

Vespasian Warner Public Library District  
Property Committee  
August 19, 2021 Meeting Minutes

Meeting called to order at 10:03 am

Members present: Ed Torbert, Janelle Sams-Thomas

Others present: Samantha Rusk, Lucas Snow

The minutes from the April 29, 2021 meeting were approved as written.

#### HVAC Planning

The committee discussed the budget document received from Entec for HVAC System Upgrades and Replacement. Rusk and Snow noted the need for this project to go through the formal bid process, but a project plan will be needed for interested vendors. The committee recommended getting quotes from HVAC engineering firms as a second opinion on the overall project cost before proceeding.

#### Roof Update

The leak in on the north side of the building seems to be doing well after repair. Snow is working with the roofing company to get them back to the library to repair the south leak as well.

#### Janitorial Planning

The committee reviewed its current janitorial contract which has not been updated since 2003. Rusk noted that the library's legal counsel recommended a new contract as the old one is no longer valid. Rusk and Snow will work with Bobbi Perryman and the property committee to create a new contract to be offered to the current janitorial contractor. If that contract is declined, the contract will be put out for bid.

Meeting adjourned at 11:03 am