



## **Building & Maintenance Committee Meeting**

Minutes of Meeting on February 11, 2026

I. Call to order: Meeting was called to order at 6:01 PM by M. Mancini

**Motion by M. Mancini, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**

**YES: 3/3;** President: M. Mancini; Vice President: S. Russell; and Committee Member: E. Singleton | **NO: 0/3**

II. Roll call/Attendance

a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell

b. Library Trustees Absent: none

c. Library Staff Present: Erin Singleton

d. Library Staff Absent: Library Director, Seth Jacobus

III. Approval of meeting agenda for February 11, 2026 meeting.

**Motion to approve the agenda for the February 11, 2026 meeting.**

**Motion by M. Mancini, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**

**YES: 3/3;** President: M. Mancini; Vice President: S. Russell; and Committee Member: E. Singleton | **NO: 0/3**

IV. Approval of minutes from January 14, 2026 meeting

**Motion to approve the minutes from the January 14, 2026 meeting.**

**Motion by M. Mancini, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**

**YES: 3/3;** President: M. Mancini; Vice President: S. Russell; and Committee Member: E. Singleton | **NO: 0/3**

V. Period of Public Expression: N/A

VI. Old Business

a. Electrical Room Wall & Roof Drains

We're waiting on this issue until the weather warms and the ground thaws. The board approved Phase 1 of the Tokos Contracting plan at their last meeting. Inspector Marty Evan may review this issue once the weather is warmer as well.

b. Elevator Floor Tiles

S. Russell met with Mike Darpino of Schaffer Darpino Flooring at the library on Friday, February 6, 2026. Mike has generously agreed to donate the time and materials to install industrial-grade carpet tiles in the elevator. He's available to do this soon pending board approval. We will send him a donation letter and ask if he'd like the work to be posted on the library's social media upon completion of the project.

**Motion to recommend that the library board approve the installation of carpet tiles in the elevator at their February 18, 2026 meeting.**

**Motion by M. Mancini, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**

**YES: 3/3; President: M. Mancini; Vice President: S. Russell; and Committee Member: E. Singleton | NO: 0/3**

c. Building Inspection & Plan

S. Russell met with building inspector Marty Evan at the library on February 6, 2026. Mr. Evan would like to come back when the library is closed and the weather is warmer to complete a thorough inspection. He will present a quote for this next inspection. S. Russell also spoke with Brian Botsford from the Village of Endicott as approved by the Board. Code enforcement will also come to inspect, but recommends that we proceed with a more thorough inspection.

## VII. New Business

a. Main Floor Lighting

There are many areas of the main floor with insufficient lighting. We plan to address this with Marty Evan as part of his inspection.

b. Building Improvement Budget FY 26/27

There was a discussion of the amount of funding to include in the FY 26/27 budget for building improvement. It was decided that we will discuss this with the entire board at the next meeting on February 18, 2026.

VIII. Other Business

a. Parking Lot

Parking has continued to be an issue multiple times per week. The library contacted the street department who plans to come clear the remaining snow when the spots are empty. It was discussed that some board members could meet with the Mayor Burlingame to discuss this situation.

b. Parking Lot Lights

Blanding Electric came and repaired the lights in the parking lot. The bill will be included in the February bills manifest.

IX. Adjournment

**Motion to adjourn at 6:34 pm**

**Motion by M. Mancini, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**

**YES: 3/3;** President: M. Mancini; Vice President: S. Russell; and Committee Member: E. Singleton | **NO: 0/3**

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Erin Singleton

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Date