

**Board of Trustees  
River Forest Public Library  
Facilities Committee Meeting Minutes  
Wednesday, June 1, 2016 2:00 pm**

**Call to Order:** Trustee Alice Calabrese Berry called the meeting to order at 2:05 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 May 4, 2016 Minutes. Trustee Zobel moved to approve the minutes, Trustee O'Connor seconded and the motion passed unanimously.

**Old Business:**

a. Staff Entry Stairs and Landing

Director Quinn received a quote from Apostrophe Design to cover the lobby stairs and the stairs by the staff room door in Johnsonite. The quote came in at \$6,300 for the lobby stairs and \$1,990 for the staff entrance stairs.

b. Capital Reserve Funds Analysis Discussion

Director Quinn and Materials and Business Services Manager, Joanna Bertucci, will through the 2010 Capital Reserve Analysis Spreadsheet and determine what work has been done and pull out cosmetic/discretionary projects in order to determine what capital needs the library currently has.

**New Business:**

a. Capital Reserve Funds segregation

Currently, all operating and capital funds are co-mingled at the Forest Park Bank. In order to segregate the Capital Reserve funds from the operating funds, the Library will transfer \$172,002 into the Community Bank Money Market account to total \$197,727 for the capital reserve fund.

b. 2<sup>nd</sup> Floor Carpeting Project

Apostrophe Design quoted \$33,490 for materials and installation of carpet on the second floor. Director Quinn is waiting for a second quote. The installation will occur in December 2016 and the library will have to close for a few days while the installation is taking place.

c. Entryway Roof Replacement

There is a leak in the entryway flat roof. Director Quinn will investigate options for repair and/or replacement of this roofing system.

d. Other New Business

- The Staff breakroom and Library lobby will be re-painted after repairs to the roof are completed.
- The next meeting is scheduled for Friday, July 6<sup>th</sup> at 2:00 pm.

**Adjournment:**

- The meeting was adjourned at 3:00 pm.