

**Brighton Memorial Library District Board of Trustees
Special Meeting Minutes from July 19, 2021**

Roll Call & Pledge: The monthly meeting was called to order at 6:35 p.m. by President Carolyn Kelly at the Brighton Memorial Library District. Board members present were, Meridel Buscher, Linda Cox, Chris Dunlap, Jacinda Dunlap, and Elizabeth Harper. Library Director Holly Hasquin was also present. Sheila Wilkie was absent

Recognition of Visitors: Matt Hasquin

Planning Committee Report:

- Holly has asked other libraries what they have done when renovating and redecorating. Some have used a decorating firm; this is not necessary for us. Most libraries have utilized carpet squares for most of the flooring. Egyptian was one company that has been used in the past.
- Committee recommends vinyl flooring in hallway for back entrance, entryway foyer and kitchen. The ballroom flooring is in good condition. Committee recommends carpet squares for the remainder of the floor. Carpet squares are easily changed out in the case of an accident or spill. Total square footage of library floor is around 2400-2500 square feet.
- Linda & Elizabeth have been shopping the market for vinyl flooring and carpet squares. They have received two bids. One from Bucks Decorating, and the other from Flooring America.
- The board reviewed the samples for vinyl flooring and carpet squares from both providers. The color scheme is Blue/Grays/Browns which will go well with the other existing woodwork and look and feel that the board is going for. The board agreed. Both providers provided the exact same carpet square product. Carpet squares are 24x24 in size. Both samples are commercial rated. The board agreed that the “Primary Effect” Collection was the best choice for carpet squares. Vinyl flooring was also re
- viewed and the board has some questions that Linda and Elizabeth will ask of provider. The vinyl flooring reviewed was of different mil weights and the board is seeking a clear recommendation of which plank would be best to utilize. Board liked the Barberry Wood Space #593 and Lava #937 vinyl flooring.
- Buck’s Decorating offered the best price for carpet squares at \$ per square foot; \$1.50 for installation and \$2.50 per sq ft for product. Installation does not include moving the furniture. The product can be ordered and ready in mid-September. Average total price of carpet squares needed if ordered from Buck’s Decorating is around \$5100 with installation. Linda and Elizabeth to reach out to clarify pricing on the vinyl plank flooring since there were some questions to the difference in the mil weight and pricing.
- Flooring America offered carpet squares a bit more expensive. Total price for product needed is around \$5700 with installation. The product can be ordered and received beginning of October. Plank vinyl flooring prices at \$4-\$6.25 per tile with installation.
- A motion to purchase carpet squares from the Primary Effect Collection from Buck’s decorating at a price of \$22.50 per square yard with \$6 for installation per square yard

was made by Meridel Buscher and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: absent.

- Committee also considering adding end panels to the existing metal shelving versus purchasing new shelving. This would add a very nice aesthetic to the library and would offer a more modern look to the library décor and shelving. Original shelving was purchased by Borroughs Corp or Demco.
- Holly found end panels while searching Cantilever Shelving End Panels. 12 panels would be needed to cover shelves. The end covers are specifically made for the existing shelving. Cost is \$343.95 each.
- The board reviewed the information Holly presented for the end panels received from TLS Library Store.
- A motion was made to purchase 12 end cover panels for the existing library shelving at a price of \$343.95 each (unless Holly can find a lower price) was made by Linda Cox and seconded by Jacinda Dunlap. Roll Call: Buscher: no; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: absent.

Adjournment: Motion made by Meridel Buscher to adjourn at 8:04 p.m.

Respectfully submitted by: Jacinda Dunlap, Secretary