



## **BETHEL PUBLIC LIBRARY**

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

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### **Minutes of Special Meeting**

Bethel Public Library Board of Directors

**Facility Committee**

Wednesday, October 15, 2014

3:00 p.m.

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TOWN CLERK

The Special Meeting of the Facility Committee of the Bethel Public Library took place on October 15, 2014 in the Keeler Meeting Room.

**PRESENT:** Gary Passineau, Committee Chair, Terri Rotella, Mary Spain, Library Director Lynn Rosato, and Board of Directors Chair Tia Murphy, ex-officio.

**ABSENT:** None.

**CALL TO ORDER:** Gary Passineau, Chair of the Committee, called the meeting to order at 3:00 p.m.

**APPROVAL OF MINUTES:** Terri Rotella moved that the minutes of the December 4, 2009 House/Facility Committee meeting be accepted as submitted. This motion was seconded by Mary Spain and was accepted unanimously.

**YEAR END REVIEW/INSPECTION:** Library Director Rosato then provided some history of the House/Facility Committee since the Committee had not met in some time.

After preliminary discussion about the security gates at the entrance and about the telephone system, Committee members proceeded on a walking inspection of the exterior and interior of the library grounds and physical plant.

As a result of this inspection, the Committee is recommending the following items be addressed:

- 1) Replacement of the front doors to the library which do not close properly.
- 2) Replace the security gate inside the library front doors.
- 3) Replace the telephone system which is outdated and which is no longer a system available to purchase.
- 4) Repair/replace lower panels of hardiboard siding which have deteriorated at several locations around the library building and doors.

- 5) Re-install or replace concrete curb protectors in the parking lot which have moved/damaged.
- 6) Re-paint the yellow 'protection' posts in the parking lot.
- 7) Power wash the exterior of the building.
- 8) Replace all attic window panes that are broken/missing.
- 9) Large trees outside the Seelye House need to be inspected and all dead limbs and limbs encroaching on the library roof and building should be removed.
- 10) Clean up and/or repair areas around the trash dumpster and the recycling bin.
- 11) Address grading issues with sidewalks and courtyards where water is not being directed away from the building causing flooding issues and clogged drains.
- 12) Scrape and repaint iron railings outside the Seelye House.
- 13) Replace and re-point as necessary the bluestone wall in the Lincoln Courtyard outside of Seelye House.
- 14) Provide automatic draining capability for the dehumidifier in the basement of the library.
- 15) Purchase a cover for the piano.
- 16) Purchase window treatments as necessary to protect against damage caused by the sun and for the comfort of library patrons.
- 17) Provide sound absorbing materials to improve acoustics in the Morse Meeting Room.
- 18) Investigate reupholstering wingback chairs.

**BUDGET FY 2015-16:** Committee members returned to the Keeler Room to discuss their findings and observations and also which items should be budgeted as capital expenses versus the library's ongoing maintenance items and general budget responsibility.

The Committee recognizes that the library is one of the most important, and visible, assets of the town. Both the exterior and interior of the property should be maintained to present Bethel in the best positive light. In particular, grounds maintenance must be provided for. Budget concerns have resulted in no current provision for proper maintenance and landscaping of the grounds. Either the Library budget or the Parks & Rec budget should provide for this necessary service.

**HOLIDAYS:** Plans for the upcoming holidays (decorating and staff party) were also discussed. Recommendations will be put forth for consideration at the next meeting of the Board of Directors.

The next meeting of the Facility Committee will be scheduled as needed.

Terri Rotella moved to adjourn the meeting at 5:11 p.m., seconded by Mary Spain. The motion was passed unanimously.

Respectfully submitted,



Gary F. Passineau  
Committee Chair