

Branch Committee Meeting  
Monday, January 11, 2016 – 7:30pm  
Station Branch Library

**Branch Committee Meeting Attendees:**

Michael Fuller, CHAIR & Asst. Treasurer  
Francine Ferrante Krupski, Vice President  
Kathy Giotsas, Executive Director

Marietta DiCamillo, President **(ABSENT)**  
Varda Solomon, Secretary **(ABSENT)**

**CALL TO ORDER**

Chairman Fuller called the meeting to order at 8:04p.m.

The meeting was a review of the branch manager's wish list; items that need to be addressed.

1. Lakeville Branch

a. Carpet Cleaning

i. The older portion of the carpet has some stains and dirt spots in the high-traffic areas and could use a cleaning.

Chairman Fuller stated that once Main is open there is no reason we cannot clean the carpet. Member Krupski agreed carpet-cleaning is warranted due to high-level of traffic.

**ACTION ITEM:**

Executive Director Giotsas to assess the condition of the carpet and move forward with carpet-cleaning as needed. Member Krupski agreed and feels that carpet cleaning is warranted.

Executive Director Giotsas to pick a weekend to have the carpet cleaned.

b. Replacement Computers

i. There are 2 very old computers that were sent down from the Reference Dept. when the building closed for the renovation. Both computers are no longer capable of meeting our patron's usage and computer needs. Staff has tried everything that they know to fix/repair them, but to no avail Patrons cannot stay connected online for any usable length of time, and they have great difficulty printing, if at all.

Chairman Fuller stated that replacement computers are needed but only after an Inventory is taken and after the IT consultant review is completed.

**ACTION ITEM:**

No immediate action to take place.

c. Furniture Replacement

i. As time allows after the Main branch is open to the public, the older tables, and very old chairs, really need to be updated/replaced. The current tables are still in good condition, but the old upholstered chairs are in extremely poor and dirty/stained condition. The cloth is dirty and thread-bare in spots and have pounds of gum on the underside. These tables and chairs were also sent down from the Reference Dept. before the building closed.

**ACTION ITEM:**

Executive Director Giotsas to assess the condition of the furniture.

2. Parkville

a. Bathrooms

Executive Director Giotsas gave an update that they are replacing bathroom tiles, and hand dryers.

b. Heating system

Executive Director Giotsas gave an update on the heating system that was not working. The system has been flushed and fixed.

c. Furniture Replacement

i. Chairs

II. AV cart

**ACTION ITEM:**

Executive Director Giotsas to take furniture inventory to decide what needs to be replaced.

Executive Director Giotsas to order an AV cart for Parkville Branch

3. Station

a. Furniture Replacement

i. Chairs

**ACTION ITEM:**

Executive Director Giotsas to take an Inventory and order chairs as needed as some are extremely uncomfortable.

b. Roof

The Branch Committee Meeting adjourned at 8:20pm.

Submitted by Denise Edwards