

## Library Board of Trustees – Building and Maintenance Report

September 8, 2020

### **BUILDING:**

#### Attic:

8/19/2020: follow up on HVAC system recommendations with Brian Schubring, Tom Asbeck, review notes from Jon Rynish

8/25/2020: reviewed attic inspection report from Hoffman; sent email response requesting phone conference to plan for contractor work delineated in plan:

- Clearing ventilation baffles on north side
- Cut additional holes in roof sheathing
- Additional vapor barrier by attic access
- Additional 1.75” of insulation
- Repair HVAC duct insulation
- Attic lights troubleshooting
- Verify location/existence and/or complete installation of attic catwalk so we can reach 4<sup>th</sup> power vent
- Finally: for Erica needing advice and Brad needing training: discuss the limited remote monitoring options and seasonal maintenance of attic fans and other equipment
- Owner: purchase/install heat tape for affected gutters and valley areas

#### Fire suppression:

8/27/2020: PerMar Security sent notice that Verizon and AT&T are discontinuing the 3G phone monitoring program for alarm communication. They are offering new hardware and lifetime replacement for an additional \$20/month, or \$240/year, a 34% increase over our annual \$714 monitoring plan, or a one-time replacement cost of \$600. At \$20/month, they would offer future replacements at no cost; \$600 is the cost only to replace and all future upgrades would need to be paid for.

We chose the cellular option to avoid having to install and pay a monthly fee for the phone line. Additional upgrades (from 4G to 5G and beyond) may also be coming.

**ACTION: approve method of funding cost of replacing 3G radio communicator.**

9/1/2020: PerMar site visit to review equipment for duct smoke detectors. Will provide cost estimate to connect the smoke detectors to the fire panel.

#### Lower level humidity:

Currently managing the humidity by turning heat up to 72 degrees during the day and air conditioning down to 60 degrees at night.

8/27/2020: requested service date estimate for balancing lower level HVAC, have not yet had a response

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### Front desk glass barrier:

9/8/2020: Northern Glass will come to measure and review the circulation desk sneeze guard and advise about replacement before winter.

### **MAINTENANCE AND OTHER CONCERNS/PROJECTS:**

- Greenfire: Find sewer cleanout in storage closet
- Greenfire: Paint chipping, peeling, and popping around building
- Rappley: move thermostats
- Training Brad Vick on library systems maintenance
- Set up routine indoor/outdoor maintenance schedule
- Post furnace zone and AC unit maps
- Fix tack wall in children's area
- Knox box: fire department
- Furnace smoke detectors – PerMar
- Plaques
  - Richard Kimla dedication plaque
  - Connie Lyon's memorial plaque
  - Add board president names to plaque
  - Ginny J Scrabble board
  - Past librarian memorials (Frances Waite, Ann Gerlach, plaque for Ginny)
  - Lawrence Demmer plaque for vestibule
- Video conferencing equipment for 3 TVs