

Blake Memorial Library

Policy and Procedures – Buildings and Grounds

Responsibility for the BML buildings and grounds maintenance, improvements and repairs belongs to the Buildings and Grounds Committee. A contact person is identified (often the Committee Chair) for the Library staff to notify with any buildings and grounds concerns or problems. If the contact person will not be available, another committee member will be the contact and the library staff will be notified of whom they are. The following are guidelines on what the Library Staff can do and when to contact the Buildings and Grounds contact person.

Heating and Cooling. Changing the heat and cooling environment can be done by the library staff. It is recommended that volunteers do not change the environment unless a staff member is not present. It is recommended that instructions on how to manage the building temperatures be available. Issues with the heating and cooling heat pumps performance should be directed to the Buildings and Grounds committee.

Snow Removal. Plowing and shoveling of walkways are contracted out to a local property maintenance company. It is not expected that the Library staff have to do any snow removal. If there is a problem with keeping the parking lot and walkways safe for all users of the library, the Buildings and Grounds contact person should be notified so they can discuss with the property maintenance company

Lawn maintenance. Mowing and lawn care is contracted out to a local property maintenance company. Flower beds will be maintained by volunteers if available.

Building maintenance. If there are any problems with plumbing, building safety, lighting, water leaks, repairs or other building issues, the Buildings and Grounds contact person should be notified immediately.

Flagpole. There is a solar light installation so the flag can continue flying. Please let the buildings and grounds contact person know if this light is not working. This is to relieve the library staff from having to raise and take the flag daily.

Elevator. Future renovations will be installing an elevator. Any issues with the elevator operation should be directed to the Buildings and Grounds contact person.

Cleaning. The library hires an outside cleaning service for basic services for cleaning the premises, including the bathrooms, floors and emptying trash. All users of the library are expected to be respectful of the premises. Library staff is responsible for making sure the general appearance of the library is in order and trash and recycling is removed from the building. Notify the buildings and grounds contact person if the library cleaning is not complete. Other needed cleanouts, storage areas for example, is part of the library trustees' responsibility which they can delegate with the library staff guidance.

Repair and Maintenance expenditures: B&G will be restricted to spending the amount budgeted for small repairs and maintenance. Larger expenditures will have to be brought before the board with two more quotes (if possible) for approval.

Approved

August 20, 2019