

**GOFFSTOWN LIBRARY
BUILDING COMMITTEE MINUTES**

FEBRUARY 19, 1997

PRESENT: Brian McLaughlin, Dave Maynard (Brookstone Builders), Janet Bartels, Gary Meehan, Cathy Ball and Jim Wilcox

The meeting was called to order at 8:25 a.m.

The minutes of the previous meeting were reviewed.

Dave reported that the roofing and siding work is underway. The brick work is continuing. The granite and limestone work is complete. Dave stated he would like to be able to start in the stack area and install the stacks as soon as possible. The attic floor millwork will continue. The mason should be completed by the end of this week. The exterior siding and trim continues. The electrical/mechanical work is progressing. The exterior painting continues. The materials for the elevator should be here by next week.

Dave asked for the color section for the metal railing on the stairs. The fiber optic cable will be picked up from the town hall shortly. Dave was unsure when the electrical switch-over would take place.

Painting -

Dave: While we are painting the new work, we will paint the old work in the same area.

This will be discussed further at the Trustee meeting this evening. Brookstone Builders has submitted a proposal for the additional painting work.

Shelving -

Some of the shelves were not cut tight enough.

Brian: We are concerned about the book load over a period of 15-20 years. Possibly, over seasonal shrinking and use by several different employees, vibrating, etc, these shelves will pull out from the side of the bookcases.

Jim: Any shelf clip can work its way out. In that instance, the shelf clip was not all the way in. There are two ways to solve this problem; grommets or screws. Screws are most effective. Grommets do require the redrilling of the hole. It was my understanding that grommets would be used when the holes wear out. It is not a big deal. It is only \$14.00 for 1,000. That is not the issue. The issue is where the location of the shelves are, I would be happy to give you 1,000 grommets. Maybe somebody can put them in when they establish where the shelves should be.

Brian: One of the shelves did not fit. When I pressed on it they all came out.

Jim: They need to be screwed. You need to determine what the load will be for 30". Our design criteria is 30". I don't think you can get 400 lbs on a 30" shelf.

Brian: If the shelf does not fit and it comes out, it will not work.

Jim: If it does not fit, it should be reworked.

Brian: Then they need to be re-cut.

Janet: It is not just the cut, it is the constant movement. Some are very high to have these loose. I would hate to start retrofitting things. It is better to be proactive.

Jim: Once you establish where they will be, put a few screws in the front of the shelf and use the grommets.

Gary: Would you anticipate any problems with movement once they are screwed?

Jim: Not at all. If you are off loading a shelf every other day for ten years, you may get some wear. This is the materials that have been provided. This is the industry standard, a 12" wide shelf. If there is anything beyond a design requirement for this, it should have been spec'd out. That should have been designed for 30"/400 lbs.

Brian: Dave, you were there and the shelf popped out.

Jim: We chose to go with plywood. We usually use particle board. Particle board is a very strong material on the outside. Plywood is a little softer in certain areas.

Brian: The screws would eliminate our ability to adjust the shelves.

Jim: You just take the screws out.

Dave: We will provide you with a bag of grommets. When you decide where the shelves will be, you need to put a screw in there. That will make sure the shelves are fitting tight.

Jim: They cannot be too tight because you have to be able to move them.

Brian: The grommets would be used as a back up in case we have a problem with the hole.

Jim: You can put them in prior to wearing if you want to.

Brian: We will have to drill the holes.

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Cathy: We had planned to have enough shelves. Why can't we go ahead and put the grommets in and size them so they are secure. Any adjusting we will do later on.

Gary: If the shelf fits tightly initially, there should not be a problem.

Brian: What do we do, buy a drill and drill the holes we need? How will we do this?

Jim: We have set the shelves. If you want to pay us to come back and reset the shelves, I will put the pins in. You are looking at \$35.00 per hour.

Brian: This was discussed five weeks ago. We don't have any additional money. This is a library and these are book shelves. I have concerns some might pull out. I can have the grommets and we can drill them on a selected basis, but in terms of installing them on existing shelves, we do not have the resources to do that. We will have to talk about this some more.

Jim Bartlett: When you attach a screw, does this increase the integrity?

Jim: If it is worn or not completely tight, it can work its way out. As soon as you put a screw in there, it stops the horizontal slide. It stays where it should be. These grommets are used to fix a hole that has been worn. It is not the normal situation to put grommets in a brand new shelf.

Brian: In terms of the contract, the shelves have been set?

Dave: Yes.

Brian: We will have to talk about this. I am still not clear on what to do.

Jim: If we put screws in there now, it could stop the movement.

Dave: Could you put in the shelves you want, where you want them and we will put in the new screws?

Janet: Okay.

Lobby -

Jim is almost ready to begin in the lobby area. Jim will discuss timing with Janet. The terminal needs to be relocated. This will be done by Thursday or Friday of next week. The lobby will be cleared out by Wednesday.

Brookstone will be working in the addition and on the third floor on Monday, Tuesday and Wednesday. They are preparing to start work in the children's area.

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Metal Shelves -

The metal shelves will be moved back to the library. Janet will determine how many shelves she will need. John Scruton will make the arrangements for this move. The painter will spray paint the shelves.

Cathy raised concerns about the spray paint being used in the library. This area of the library will be closed off to the public when the painting is done. The painter may take the shelving back to his shop, Brookstone was unsure. Cathy also raised concerns about the darker color of the old paint coming through.

Janet raised concerns about the half wall near the stairs being left open. This will be discussed with the Trustees.

Gary submitted the change orders to Janet for submittal.

The meeting adjourned at 9:02 p.m.

Respectfully submitted,

Jo Ann D'Avanza

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INVOICE:

Building Committee minutes/Library
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3 hours @ \$10.00 per hour.....\$30.00

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