

BUILDING MAINTENANCE

The Board of Trustees will appoint a building committee as needed of two people plus the president as an ex-officio member who will consult with the library director regarding the big picture of building maintenance.

The City of Spirit Lake will maintain the parking lot, the landscaping and the grass.

The library board will maintain the building itself and the exterior sign.

A list of telephone numbers for electrician, plumber, computer technician, etc. will be posted in the work room for staff reference.

A custodian will be employed by the library board to do general housekeeping duties. He will act as an independent contractor.

Library staff and adopt-a-shelf volunteers will do shelf dusting, shelf maintenance, and light housekeeping as time allows.

Outside agencies or vendors will be used for general contracting duties, sprinkler inspections, etc

9/13/2004

9/10/2007

12/6/2010

10/6/2014