



**Minutes**

**1. Call to order**

Committee Chair Jeffrey Westhoff called the meeting to order at 4:07 p.m.

**2. Roll call**

Upon roll call, Trustees DeRosa and Westhoff were present. Trustee True arrived at 4:10

**3. Introduction of visitors**

Also present were Executive Director Melissa Gardner, Community Services Director Kathy Burns, Facilities Manager Gregg Szczesny, and Kristen Richardson of Engberg Anderson Architects. Dan Eallonardo of Independent Construction Services attended electronically.

**4. Public Comment**

None.

**5. Elevator Controls Project**

Kristen Richardson reported that work on the second elevator to the garage is completed and it is awaiting inspection.

**6. First-Floor Renovation**

Richardson showed plans and discussed the proposed first-floor renovation, including the budget. Executive Director Gardner said the automated sorting machine would cost \$200,000 more than the budgeted price of \$140,000. She said paying \$338,000 in advance would save \$44,000 over various financing options.

The Committee agreed to recommend to the full Board that the Library pay \$338,000 to buy the automated materials handler in advance. The Committee also agreed to recommend that the full Board vote to approve the proposed first-floor renovation with a budget of \$3,209,209.99

**8. Other business**

None.

9. **Date for next meeting**

Richardson recommended that the Committee meet again in November.

8. **Adjournment**

Committee Chair Westhoff adjourned the meeting at 5:05 p.m.

Approved on: 9/16/25

D. Braun

Trustee

Barbara A. Sherry

Trustee

Prepared by Jeffrey Westhoff