

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Monday, April 18, 2016**

Call to Order: Trustee Alice Calabrese Berry called the meeting to order at 2:35 pm.

Present: Trustees Alice Calabrese Berry, Joan O'Connor, and Claudette Zobel were present.

Also present were Director Sue Quinn and staff member Joanna Bertucci.

Minutes: Approval of February 4, 2016 Minutes. Trustee Zobel moved to approve the minutes, Trustee O'Connor seconded and the motion passed unanimously.

Old Business:

a. Review of 2015-16 Facilities spending to date.

- Director Quinn reviewed expenditures from the strategic building improvements budget line to date. The DVD shelving has been ordered and we have put down a 50% deposit, but installation and final payment will not occur until after May 1st.

b. Approval of remaining 2015-16 projects.

- Director Quinn shared final costs for the 2015-16 strategic building improvements budget, which primarily include the final payment for the meeting room carpet. Ms. Quinn proposed that the committee approve the purchasing of carpet squares for the Circulation Department and that they down payment be made by April 30, 2016. Committee members discussed and Trustee O'Connor moved to approve purchase of carpet for the circulation area. Trustee Zobel seconded and the motion passed unanimously.

- Projects for 2016-2017 include carpeting the second floor, lobby staircase, and elevator.

c. Review Draft list of 2016-2017 capital improvement plans.

- Items remaining on the capital improvement plan listing from former Director Anastos include the entryway roof and the sewer ejector pump.

New Business:

a. Engberg Anderson Capital Reserve Fund Analysis Update.

- Director Quinn proposed hiring Enberg Anderson to update the library's 2010 Capital Reserve Plan. Trustees discussed and recommended that Director Quinn move forward.

Adjournment:

- The meeting was adjourned at 3:35 pm.