



Building & Grounds Committee Meeting
of the Board of Trustees
Sandwich Public Library District
Wednesday, January 12th, 2022 at 11:00am

AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Minutes
 - a. Building & Grounds Committee Meeting: August 25th, 2021 – Approval **(Action)**
- V. Old Business
 - a. Caulking
- VI. New Business
 - a. Flag Pole
 - b. Outdoor Light on NW side of building
 - c. HVAC
- VII. Executive Session
- VIII. Upcoming Meetings
- IX. Adjournment

All Items on the agenda are potential action items.

Sandwich Public Library District
Building and Grounds Committee Meeting
Wednesday, August 25, 2021

Present: Committee Members, Nancy Sanders and Robert Mitilieri, Board President, Jane Wolf, Library Director Barb Posinger, and Library Custodian, Bob

The meeting was called to order at 12:40 pm and the roll was called.

There were no public comments submitted.

Nancy made a motion to accept the minutes from the March 9th and April 13th meetings as written, Robert seconded. The members present voted unanimously to accept the minutes from the March 9th and April 13th meetings.

The purpose of the meeting is to review leaks from windows and doors during recent storms, to identify the cause, and to determine actions to be taken to provide appropriate repairs.

Windows on the West side in the main library leaked from the top and center. The leaks were not from around the trim where A&B Exteriors had caulked, but from where the window glass meets the window frame. Windows in the children's room did not leak. It was noted that O'Neill Glass had caulked the glass/frame intersection in those windows.

Windows on the North side were also leaking. These windows also did not have caulking between the glass and the window frame. Barb will contact O'Neill Glass to obtain a quote to caulk the windows on the West and North sides, similar to how they caulked the West windows in the Children's room.

Emergency Exit doors were leaking bottom and top edges. To correct the leaking at the bottom, Bob suggested raising the thresholds and replacing the rubber strips on the outside bottom edge of the doors so they are in better contact with the thresholds. The threshold for the South side emergency exit may not be adjustable. In that case Bob will consider shimming the threshold to raise it. Bob will also attempt to raise the threshold for the front entry doors. Bob will also add rubber trim to the door frames since the existing trim does not provide a good seal.

The roof-access hatch is leaking from around the latch. Bob will attempt to add a rubber seal to correct the leak.

The vacuum used to clean the library needs to be replaced. The wiring is not in good shape and the hose has developed leaks. Bob is researching commercial-rated vacuums.

Hedges outside the windows on the South side need to be trimmed since they are limiting visibility. Barb will call Aztech to trim the hedges. Barb will also let Aztech know not to trim the lilac shrubs unless it's necessary for visibility.

Bob will be touching up one of the bike racks that has become scuffed.

Robert made a motion to adjourn the meeting, Nancy seconded. The meeting was adjourned at 1:30pm