

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Wednesday, May 4th 2:00 pm**

Call to Order: Trustee Alice Calabrese Berry called the meeting to order at 2:00 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 April 18, 2016 Minutes. Trustee Zobel moved to approve the minutes, Trustee O'Connor seconded and the motion passed unanimously.

Old Business:

a. Report on order/proposal for circulation area carpet.

Director Quinn reported that the bid for re-carpeting the circulation department and the Director's office was quoted at \$4,360.00. The carpet will be the same design as was recently installed in the meeting room. The installation will take place after hours in late May/early June. The Circulation area and Director's office will be re-painted before the carpet installation. Director Quinn will investigate options for interior window coverings for the Director's office.

b. Review of quote for staff entrance stair covering.

A different material will be used to cover the staff entrance staircase. Director Quinn shared samples of Johnsonite, a rubber floor covering that will protect against slips and stains. A quote for the project is forthcoming.

New Business:

a. Review proposal from Engberg Anderson to complete updated Capital Reserve Fund Analysis

Director Quinn shared a proposal from Engberg Anderson to complete a Capital Reserves Plan for the Library by August 31, 2016. The cost for the plan was quoted at \$12,200, plus travel expenses. Trustees discussed the proposal and agreed to recommend accepting the proposal at the May 18th Board Meeting.

b. Discuss 2nd Floor Carpet and Stairwell project

A quote for the second floor carpet project is forthcoming. Staff is investigating using a complementary carpet pattern to delineate the Teen/Middle School area from the Adult collections. The stairwell to the second floor will also be covered in Johnsonite. Complementary color options will be investigated for the Johnsonite.

c. Book drop

The cost for the Book drop (including delivery) is \$6600.00. The unit will hold 550 items. District 90 will install the Book drop as a part of their larger project. The library will explore options to have our logo branded on two of the exterior walls.

Adjournment:

- The meeting was adjourned at 3:00 pm.