

Library Board of Trustees – Building and Maintenance Report

November 20, 2020

BUILDING:

Attic: 11/04/2020: Greenfire and subcontractors addressed the following attic concerns:

- ✓ 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 4th power vent: 4th power vent is accessible from roof
 - ✓ Owner: purchase/install heat tape for affected gutters and valley areas
- Remaining: Erica needing advice and Brad needing training: discuss the limited remote monitoring options and seasonal maintenance of attic fans and other equipment

Will monitor attic temperature and roof for icing over winter and address other concerns as needed.

Fire suppression: 11/10/2020: drain attic drum system

Lower level humidity: Revisit in spring 2021

Front desk glass barrier: 11/02/2020 Northern Glass to replaced glass in countertop barrier

Lift: electrical problems began 10/29/2020. ArrowLift sending technician to diagnose 11/12/2020

EXTERIOR:

Outdoor sign: 11/04/2020 – repaired exterior sign lights and placed box over switch

Outdoor landscaping and memorial areas: **ACTION: consider/approve proposal to recruit landscaping project coordinator**

Solar project: Focus on Energy is offering incentive projects. Working on getting necessary information for contractor and for starting project.

Library Board of Trustees – Building and Maintenance Report

November 20, 2020

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Greenfire: Find sewer cleanout in storage closet
- Greenfire: Paint chipping, peeling, and popping around building
- Rappley: move thermostats
- ✓ Graphic House: broken light on exterior sign
- 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
 - ✓ Install Meeting Owl in Maple Room
 - ✓ Install Konftel Cam50 and hub in Tamarack Room
 - ✓ Webcam for mobile TV cart