

Library Board of Trustees – Building and Maintenance Report

April 20, 2021

BUILDING:

Attic/roof: working with Brian Schubring, Winchester Builders, on quote to replace soffits with venting, inspect for additional blockages preventing full circulation.

Ductwork in IT room: no update; will try to address along with installation of dehumidifiers

Lower level humidity: Working on scheduling work with Rappley. Will need two additional outlets added near furnaces, but work/cost will be minimal.

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

SYSTEMS:

Annual lift inspection: NEIS inspection for state license; noted need paperwork for 5-year load test and need to have identification message to emergency call service identifying phone call as originating from Demmer Library.

Telephone and computer network: remapped the entire upper and lower level low-voltage (phone and computer) network to update telephone and computer ports currently in use after re-assigning computers following pandemic relocation. Begin decommissioning temporary office space in Libratory.

EXTERIOR:

Outdoor landscaping and memorial areas: No new developments this month

Transition to summer: Josh Paetow “de-winterized” the rain barrels and gutters. Noted damage to gutters on ground (now becoming an annual concern) and will look to address the draining of the gutters within landscaping plans. Erica will discuss routine exterior maintenance (mowing, weeding, raking, etc.) with Josh and determine division of duties between custodial (Jerry) and town.

Solar project:

4/3: Erica and Larry Roth attended a pre-grant award meeting with OEI. Project will be funded by Three Lakes Public Library Foundation and the PSC/OEI grant will provide reimbursement for grant award amount after work is complete. Larry Roth submitted the follow-up information and once the PSC/OEI has received a completed environmental impact review, we will receive a contract to review (June 2021). Once signed by both parties, we will have one year to complete the work (June 2022).

4/4, met with Josh Paetow and discussed concerns about access to furnace concentric vents on roof (winter shoveling) and concerns about ventilation issues causing icing. Larry has contacted Northwind Solar to have an on-site meeting to look at engineered designs for panel installation and answer questions.

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MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Greenfire: Find sewer cleanout in storage closet, sidewalk cracking on west side
- Rappley: move thermostats
- Superior Electric: motion sensor light and flickering light in Tamarack Room
- 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