

## Library Board of Trustees – Building and Maintenance Report

February 16, 2021

### **BUILDING:**

Attic: monitoring roof leak found on 11/12; additional water stains noted by circulation desk on 1/7

Ductwork in IT room: 2/3/2021, discovered the insulation around the ductwork running through the lower level IT room was saturated with moisture. Covered the network rack with plastic to prevent any water problems and contacted Greenfire, Rappley, and Hoffman to determine next steps in response. Looking into condensation issues with duct in cold weather.

Lower level humidity: Quite low now in winter (below 20%). Revisit in spring 2021.

Various: considering options for adding a locking door latch to the lower level door to allow for securing the vestibule and stairs area.

### **EXTERIOR:**

Outdoor landscaping and memorial areas: No new developments this month

Solar project: The solar project grant application was submitted on 1/20/2021. Grant application was presented to the Plan Commission on 1/25/2021 and forwarded to town board which approved the project on 2/2/2021.

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

- Greenfire: Find sewer cleanout in storage closet
- Rappley: move thermostats
- Superior Electric: motion sensor light and flickering light in Tamarack Room
- Training Brad Vick on library systems maintenance
- Set up routine indoor/outdoor maintenance schedule
- Fix tack wall in children's area
- Knox box: fire department
- Plaques
  - Richard Kimla dedication plaque
  - Santogade (Lyon) memorial plaque
  - Add board president names to plaque
  - Ginny J Scrabble board
  - Past librarian memorials (Frances Waite, Ann Gerlach, Ginny Javenkoski)
  - Lawrence Demmer plaque for vestibule