

Loutit District Library  
Building and Grounds Committee Meeting Minutes  
February 23, 2021

Present: Burton Brooks – Grand Haven  
Dennis Craun – Ferrysburg  
Dave De Young – Pottsboro, TX  
Michelle Moore – Grand Haven  
Cathy Rusco – Grand Haven  
John Martin – Grand Haven

Absent: Bruce Hinrichs and Kerry FitzGerald

Also present: Shawn Wolfe – Grand Haven

Due to COVID, the meeting was held online via Zoom.

Chair Brooks called the meeting to order at 3:07 PM.

Minutes from the September 24, 2020, meeting were approved as submitted.

1. **Window Water Diverters and Gaskets** – Over the last several years it has been noted that rainwater will leak into the building around some of the building window panes of glass. After an investigation last fall by Ross Smith and Vos Glass, it was discovered that water diverters were not originally installed. A solution to water infiltration is installation of diverters, replacement of interior and exterior gaskets around window panes, and resealing the perimeter of the window frames.

Vos Glass submitted a proposal for a number of options related to this project. Smith recommends hiring Vos Glass to remove window panes and install water diverters and gaskets for all main level windows in the amount of approximately \$46,022. Smith also recommends anticipating glass breakage costs of 10% and preparation and administration of his time for the project at an additional 10%.

Resealing around the perimeter of the window frames will be performed by a different company after Vos Glass has completed their tasks. This project will be budgeted for in the library's FY2021-2022 budget.

**Motion by Craun, second by De Young, to recommend to the board that Library Administration contract with Vos Glass and Ross Smith for time and materials to remove main floor window panes, install water diverters, and install new interior and exterior gaskets in 2021, in the anticipated amount of \$55,226, with funding for the project to come from the Library's Maintenance Fund. Motion was unanimously approved.**

2. **Potential FY 2021-2022 Projects** – Martin provided an update on the following potential projects to be undertaken in the library's upcoming fiscal year.
  - A. **Youth Services Collaborative Space** – Youth Service is recommending removal of three short ranges of books near the administrative offices to create a collaborative study/work space. It is proposed to place thin wire electric service under the carpet in the center of the space. Moveable marker board partitions will divide the space into four individual sections, each with a moveable table and four chairs. The space could be used for group study, tutoring, small presentations or, if boards, tables and chairs are moved out, as a meeting space for school classrooms visiting the library.

**Staff will seek donations to cover some or all of the costs associated with this project, with an anticipated start date of 2022.**

- B. **Historical Plaque at 4<sup>th</sup> and Columbus** – This plaque has deteriorated and is in need of replacement. The Tri-Cities Historical Museum and the city of Grand Haven are exploring additional historical plaques around the area and this plaque has been added to their list for replacement. In the meantime, once the snow is melted away, we will remove the existing plaque.
- C. **Co-Working Space in the former Public Computing Room** – This is a project that got set aside due to Covid but may get resurrected in FY 22-23. The former Public Computing has been turned into a quarantine room for returned library materials before they get reshelved. Funds will be budgeted in the FY 22-23 budget to revamp this space into a co-working space for the public along with being an additional meeting room for library programs.
- D. **Library of Things** – Staff will be budgeting for non-traditional library items for public use in the FY21-22 budget, including things like sewing machines, equipment to transfer films/slides to digital, board games, and other non-book loanable items. Donations will be sought for this project. Patron demand for these types of items is leading this project.
- E. **HVAC Actuators** – Shawn Wolfe provided an update on actuators which have been failing. Over the course of the past year approximately eight actuators have failed. These are little mechanical devices that control heat and cool to areas of the library and there are 48 of them in the building. Grand Valley Automation will be training Shawn to replace them as needed with GVA coming in to verify the repair and then reprogram the devices for the HVAC system.
- F. **Expand Wi-Fi Signal** – Due to cost savings for purchase of materials with Covid grants received from the Grand Haven Area Community Foundation and the Library of Michigan, the library has approximately \$1,000 in unspent money available to purchase exterior Wi-Fi access points to provide the public with improved and expanded access to the library's Wi-Fi signal when the building is closed. Sara Derdowski is confident she can find approximately \$2,000 in the current year's budget to complete this project.

The GHACF will allow us to reprogram their grant dollars and we are waiting to hear from the Library of Michigan.

- G. **Local History Laptops** – Jeanette Weiden is recommending replacement of a large, 6-seat computer table in Local History with smaller table(s) and, potentially, comfortable seating. Desktop computers currently in use would be replaced with laptops. Potentially, this idea could be used throughout the library, eliminating or reducing the need for large public computing furniture.
3. **Additional items** – Martin reported that he will be meeting with Robinson Township Supervisor Frank Johnson on Thursday, February 25, to discuss the potential of a drop box and/or book locker at the Robinson Township offices site.

Craun asked if the Grand Haven Tribune digitization project is complete and up to date. This project, which involved digitizing all Grand Haven Tribune issues from microfilm, was completed a few years ago and Tribune issues from about the last eight years are received digitally from the Tribune. The issues are searchable in the library but not on the Internet. The Tribunes are searchable, but each daily issue is a pdf and easily searchable software is not currently available.

Meeting adjourned – 4:15 PM

Respectfully submitted -- John Martin, Library Director