

Building & Grounds Committee Meeting  
May 14, 2020  
3:30 PM

Remotely present: Peter Sugar, Chair; Dennis Picker; Barbara Myles, Library Director; Lisa Rothenberg, Assistant Library Director; Bob Bottino, Custodian

1. Discuss building modifications needed to help stop the spread of Covid-19, such as sneeze guards and one way traffic patterns

Bob reported that he has received two price quotes (\$12,000 and \$4,000) for installing a glass sneeze guard at the circulation desk. Barbara reported that other town departments are installing less expensive plexiglass. Bob explained that we have two options: enclose the entire front of the circulation desk by affixing plexiglass to the arch or purchase prefabricated plexiglass sneeze guards to put on the circulation desk. It was agreed that enclosing the front of the circulation desk is the preferred option.

For the reference and children's desks, there is no structure to affix plexiglass so we will purchase prefabricated plexiglass sneeze guards that extend to a six foot height measured from the floor.

Grocery stores have installed one way traffic patterns to increase social distancing. Bob suggested we do the same at the library. He suggested purchasing either stanchions, like those found in banks, or plastic cones. It was agreed to purchase the less expensive plastic cones.

Lisa described the limited building access patrons will have when they are welcomed back into the building. For a period of time the library will have closed stacks and patrons will only have access to the first floor lobby (not the fax machine or photocopier), reference room, stairs to second floor, and second floor lobby. Reading rooms and restrooms will be closed to the public. Dennis requested we make schematic floor plans that show where the public is allowed to go. Barbara volunteered to do this.

There may be enough funds in our building expenses budget because the library closed in mid-March and we have had reduced expenditures for electricity and natural gas since then. Barbara will prepare an updated budget for review.

2. AC1 replacement project

Peter asked Barbara about Jeff White's (our engineer for the project) May 6 email concerning the invoice from Burnell Controls we received for a repair that was made when the wire from the air handling unit to the outside air sensor was disconnected when the old air handler was removed from the building. Barbara had told Jeff that Thomas E. Snowden, Inc. should be back charged for this work. Jeff's email stated that Richard Barbolla, President of Thomas E. Snowden, Inc. told him that the repair to the OA sensor was made before our project began, which is not true. Our project began in September 2019 and the repair was made in November. Barbara did not know how to respond to Jeff's email. Peter suggested the Building & Grounds Committee meet with Jeff and Richard about this and training on the new controls. Barbara will set up a meeting.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,  
Barbara Myles  
Library Director