

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Thursday, December 11th, 2025 at 2:00 PM**

1. Call to Order: Trustee McIntyre called the meeting to order at 2:09 PM.

2. Present: Committee members Ann Berens, Elan Long, Lindsay McIntyre

Others present: RFPL Director Emily Compton, RFPL Operations Manager Shannon Duffy

Visitors: none

3. Minutes of the October 1, 2025 Facilities Committee meeting

The October 1, 2025 minutes were deemed approved.

4. Old Business

a. Room renovation project update

- a. Director Compton reported that the project is expected to be completed ahead of schedule in January. The furniture delivery has been moved up to accommodate the timeline. The Library's attorney was consulted regarding the upcoming drain work and who is responsible for paying for it. A change order in the amount of \$825 was approved for access panels and a dishwasher for the room was purchased for \$849. Two trustees approved the first pay application for Henricksen for \$5,111.98. Engberg-Anderson (EA) provided a proposal to replace the shelving that the Children's Room is losing. Director Compton will ask if the shelving can have wheels for more flexibility and will present options at the January board meeting. There will be one more change order before the end of the project due to Midwest Services and Development moving shelving.

5. New Business:

a. Capital planning through FY2026-27

- a. Director Compton provided a spreadsheet with the projected capital budget and upcoming projects. She will work with an engineer to put together a bid package for HVAC work. Some other upcoming capital projects include new office chairs, a replacement sewage ejector pump, a replacement emergency exit door for the Barbara Hall Meeting Room, a new sign, and a new trash enclosure. For the 2026-27 fiscal year, there are some planned tech replacements and masonry repairs, as well as phased carpet replacement.

b. Space Needs Assessment next steps

- a. EA will lead the first of four workshops on January 7th. The second and third workshops will take place in January and February and the final

workshop will be in March. The Library should receive a final report at the end of April.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 2:56 PM. It was seconded by Trustee McIntyre.