

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES  
Friday, June 13th at 11:00 am**

**1. Call to Order:** Trustee Delano called the meeting to order at 11:04 am.

**2. Present:** Committee members Scott Delano, Elan Long, and Ann Berens. Lindsay McIntyre arrived at 11:05 am and left early at 11:55 am.

**Others present:** RFPL Director Emily Compton, RFPL Adult and Teen Services Manager Shannon Gruber

**Visitors:** Engberg Anderson (EA) Architect Shaun Kelly

**3. Old Business:**

- a. Room renovation project- workshop with Engberg Anderson Architects
  1. Mr. Kelly presented the bidding schedule for the renovation project. There will be an architectural and engineering package and a furniture package. The Committee discussed possibly moving the Board meeting or adding a special Board meeting to accommodate a longer bidding window. Mr. Kelly explained the bidding review process to the Committee.
  2. The Committee reviewed the drawing set of the floor plan of the Community Room, staff workroom, and family restroom. Mr. Kelly explained the plumbing and electrical plans and answered specific questions about the scope of the project
  3. Isela Catania from EA will be in the Library on Monday to finalize finish and furniture options.

**4. Minutes of the April 1<sup>st</sup> and the May 13<sup>th</sup>, 2025 Facilities Committee meetings**

Minutes of both meetings were unanimously approved.

**5. New Business:**

- a. Additional plaster repair on the 2<sup>nd</sup> floor
  1. Director Compton informed the Committee that ACR Restores found two more areas on the 2<sup>nd</sup> floor that need plaster repair. There is water damage and they are coming in on Monday to see if there is still moisture in the walls. Some of the damage is due to the building settling. The proposal to fix the damage is \$6,680.
- b. Adult & Teen Services public computer table issue
  1. One of the public computer tables that is mounted on the wall on the 2<sup>nd</sup> floor came loose and fell down on Monday, June 9<sup>th</sup>. Director Compton is getting a quote from S&D Maintenance to fix the drywall, repaint the walls, and anchor new tables to the wall. She is also getting quotes for new tables from other vendors.
- c. Limestone slabs have been donated to the Library by a community member, and the Committee is looking at options for possibly using them in the

Community Room renovation project. Trustee Berens has offered to meet with them to look at what is available.

- d. Terracon was here last week for an onsite facilities assessment visit. They have all the survey information, and the first draft of their report should be sent to us in July.
- e. Trustee Delano would like Director Compton to start looking at companies to complete the space needs analysis.

**Adjournment:** A motion was made by Trustee Delano to adjourn the meeting at 12:25 pm. It was seconded by Trustee Berens.