

## Meeting Minutes

Henika District Library

Building and Grounds Committee Meeting

August 11, 2025 at 6:00 p.m.

Members Present: Rachel Brinks, Pam Meyer

Members Absent: Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: Meghan Augustin

- I. Call to Order: Meeting called to order at 6:08 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Meyer. All yes, motion carried.
- III. Community Opportunity to Address the Committee: None present.
- IV. Approval of May 2025 committee meeting minutes: Motioned by Brinks and seconded by Augustin. All yes, motion carried.
- V. Unfinished Business
  - A. Façade Grant: Committee reviewed the quotes received for new windows and discussed which specific windows would be the best choices to replace given the remaining grant budget of \$18,000. Brinks motioned to recommend to the Board that we use ML Windows, replacing the 6 windows in the original portion of the building (minus reading room) and the front two windows in the reading room facing the street. Meyer seconded. All yes, motion approved.
- VI. New Business
  - A. Facilities Walk-Through: Committee performed annual facility audit. Most of the items noted were relatively minor; detailed list in actual audit.
- VII. Around the table: No one had additional comments.

VIII. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:01 p.m.

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## Facility Audit Summary

### Condition Codes:

- |                          |                   |
|--------------------------|-------------------|
| A. Continued Maintenance | D. Repair/Replace |
| B. Minor Repair          | E. Remodel        |
| C. Consultant Study      | F. Demolition     |

### Priority Codes:

- |              |             |
|--------------|-------------|
| 1. Emergency | 3. Routine  |
| 2. Urgent    | 4. Deferred |

EXTERIOR	COMMENT	CONDITION	PRIORITY
Roof	Nothing noted		
Foundation	Nothing noted		
Walls	Nothing noted		

Windows	Nothing noted		
Doors	Repaint exterior front door trim & replace hardware. Door props needed for front door. Cleanup/Repaint Hold Lockers. Repaint portico over exterior side door. Cracked PVC casing around automatic door post. Replace crawlspace cover by AC unit?		
Walkways	Sandblast and powdercoat porch railing. Repaint front bike rack.		
Signage	Tarnished front letters. Committee to evaluate and brainstorm		
Lighting	Recently updated.		
Parking Lot	Recently restriped. Potholes scheduled to be filled soon. Remove dead bush from parking lot eyelet by main st.		

Greenspace	Powerwash, restrain, and seal bench around Catulpa tree. Trim Catulpa Tree. Weed Gaga Ball pit.		
<b>INTERIOR</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Housekeeping	Nothing noted		
Walls	Weird outlet next to elevator on top floor by adult Large Print. Ask elevator maintenance if necessary. Cover if not. Stain on ceiling tile by Adult Graphic Novels. Repaint Children's ceiling white.	B	3
Windows	Some windows being replaced due to non functionality. All deep window wells need to be refinished, stained, & resealed. Repaint interior of big front window.		
Doors & Hardware	Nothing noted		
Floors	Floor vent cover in upstairs bathroom needs replacing. Bumper on step to youth area split and needs to be replaced. Replace transition strip around fireplace.		

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Accessibility	Banister on top of stairs next to board games is missing a screw		
Signage	Nothing noted		
Furniture	Front Desk Privacy wall needs to be refinished, stained, & resealed.		
Shelving	Nothing noted		
<b>MECHANICAL</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Heating	One unit replaced in April 2025. 2nd unit replacement TBD		
Air-Conditioning	One unit replaced in April 2025. 2nd unit replacement TBD		

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Ventilation	Nothing noted		
Elevator	Nothing noted		
<b>ELECTRICAL</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Circuit Breakers	Nothing noted		
Transformers	Nothing noted		
Wiring	Nothing noted		
<b>LIGHTING</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>

Children's Area	Bugs in lighting covers. Could use a good wipe down	A	3
Adult Area	Nothing noted		
Office Area	Nothing noted		
Circulation	Nothing noted		
Reading Room	Nothing noted		
Bathrooms	Nothing noted		



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Staff Room	Nothing noted		
Lobby/Reading Room	Nothing noted		
Other	Nothing noted		
<b>LIFE/SAFETY</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Alarm Panels	Nothing noted		
Smoke Detectors	Nothing noted		
Fire Extinguishers	Nothing noted		

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CO2 Detectors	Nothing noted		
<b>PLUMBING</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Sump Pumps	Sewage smell if toilets not flushed over the weekend. Some vinegar and a flush on Monday mornings usually does the trick		
Fixtures	Nothing noted		
Piping	Nothing noted		