

Henika District Library  
Meeting Minutes

Henika District Library  
Building and Grounds Committee Meeting  
May 3, 2022 at 5:00 pm

**Members Present:** Meghan Augustin (ex officio), Suzy Byville, Jacqui Kuhn

**Members Absent:** Tami Fryling, Gary Marsh

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 5:03 pm by Byville.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. New Business
  - a. Library Walkthrough/Facilities Audit
    - i. Reviewed facilities audit from May 2021 prior to conducting walkthrough. The key issues (carpeting and masonry) noted in May 2021 audit have been taken care of or are scheduled to be fixed this summer. The main issues noted during the walkthrough were accessibility and the side awning. See attached Facility Audit Summary.
  - b. Potential Additions
    - i. A quote was obtained for a one-sided market street sign with a simulated fieldstone monument base. The cost would be \$4803. Discussed options for placement of the sign. The Committee recommends bringing the sign quote to the Board at the June meeting.
    - ii. A quote was obtained for security cameras for inside the library. The cost would be \$3995 for the video system including installation, plus a recurring monthly cost of \$14.95 for remote video service (billed quarterly). This quote includes four cameras – one in the adult section, one near circulation, one near the main entry, and one in the youth section. The remote video service gives access for Bakovka to view the system and search for security events locally and remotely. A service program is offered for \$50 a month, but the committee recommends declining this optional service. The Committee recommends bringing the security camera quote to the Board at the May meeting.
- IV. Around the Table
  - a. Omitted due to time constraints.

- V. Adjournment of the meeting motioned by Byville and seconded by Kuhn.  
Meeting adjourned at 7:45 pm.

**Facility Audit Summary**  
**Building and Grounds Committee**  
**May 3, 2022**

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. Demolition

<b>EXTERIOR</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Roof	Replaced approx. 10 years ago (25 year life) Eave gap on roof on the south side	B	3
Foundation	Downspout on north side causing pooling water by building	B	3
Walls	No deficiencies noted	A	4
Windows	Cleaned May 2022 (Campbells Window Cleaning)	A	4
Doors	Trim around front door could use touchup Awning above south door could use repainting and has a missing piece of wood (causing exposed screws) and a loose vertical piece Leaves/debris by basement door	B	3
Walkways	No deficiencies noted	A	4
Signage	Two letters on building are a different color – discussed possible removal, especially if we get a sign Historical sign shows significant wear (background color and posts)	D	3
Lighting	No deficiencies noted	A	4
<b>INTERIOR</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Housekeeping	Looking at alternate cleaning company options	B	3

	Water cooler could use regular cleaning Metal fireplace – possible to have professionally cleaned?		
Walls	No deficiencies noted Recently repainted	A	4
Windows	Cleaned May 2022 (Campbells Window Cleaning) Drop windows are difficult to close/lock and sometimes set off the alarms Water stains on windowsill wood in the front seating area Blinds old and not used – take down?	D	3
Doors/Hardware	Hardware scratched/paint coming off	D	3
Floors	Flooring recently replaced Floor vent covers scratched/scuffed	D	3
Accessibility	Elevator and railings not ideal	D	2
Signage	No deficiencies noted	A	4
Furniture	No deficiencies noted	A	4
Shelving	Some colors do not match, but otherwise in good working order	A	4
<b>MECHANICAL</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Heating	Regularly serviced by DeWeerd	A	3
Air Conditioning	Regularly serviced by DeWeerd	A	3
Ventilation	Regularly serviced by DeWeerd	A	3
Humidifier	Not applicable	-	-
Generator	Not applicable	-	-
Elevator	Sticks at top and sometimes gets stuck Not accessibility friendly – difficult to use (small size, gates/doors not easy to open/close) Outdated and parts difficult to obtain	D	2
<b>ELECTRICAL</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Circuit Breakers	Passes inspection	A	3
Transformers	Passes inspection	A	3
Wiring	Passes inspection	A	3
<b>LIGHTING</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Children’s Area	No deficiencies noted	A	4
Adult Area	No deficiencies noted	A	4

Office Area	No deficiencies noted	A	4
Circulation	No deficiencies noted	A	4
Reading Room	Can be a little dim – consider adding a lamp	B	3
Bathrooms	No deficiencies noted	A	4
Staff Room	No deficiencies noted	A	4
Lobby	Can be a little dim – consider cleaning the inside of the domes	B	3
Other	Not applicable	-	-
<b>LIFE/SAFETY</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Sprinkler System	Not applicable	-	-
Alarm Panels	Functional	A	3
Smoke Detectors	Checked approx. March 2022	A	3
Fire Extinguishers	No deficiencies noted	A	3
CO2 Detectors	No deficiencies noted	A	3
<b>PLUMBING</b>	<b>COMMENT</b>	<b>CONDITION</b>	<b>PRIORITY</b>
Sump Pumps	Serviced approx. six months ago	A	3
Fixtures	No deficiencies noted	A	4
Piping	No deficiencies noted	A	4

Other comments:

- Reason for cable running through large tree on east side of lot?
- Bakovka to spray-paint front bike rack
- New bench on south side is chipping on one arm – possible to fix?
- Gaga ball pit – does it need to be weedwhacked inside? Bakovka added sign for ball checkout
- Basement – reason for paper towel around top of pipe on east wall?
- Copier approx. ten years old and could use replacing – would cost approx. \$7200 and there is approx. six-month wait for a replacement after ordering