

AGENDA

Henika District Library
Building & Grounds Committee Meeting
April 27th, 2022 at 5pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

IV. New Business

A. Library Walkthrough / Facilities Audit

B. Potential Additions

V. Around the Table

VI. Adjournment

21 May 2021 at 10:30am
Building/Grounds Walkthrough
Present: Nicole Gray, Gary Marsh, and Jacqui Kuhn

Outside

- ****KEY ISSUE**** Masonry issues with front and side walls around front patio area
 - Front wall quoted at approximately \$60k previously, but has become significantly more bowed out since that quote was obtained
 - Side wall appears to require work now as well
 - DDA grants typically more for private business, but we may be able to find and apply for state/historical preservation grants. Discussed whether Building funds could be used toward repairs to the existing building.
- "Henika Library" letters on the front of the building – two letters are a different color than the rest. They are brass and Gary previously polished them but they weather quickly, so repolishing will not last long. Possible to repaint.
- Piece of wood missing/nails exposed on awning/overhang above side door. Could use repainting.
- Bench on side of library bowed. Heavily utilized by patrons and children.
- Bike racks could use repainting.
- A few of the parking blocks are broken with exposed rebar. Nicole has alerted the City but Board may want to follow up.
- Picnic tables – continue with annual repainting?
- Bench around the tree – continue with annual restrain/varnish?
- Story boards outside – not being changed out as often as they were in the past; tools to change them out are currently lost, presumably somewhere in the basement. Structurally they look good, just need to be able to access them and maybe the new hires can revamp how they are used.
- Gaga ball pit – heavily used. Nicole suggested looking into ways to have balls accessible for patrons to use.
- Weeds in the front landscaping – weeding is not done by the crew that maintains the grounds. Possible volunteer opportunity.
- Snow removal – the City plows along the main sidewalk, but Nicole has been shoveling the front patio/stairs and all of the sidewalks around the building. In the past, library has paid for snow removal but is no longer. Need to plan for how to handle this starting this winter.

Inside

- Main floor carpeting (probably the most pressing inside concern, but not as pressing as the outside masonry issues)
 - Paint on carpet in reading room, significant fading/thinning throughout, patched areas and seams wearing out, significant issues with ripped carpeting in Director's office area. Potential to become a safety hazard as it continues to wear.

- Rachel had found businesses that specialize in library renovations (would be familiar with/able to properly move stacks, etc.). Nicole to try to get the names to pass along to the Board.
- Primed entryway – Gary to test removing with acetone. Possible volunteer opportunity if acetone is effective in removal.
- Door handle – shows significant scratching – possible to replace so it doesn't look so worn?
- Reading room – Friends had looked into having the interior stonework cleaned, but it was too costly. Recommended that we look into this.
- Lights – two lights completely out (one above adult stacks, one by side door) and several lights needing at least one tube replaced. Gary to inventory to determine how many of each tube type need to be ordered.
- Youth area – staining, but no major issues requiring repair/replacement. Could use carpet cleaning. Nicole said Stefanie did not like the gray paint; has yellow/aqua accents as well.
- Elevator has required significant work in the past few years. Outdated and parts difficult to obtain. Working fine currently. Doorbells added to alert staff if assistance is needed.
- Main floor bathroom
 - Toilet can leak if knocked slightly
 - Light not very bright
- Basement area
 - Staff break area could use work – unstable table and very old chairs
 - Bats sometimes get in (typically 1-2 a year)
 - Referred to as “the dungeon”
 - Nicole stated interviews are held in the basement

Facility Audit Summary

Condition Codes:

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

Priority Codes:

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

EXTERIOR	COMMENT	CONDITION	PRIORITY
Roof			
Foundation			
Walls			

Windows			
Doors			
Walkways			
Signage			
Lighting			
INTERIOR	COMMENT	CONDITION	PRIORITY
Housekeeping			

Walls			
Windows			
Doors & Hardware			
Floors			
Accessibility			
Signage			

Furniture			
Shelving			
MECHANICAL	COMMENT	CONDITION	PRIORITY
Heating			
Air-Conditioning			
Ventilation			
Humidifier			

Generator			
Elevator			
ELECTRICAL	COMMENT	CONDITION	PRIORITY
Circuit Breakers			
Transformers			
Wiring			
LIGHTING	COMMENT	CONDITION	PRIORITY

2022

Children's Area			
Adult Area			
Office Area			
Circulation			
Reading Room			
Bathrooms			

2022

Staff Room			
Lobby			
Other			
LIFE/SAFETY	COMMENT	CONDITION	PRIORITY
Sprinkler System			
Alarm Panels			
Smoke Detectors			

2022

Fire Extinguishers			
CO2 Detectors			
PLUMBING	COMMENT	CONDITION	PRIORITY
Sump Pumps			
Fixtures			
Piping			