

TADL Facilities & Services Committee
Minutes

June 27, 2019 ~ 5:30 p.m.

Thirlby Room
610 Woodmere Avenue
Traverse City, Michigan

Attendance: Micheal Vickery, Chair and Carol Sullivan, Trustee; Gail Parsons Juett, Director and Bruce Bennett, Facilities Manager, staff. Susan Odgers, Trustee, attended via telephone.

Agenda – The agenda was approved as presented.

Approval of Minutes

The minutes of the May 13, 2019, meeting were approved as presented.

Public Comment

There was no public comment.

Roof Update

Bennett reported that the staging of work had been changed somewhat with the soffit replacement taking place now rather than in the fall. Fred Campbell has been keeping tabs on the progress and has discovered additional areas that needed sealing, which has been completed. So far, work has not disrupted library operations with the exception of periodic closing of the drive up book return. He noted that we are waiting for Campbell to develop the bid documents for new boilers and humidifiers so that we can get the process moving soon before it gets too late in the year. We would like to have results before the July board meeting so that the board can take action then.

Security Cameras

Bennett reported that the RFP (in packet) has been sent out and that we have received two bids so far, but are hoping for a couple more. Bids are due no later than July 8. There was discussion about the advisability of installing analog vs. digital cameras since digital technology will outlast that of an analog system. Bennett said he asked vendors for multiple solutions, so we will review the bids and make a decision when the deadline arrives.

TCAPS Memorandum of Understanding

Juett said that there is no news in regard to the MOU with TCAPS. With school being out of session for the summer, we might not hear anything until fall, but we will keep the committee and board apprised of any movement.

Future Capital Improvements

Juett passed out a list of proposed future capital improvement projects that she and Bennett had prepared. These include: (1) converting lighting to LED; (2) recovering furniture; (3) painting walls; (4) new carpet; (5) remodel bathrooms; (6) remodel the space under the stairs; and (7) outdoor sign for main library. We have been staging work on the first three items on the list as we have had budget available, but the impending roof work has prevented us from thinking about taking too much else on. We will continue to work on these as we can and hope that the roof work can be done without using the majority of available funds. Committee members were pleased that we are still keeping facility needs in mind and asked for a prioritization of the list.

Public Comment

There was none.

Next Meeting

The next meeting is scheduled for July 25, 2019 at 5:30 p.m. if needed.

Suggested topic: Roof Update

Adjournment

The meeting adjourned at 6:07 p.m.