MINUTES
The Chappaqua Library
Building & Grounds Committee Meeting
March 13, 2023, 11:00am – 11:30am

Attendees:

<table>
<thead>
<tr>
<th>Library Board of Trustees</th>
<th>Library Staff</th>
<th>Invited Guests</th>
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<tbody>
<tr>
<td>Jennifer Fahey, President*</td>
<td>Bob Conrad, Director</td>
<td>Bill Link, Facilities Consultant</td>
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<td>Pam Moskowitz, Vice President*</td>
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*Videoconference

I. RFPS

1. Mixed Job RFP – punch list complete?
   - Only replacement of Toddler Restroom door remaining
   - room is usable but with unmatching door
   - 3/10/2023: IQ measured for replacement door

2. Façade RFP: 3 proposals received:
   1. KGD: $32,000
   2. H2N: $41,600
   3. Lothrop: $88,500
   Need follow-up meeting to review in detail.

KGD discussion:
+ CCSD highly valued LT vendor
- 2018-2021 Children’s Room Project concerns:
  - Timing delays – WL: Not KGD, contractor (SCC?)
  - WL: Radiators required modification with screens/benches – KGD did not own up to poor design
  - RC: lighting and screens incompatible (WL: Not KGD, likely based on our post-renovation furniture selection)

All have good Library experience.

Agreed Process:
- Full committee to review all 3 proposals and evaluate with WLink scorecard
- Include 3 proposals in Board Packet to be posted 3/20/2023
• 3/27/2023: Make recommendation to Board of selected design firm
  o Present expected timeline
  o Library Director awards contract (contract to be reviewed by BSK before signing)
• Later: BoT presentation of recommended design

3. Cleaners RFP: Agreed: Bill will build list of reputable firms/bidders, create an RFP of cleaning firms for agreed hours (need to agree on days/hours)
  • Bill wrote specs for a cleaners RFP before – never used, PT liked Arco
  • Who do St Mary the Virgin, Town Hall, CCSD use?

4. Additional / Not discussed: Will ask W Link to construct RFP document around specs for A/V needs

5. Additional / Not discussed: May ask W Link to construct RFP document around specs for Children’s Area designer (“Project Wonder”)

II. Repairs
1. Window Damaged Film: Children’s Area windows (5) and Theater entrance (2) windows
   • Many vendors have declined
   • Pleasantville Glass says they can strip and re-film them
   • Agreed to start with Theater windows – what will film look like (ideally clear, not purple)?

2. Children’s Area Window damaged by Apollonio replaced

3. Children’s Area Program Room:
   • No further problems with water tank pressure builds
   • Arco has been supposed to provide a deep clean (ducts, walls, window sills, carpet) for months now – not responding well (JF experience too on 3/10), change of ownership
     • with attestation of cleaning to share with staff (RC request)
   • Agreed:
     • Bill will arrange a quality cleaning firm to provide a deep clean of this room and the roof over the Reference Area on an emergency basis within 2 weeks so we may return the room to service.
     • Want to report complete 3/27/2023
     • RC requested Children’s Area Dept Head to arrange for removal of all storage to facilitate cleaning

4. Roof Electrical Panel replacement: Obtain estimate for replacement (30+ (50?) years old, no parts available, broken, patched with many appending switches)
   • Bill hired an engineer, Gary Lynch to draft the bid specs
   • Coming next week

5. Repair Thermostat for 3rd of Gallery Walk restrooms – Bill will arrange

6. Chiller compressor – Bill has 2 proposals, awaiting 3rd

III. Maintenance
1. Discussion of confusion over integration of custodial and cleaning vendor (currently Arco)
• David Mangual: FT custodian arrives early to clean etc (as is appropriate)
  o Staff reports not seeing him do much
  o Washrooms kept supplied, feel clean
  o JF: requested last 2 timesheets (4 wks) from RC
  o PM: Asked RC to review camera footage to get a sense of hours and tasks performed by DM and Arco
• Colavito brothers have FT other jobs, work PT for Library to cover set-up/clean-up from after hours programs
• Arco: Work hours David doesn’t?: Saturday, Sunday, (6 weeks) vacations (JF requested 3 mos invoices from RC)
• Agreed: Bill will build list of reputable firms/bidders, create an RFP of cleaning firms for agreed days/hours (need to agree on days/hours)

IV. Other:
6. Mother’s Room:
   • Goals: Required: comfortable chair, table, locking solid/no window door, Desired: mini-fridge, sink
   • Discussed varied locations:
   • Potential public availability:
     1) Audio Visual Office outside Bob’s office:
        - difficult to add sink,
        - would require 1-2 door replacements
        + good location for staff and public
     2) Children’s Program Room storage area
        - Sink outside room (in Program room)
        - Entrance through Program Room
        + good location for public
     3) 4th of 4 bathrooms at bottom of Gallery Walk (convert bathroom, remove toilet):
        - Remove toilet
        + Pre-existing sink
        + good location for staff and public
        - Bill checking whether we can give up one bathroom per code
     + Staff only availability
     4) Curator office:
        - difficult to add sink,
        - would require 1 door replacement
        + good location for staff
     5) Custodial Kitchen
        + Pre-existing sink
     6) Staff Kitchen
        - Could build-in or install a pre-fab
        JF: Don’t like pre-fabs – not to floor/ceiling, no sink, little privacy

7. Feminine products – RC wants to offer free to avoid theft, damage to machines, need to remove coins, etc.
   • Wall vending machines for supplies are large, ugly
   • Agreed to experiment / test demand with “friendly baskets of supplies” on sinks or toilet tank

Next Meeting: 4/10/2023 11am (hybrid), Bill unavailable 5/22 – reschedule to 6/5
RC will send calendar invites through June 2023
Red = To Do, Next Steps