

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Friday, January 24th, 2025 at 2pm**

Call to Order: Trustee Delano called the meeting to order at 1:56pm.

Present: Committee members Scott Delano, Cathy Ruggeri, Ann Berens

Committee members absent: Elan Long

Others present: RFPL Director Emily Compton, RFPL Operations Manager Shannon Duffy, RFPL Adult and Teen Services Manager Shannon Gruber, RFPL Children's Services Manager Melaina Maraldi

Visitors: Engberg Anderson Architect Shaun Kelly and Engberg Anderson Designer Isela Catania

The July 23, 2024 draft minutes were approved.

Old Business:

- a. Room renovation project- kick-off meeting with Engberg Anderson (EA) Architects
 - a. Mr. Kelly and Ms. Catania gave an overview of their upcoming work with the Library on Phase 2 of the room renovation project. Hiring a construction management company was discussed but was probably not warranted given the size of the project. Budget for project was discussed. Director Compton will send the Live and Learn grant agreement letter to EA.
 - b. As part of Phase 2, the Children's Services' management office will need to be relocated and will need new furniture, possibly using the same dealer from the renovation of the staff area for aesthetic continuity. Purchasing furniture through a co-op is also an option for this project given the small quantity of furniture needed.
 - c. The Children's Services staff are hoping to have a locking door for the storage space for staff items and valuable materials like American Girl Dolls. They also need storage for craft supplies. EA will determine the best place to put a locked door considering the emergency exit, bathroom access, and ADA compliance.
 - d. Other wish list items include natural light, screen for presentations, a non-carpeted finish for the floor, diaper changing area, and a dishwasher.
 - e. Committee looked at the Community Room/bathroom space as well as potential locations for an office for Children's Services.
 - f. Next steps: EA will develop some preliminary ideas for the Committee to consider. Mr. Kelly will propose a schedule for the project.

New Business:

- a. Update on Grove tuck pointing repairs
 - a. Director Compton signed a proposal with Grove Masonry and has applied for a permit for the masonry repairs. She is currently working on scheduling them. The River Forest Police Department gave permission to have a lift on the property, and Roosevelt Middle School approved blocking off parking spots to accommodate the lift. The River Forest Park District has shared specifications to protect the grass during the work. The repairs should take five days.
- b. Update on boiler
 - a. In fall 2022, the Library had received conflicting opinions on the state of the boiler. After the boiler failed earlier this month, Director Compton checked in with Mark Sullivan of Oak Brook Mechanical Services who recommended that the Library replace the boiler no later than the summer of 2028. The Committee discussed hiring an engineering firm in late winter 2026 to prepare bid documents for HVAC work, including replacing the boiler, hot water valves, and VAV boxes. The Committee also discussed the Library getting a facilities assessment which would include an assessment of the HVAC system. Under Illinois law, the Library will need to have a more current facilities assessment in order to qualify for state grants.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 3:37pm. It was seconded by Trustee Ruggeri.