

Vespasian Warner Public Library District
Property Committee
August 7, 2023 – 2pm Meeting Minutes

Meeting called to order at 10:31 am

Members present: Laura Hale, Janelle Sams-Thomas

Others present: Samantha Rusk, Lucas Snow

The minutes from the 6/22/23 meeting were approved as written.

HVAC Project Engineering Proposal

The committee reviewed the proposal from McClure Engineering for services through the remainder of the library's HVAC project. The firm will assist with developing a contractor bid package, contractor selection, and supervision throughout the construction phase. No changes were suggested and the proposal will be presented to the board of trustees during its August meeting.

VOIP Phone Systems

Snow and Rusk discussed the quote received for cloud/VOIP phone services along with information about the Max Link phone needed for the elevator. Snow will work to get a second quote for comparison before bringing this back to the committee for a recommendation. This project has been moved to a higher priority status since the phone issues with the current provider over the past few months.

Keyless Entry Systems

Snow and Rusk discussed quotes received for new building entry systems using key cards rather than traditional keys. While it would be helpful for some off-hours room rentals, staff would still need to physically lock and unlock the front doors each day. This means the new system would create additional work and be less efficient. The benefit would be added security. The committee reviewed the number of off-hours rentals and income over the past year and recommended to hold off on this project for now. Snow will look into options for a full door renovation that would be more efficient for staff.

Meeting adjourned at 11:07 am.