

**Wicomico Public Libraries
Board of Trustees Board Meeting
Tuesday, November 12, 2019**

Start Time: 3:40 P.M.

RE: Replacement of Electrical Panels

In Attendance: Audrey Orr, George Demko, Charles Dashiell, Richard Duvall

Absent: Scott Duncan, Muir Boda, James Otway, Richard Keenan, Karen Treber

In Attendance via Bluetooth: Maida Finch & Michele Canopii

Staff in Attendance: Ashley Teagle, Cheryl Nardiello, Bernadette Cannady, Sean Stearns, Lee Edwards & Tamara Davis

Visitors: Pate Matthews (Dept. of Public Works)

Introduction:

Richard Duvall gave a brief rundown of what this meeting would cover, such as how the replacement of the electrical panels would affect day to day operations, safety concerns & downtime. He also stated that the circuit breakers and electrical panels are original to the building.

Concerns:

Pate Matthews who is the General Services Supervisor for Wicomico County addressed the aforementioned concerns by stating that the crew doing the work would be flexible. Their goal in concert with the library's is to have as minimal downtime and impact on day to day operations as possible. A possible solution to downtime would be to begin work before opening hours (as early as 5a), that would allow 5 hours of work before the library is scheduled to open. Safety concerns regarding the elevator and fire alarms were appeased by Mr. Matthews suggesting that work affecting those areas could be done before public access. Ashley raised a concern that the SAILOR server would need to have consistent power and Mr. Matthews noted this concern.

Wrap-Up:

Mr. Matthews acknowledged that although there are a lot of unknowns at this time, the focus will be on safety, consistent power to the SAILOR server, minimal downtime & lucid communication regarding the scheduling of work to be done and the progression of work done. The work crew will need to do an exploratory of the building to find out which outlets are connected to what panels. This could take up to 1 day at the most. There is a tentative start date of 12/02/19, as all of the equipment should be here. After the arrival of the equipment, there is possibly 3 to 4 weeks of work without any unforeseen problems arising. While concluding the meeting, Mr. Matthews assured that the same work crew would be sent out until the job was completed.

Meeting End Time: 4:20 P.M.

Respectfully Submitted: _____


Dr. George, Demko, Secretary