

Marshall Public Library
Dale McConchie Meeting Room
Building and Grounds Committee
Meeting Minutes
Tuesday 3/4/25 at 4:00 PM

The Marshall Public Library Board of Trustees Building Committee met on Tuesday, March 4, 2025, at 4:00 PM in the library's Dale McConchie Meeting Room. Committee members present were John Tarble, Janet Hasten, and Herman Wallace. Also present Library Director Alyson Thompson. John Tarble called the meeting to order at 4:00 PM. Alyson Thompson distributed the agenda and minutes from the January 16, 2024, meeting. Herman Wallace moved to approve the minutes as presented. Janet Hasten seconded the motion, and it was approved by consensus. Alyson Thompson agreed to record the minutes.

Meeting Discussion:

1. Capital Elevator Project Review

- The committee discussed the overall success of the capital elevator project and expressed satisfaction with its completion.
- It was noted that the elevator had briefly stopped functioning but was repaired with minor adjustments by the elevator mechanic.
- Additionally, the committee acknowledged that the carpeting in the Illinois (IL) Room would need to be replaced due to faulty installation. The replacement will be completed at no cost to the library.

2. Building Insurance Policy Update

- The director distributed an updated Building Insurance Policy.
- Due to necessary updates, the policy's coverage increased by more than 50%, resulting in higher annual payments:
 - FY 2025-26: Increased from \$2,500 to \$4,500
 - FY 2026-27: Estimated annual cost will then be \$6,700

3. Updated Building Inspection Form

- The director provided an updated building inspection form, which now includes capital equipment from the recent renovation.
- New additions from the 2024/2025 renovations include the elevator and the following IL Room features:
 - HVAC system, Carpeting, Lighting, Skylight, Fire sprinkler system, Interior paint

4. Facility Walk-Through & Future Enhancements

- The committee conducted a partial walk-through of the library.
- Discussions included:
 - Custom design and placement of a suggested magazine rack near the ramp.
 - The possibility of adding another mural around the vestibule area.
 - The committee also discussed rebuilding the library savings.

No additional meetings were scheduled. The meeting was adjourned at 4:52 PM on a motion by Herman and second by Janet. The committee recommendation will be presented to the finance committee, which will present it to the full board at the March 12, 2025 meeting.

Submitted by Alyson Thompson, Director