

Loutit District Library  
Building and Grounds Committee Meeting Minutes  
January 23, 2020

Present: Burton Brooks, Dennis Craun, Dave De Young (via phone), Kerry FitzGerald, Bruce Hinrichs, Cathy Rusco (arrived at 4:35), Michelle Moore (arrived at 4:10) and John Martin

Absent: None

Also present: Shawn Wolfe (arrived at 4:30)

Chair Brooks called the meeting to order at 4:05 PM in the Administrative Conference Room.

Minutes from the July 9, 2019 meeting were corrected to move Ross Smith, from Committee member present to Also Present.

1. **Concrete & Brickwork Update** – Cracks have appeared in the top two steps at the Columbus entrance. RAM Construction has applied epoxy to them to prevent further damage and they are planning to come back in the spring to possibly demo the area again and redo the stairs. We continue to hold more than \$11,000 in funds for this project which RAM originally estimated would cost around \$6,500. Here is a copy of a January 15, 2020, email from Chris Huff to Ross Smith outlining next steps:

Ross,

At this point we have visited the site and installed epoxy in the crack to keep it from getting more damage during these winter months. I would like to reconvene when the temperatures are advantageous for a proper concrete cure. I would then like to demo the area to get a better understanding as to why it cracked and then discuss our options as a group to get the best out come for the library. Any objections?

Chris Huff

**RAM Construction Services**

4592 40<sup>th</sup> St. SE Kentwood, MI 49512

p: (616) 957-3679 m: (616) 350-7730 f: (616) 957-7778

2. **Future Building Repairs** – Committee discussed FY20/21 building repairs. At this point, staff have identified a need to reseal all windows around the building. According to Ross Smith, sealants have about a 10-year lifespan and we are approaching 12 years. Several windows throughout the building will allow rain water to infiltrate when it rains and is windy from certain directions.

In 2019, a contractor was hired to investigate and make necessary repairs to the large window on the west side of Local History to prevent water leakage and interior ice buildup on the window frame. It was discovered that there was no insulation around the frame or other necessary details to prevent wind and water from entering the building. Those repairs were made and have proven to have been necessary. Staff are recommending this same procedure be applied to the remaining four smaller windows in Local History.

In addition, HVAC exhaust piping in the boiler room will need to be replaced in the near future. Staff are gathering estimates.

**Consensus of the Committee was to budget for sealant replacement on all library doors and windows in FY20/21, work with Ross Smith to create an RFP and bid the project out. Committee also agreed to utilize services of the window contractor used in 2019 to make necessary repairs to the remaining Local**

**History windows. Committee also agreed to pursue HVAC exhaust piping repairs. It was further requested that the existing building capital repair document be refined and made easier to use.**

3. **Piano Donation** – In November 2019, local residents Eric Inlaw and Lynde Richards offered to donate a new, or nearly new, Story & Clark baby grand piano to the library. This proposal went straight to the board which accepted the offer at their December meeting. The offer should have started at the Building and Grounds Committee which is why it is being brought forward for discussion today.

Martin reported that he has made several attempts, through email and phone, to contact Mr. Inlaw, without success. He'll keep trying as there are a few logistical questions that need to be answered. More information to follow, hopefully for the next Building and Grounds Committee meeting.

Craun questioned the need to house two pianos, a spinet and a baby grand, in the library? Martin responded that the spinet which was donated to the library several years ago would most likely be disposed of, either through sale or donation.

4. **Relocation of Public Computing** – Due to declining usage of Public Computing on the lower level, the number of computers available for public usage was decreased from 23 to 12 over the last few years. After discussing alternative uses for this largely unused space staff proposed moving the public computers to the main level, behind the information desk, as a way to improve access to information for the public and to free up another potential meeting room or public gathering space.

In December, staff removed reference shelving, moved tables and computers from the lower level and relocated public computing to the area behind the Information desk. This was done as a test to see how it work and be received by the public. Staff and public have overwhelmingly approved the move. More permanent tables, along with additional computers for the public and wiring will be added in the near future. Staff have been working with Library Design Associates on this project and a redesign/resue of the former Public Computing area.

5. **Robbins Road Property Update** – Martin reported that the property sale closed on December 13, 2019, and that funds have been deposited into a separate account at Michigan CLASS. The Finance Committee and Board are working to finalize plans on how to disburse the sale proceeds.
6. **Natural Gas Line Replacement Along Columbus** – Martin reported that a contractor for Michigan Gas has been working since December to install a new gas line, replacing a 1951 line, along Columbus from roughly 7<sup>th</sup> to 1<sup>st</sup> Street. The berm area has been dug up in several locations along with parts of the street and sidewalk. The contractor has made temporary repairs which will be made permanent in the spring.
7. **Other** – Martin presented utility cost comparisons for several years for both gas and electricity usage. Gas has remained fairly steady but, due to a five-year project of upgrading all lighting to LED, we have seen a reduction in electric costs of about \$25,000 annually from 2013 to 2019. It was requested that for the next committee meeting Martin research the amount of money spent on the conversion to compare that to savings.

Martin reported that beginning in May 2020, trash hauling service will be switched to Republic from Waster Management. This change will reduce monthly charges from about \$247 to \$135.

Meeting adjourned – 5:35 PM

Respectfully submitted -- John Martin, Library Director