



195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

**MINUTES**  
**The Chappaqua Library**  
**Building & Grounds Committee Meeting**  
 March 13, 2023, 11:00am – 11:30am

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
Jennifer Fahey, President*	Bob Conrad, Director	Bill Link, Facilities Consultant
Pam Moskowitz, Vice President*		

\*Videoconference

**I. RFPS**

**1. Mixed Job RFP – punch list complete?**

- Only replacement of Toddler Restroom door remaining
- room is usable but with unmatching door
- 3/10/2023: IQ measured for replacement door

**2. Façade RFP: 3 proposals received:**

1. KGD: \$32,000
2. H2N: \$41,600
3. Lothrop: \$88,500

Need follow-up meeting to review in detail.

**KGD discussion:**

- + CCSD highly valued LT vendor
- 2018-2021 Children’s Room Project concerns:
  - Timing delays – WL: Not KGD, contractor (SCC?)
  - WL: Radiators required modification with screens/benches – KGD did not own up to poor design
  - RC: lighting and screens incompatible (WL: Not KGD, likely based on our post-renovation furniture selection)

All have good Library experience.

**Agreed Process:**

- Full committee to review all 3 proposals and evaluate with WLink scorecard
- Include 3 proposals in Board Packet to be posted 3/20/2023

- **3/27/2023: Make recommendation to Board** of selected design firm
    - Present expected timeline
    - Library Director awards contract (contract to be reviewed by BSK before signing)
  - Later: BoT presentation of recommended design
- 3. Cleaners RFP:** Agreed: **Bill will build list of reputable firms/bidders, create an RFP of cleaning firms for agreed hours (need to agree on days/hours)**
    - Bill wrote specs for a cleaners RFP before – never used, PT liked Arco
    - Who do St Mary the Virgin, Town Hall, CCSD use?
  - 4. Additional / Not discussed:** **Will ask W Link to construct RFP document around specs for A/V needs**
  - 5. Additional / Not discussed:** **May ask W Link to construct RFP document around specs for Children's Area designer ("Project Wonder")**

## II. Repairs

- 1. Window Damaged Film:** Children's Area windows (5) and Theater entrance (2) windows
  - Many vendors have declined
  - Pleasantville Glass says they can strip and re-film them
  - Agreed to start with Theater windows – what will film look like (ideally clear, not purple)?
- 2. Children's Area Window** damaged by Apollonio replaced
- 3. Children's Area Program Room:**
  - No further problems with water tank pressure builds
  - Arco has been supposed to provide a deep clean (ducts, walls, window sills, carpet) for months now – not responding well (JF experience too on 3/10), change of ownership
    - with attestation of cleaning to share with staff (RC request)
  - **Agreed:**
    - **Bill will arrange a quality cleaning firm to provide a deep clean of this room and the roof over the Reference Area on an emergency basis within 2 weeks so we may return the room to service.**
    - Want to report complete 3/27/2023
    - RC requested Children's Area Dept Head to arrange for removal of all storage to facilitate cleaning
- 4. Roof Electrical Panel replacement:** Obtain estimate for replacement (30+ (50?) years old, no parts available, broken, patched with many appending switches)
  - Bill hired an engineer, Gary Lynch to draft the bid specs
  - Coming next week
- 5. Repair Thermostat for 3rd of Gallery Walk restrooms – Bill will arrange**
- 6. Chiller compressor** – Bill has 2 proposals, awaiting 3<sup>rd</sup>

## III. Maintenance

1. Discussion of confusion over integration of custodial and cleaning vendor (currently Arco)

- David Mangual: FT custodian arrives early to clean etc (as is appropriate)
  - Staff reports not seeing him do much
  - Washrooms kept supplied, feel clean
  - JF: **requested last 2 timesheets (4 wks) from RC**
  - PM: **Asked RC to review camera footage** to get a sense of hours and tasks performed by DM and Arco
- Colavito brothers have FT other jobs, work PT for Library to cover set-up/clean-up from after hours programs
- Arco: Work hours David doesn't?: Saturday, Sunday, (6 weeks) vacations (**JF requested 3 mos invoices from RC**)
- Agreed: **Bill will build list of reputable firms/bidders, create an RFP of cleaning firms for agreed days/hours** (need to agree on days/hours)

#### IV. Other:

##### 6. **Mother's Room:**

- **Goals:** Required: comfortable chair, table, locking solid/no window door, Desired: mini-fridge, sink
- Discussed varied locations:
- **Potential public availability:**
  - 1) **Audio Visual Office** outside Bob's office:
    - difficult to add sink,
    - would require 1-2 door replacements
    - + good location for staff and public
  - 2) **Children's Program Room storage area**
    - Sink outside room (in Program room)
    - Entrance through Program Room
    - + good location for public
  - 3) **4<sup>th</sup> of 4 bathrooms at bottom of Gallery Walk** (convert bathroom, remove toilet):
    - Remove toilet
    - + Pre-existing sink
    - + good location for staff and public
    - **Bill checking whether we can give up one bathroom per code**
- + **Staff only availability**
  - 4) **Curator office:**
    - difficult to add sink,
    - would require 1 door replacement
    - + good location for staff
  - 5) **Custodial Kitchen**
    - + Pre-existing sink
  - 6) **Staff Kitchen**
    - Could build-in or install a pre-fab

JF: Don't like pre-fabs – not to floor/ceiling, no sink, little privacy

##### 7. **Feminine products** – RC wants to offer free to avoid theft, damage to machines, need to remove coins, etc.

- Wall vending machines for supplies are large, ugly
- **Agreed** to experiment / test demand with "friendly baskets of supplies" on sinks or toilet tank

**Next Meeting:** 4/10/2023 11am (hybrid), Bill unavailable 5/22 – reschedule to 6/5  
**RC will send calendar invites through June 2023**

**Red = To Do, Next Steps**