
- 5) Old Business
 - a. Flower Bed Project: Completed in August.
 - b. Book Drop Extension: As of late September the work had not been started. It was agreed to mutually dissolved the contract with West Maintenance and seek other quotes.
- 6) New Business
 - a. Capital Improvement Plan: Reviewed plan and decided to move Parking Lot Lines to Spring of 2025. We will move forward with changing the door locks in 2024. The director will work to fill in number estimates for other items listed.
 - b. Building Maintenance Checklist: The director shared a draft of the list and will pass along to Kynsleigh to continue working on.
 - c. Automatic locks on doors: EM Glass is going to change the bars on the entrance doors and staff will have to lock and unlock the door.
 - d. Drive-up window: Russell and Twin Shores are working on quotes to extend the book drop and for a drive-up window/book drop.
 - e. Parking lot lines: The committee would like to do this in the spring.
 - f. Discussed shelving changes in teen and tween area. The director would like to change the shelving to be more engaging and allow for seating within the shelves.
 - g. Green Space: The director suggested adding a table and trash bin to the green space near the north entrance based on staff feedback that patrons hang out outside the library and sit on the ground to use the wifi. The director will move forward with pricing options. The committee suggested asking the city about the benches used at runners park.
- 7) Other: None
- 8) Public Comment: None
- 9) Adjournment: Meeting adjourned at 5:15