

Vespasian Warner Public Library District
Property Committee
January 29, 2020 Meeting Minutes

Meeting called to order at 10:03 a.m.

Members present: Rennie Cluver, Ed Torbert, Janelle Sams-Thomas

Others present: Samantha Rusk, Lucas Snow

The minutes from the last meeting were approved as written.

Lighting Assessment Rebate Program

Lucas connected with a local representative from Ameren to discuss lighting rebate programs. The representative connected the library with a company to complete a lighting assessment to see if the library was eligible for any upgrades or incentives. Upon review, the committee determined that the initial cost of the project outweighs the benefit. The library upgraded lights within the last several years and also has a large inventory of replacement bulbs. This project could be revisited again in the future.

Lighting Updates

The periodicals room currently uses 400W Metal Halide fixtures which are becoming obsolete and are expensive to replace. The cost to convert them to LED fixtures and replace the bulbs is lower than current expenses and the new fixtures will be more efficient. Lucas gave the committee a tour of the current lighting setup. The board recommended moving forward with the project for a cost of \$2,934.

Sale of Equipment

Samantha and Lucas reviewed the library inventory that could be placed for sale including a water heater, several card catalogs, and scaffolding. Lucas plans to check on the approximate value of the items and will work with Samantha and other staff to place the items for sale using state statute guidelines.

Grounds and Landscaping

Lucas recommended the landscaping around the building to become a spring and summer priority this year. The committee agreed. Lucas will get quotes from vendors for the project along with a variety of options for the design.

HVAC Updates and Upgrades

Samantha and Lucas reviewed the current contract with ENTEC with committee members. Lucas presented a quote to upgrade the computer software and system. He was unsure if the annual subscription was included or separate from the total. Lucas will notify the committee when he has a full answer. The group also discussed the annual contract and noted that a renewal should be coming up soon.

Capital Plan Overview

Samantha noted that the capital plan is a tool that will be reviewed more in-depth over the coming year. There are several planned projects coming up and the committee will help to determine what project(s) should be completed.

Meeting adjourned at 11:04 a.m.