



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Facilities and Services Committee Minutes

October 24, 2019
4:30pm ~ Administrative Office Conference Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: Micheal Vickery, Chair, Susan Odgers and Carol Sullivan, Trustees; Michele P. Howard, Director and Bruce Bennett, Facilities Manager.

Agenda Approval: The agenda was approved with two additions of Railroad and McGuire Meeting Room Lighting.

Minutes Approval: No minutes were approved.

Public Comment: There was no public comment.

Spence Brother Work/Roof Update

The project is getting closer to being finished. The soffit work is done. There is some small work that needs to be finished including wiring. The boilers are running but there is still some wiring work to be done there too. The fans will be up and running in the clock tower before December. The heat trace in the roof above the entrance is done and is now wired to the Master Controller instead of on its own panel which will be great. Bruce is pleased with the project and excited to see it finished.

Security Camera Update

The final camera in the elevator is being installed today. Tech Staff and Bruce were trained on the new security system and all staff members are thoroughly impressed by the quality of the video. Howard will review and bring to the Policy Committee the discussion of who should have access to these cameras, the stored footage to the cameras, and how long will we store the footage.

Atrium Improvements

Howard brought the idea from staff to put some coffee bar type seating in the atrium windows with the Marion Talbot Donation. The area is showing signs of wear and underutilization. Bennett got a quote from MasterCraft for \$5,600. The Committee members emphasized the importance of good quality furniture, perhaps looking at recycled materials. Howard will get a final quote for the furniture, wiring and chairs to have at the November Board meeting. The Committee was also supportive of removing the current gift shop counter to provide more access to this space for patrons.

Bathroom Remodel Quote (Information only)

Bennett obtained a quote for a ballpark estimate to remodel the 6 existing bathrooms. The cost is approximately \$115,000. The committee agreed to keep this number in mind as we set priorities after the roof is complete.

Railroad

Howard and attorney Zeits are still in communication with the MDOT Railroad representative. A survey is being done by the railroad. Howard will continue to work with the railroad to come up with an amicable solution to where the Right of Way begins and ends with respect to TADL property.

McGuire Room Lighting

Bennett is interested in replacing the lighting in the McGuire room with LED tracked lighting. This will save energy and provided more flexible lighting for the art that is often placed in that room. The committee agreed this was a good idea. Howard will pursue the Northland Library Cooperative grant for this cost of \$4,400.

Next Meeting Date / Time:

The next meeting will be January 23, 2020 at 4:30pm unless needed before then.

Next Meeting Topic Suggestions: Revisit the facilities priority list and order of priority; roof update.

Public Comment: There was no public comment.

Adjournment: The meeting adjourned at 5:21pm.