

**Midlothian Public Library Board of Trustees
Committee Minutes**

Date: May 23, 2023

Name of Committee: Building Committee

Members in Attendance: Jim Woolard, Chair; Louis Ceja, Trustee; Jackie Murawski, President

Others in Attendance: Jennie Cottrill, Library Director

Time Meeting Called to Order: 5:00 PM

Brief summary of issue(s) discussed:

The purpose of the meeting was to review the Capital Needs Plan before beginning the process of budgeting for FY 2024-2025.

Ms. Cottrill presented several items for change of replacement date on the Capital Needs Plan. Items that were slated for replacement in FY 2022-2023 that did not require replacement are now slated for replacement in FY 2023-2024.

Some items were or will be replaced earlier than originally projected due to their inclusion in the restrooms and wiring project or the parking lot renovation. For these, the installation date was moved to FY 2022-2023 or FY 2023-2024.

Ms. Cottrill presented two new items for addition to the Capital Needs Plan:

- Library pickup lockers: \$11,781 at 2022 price; add to FY 2023-2024 (if grant funding not secured).
- Two face-out picture book shelving units for children's area: \$24,658 at 2023 price; add to FY 2023-2024.

Recommendation for Board action:

The Committee recommends addition of the two new items proposed by Ms. Cottrill.

The Committee expressed concern about the vulnerability of the pickup lockers to weather and human-caused accidents and recommends the board take seriously a suggestion by Chris Hansen to add a bus-stop-style covering to the lockers.

Time Meeting Adjourned: 5:45 PM

Name of Committee Chair or Recorder of Minutes: Jennie Cottrill, Library Director