

Vespasian Warner Public Library District
Property Committee
October 6, 2021 Meeting Minutes

Meeting called to order at 10:00 am

Members present: Ed Torbert, Janelle Sams-Thomas

Others present: Samantha Rusk, Lucas Snow, Bobbi Perryman

The minutes from the August 19, 2021 meeting were approved as written.

HVAC Planning

Rusk and Snow updated the committee on the upcoming HVAC project. Leaks are becoming more frequent from fan coil units around the building. The chiller will be turned off for the season soon, which will help with some problems. However, issues need to be addressed before next summer to avoid any major damage. The library's current vendor has had some staffing changes and are working to update Rusk and Snow with new quotes for the project planning process.

Janitorial Planning

The committee reviewed the new draft contract that which has been approved by the library's legal advisor. The committee recommended following through with the plan to offer the contract renewal to the current vendor. If the current vendor does not accept the contract, the committee will decide if the contract should be put out for bid or if the library should look at other options such as adding a staff member to cover the duties.

Meeting adjourned at 10:27 am