

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Wednesday, August 10, 2016 3:00 pm**

Call to Order: Trustee Alice Calabrese Berry called the meeting to order at 3:00 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 July 7, 2016 Minutes. Trustee O'Connor moved to approve the minutes, Trustee Zobel seconded and the motion passed unanimously.

Old Business:

a. Entryway Roof Replacement

The entryway roofing system replacement was completed on 8/2 and 8/3. During the roof replacement process it was discovered that the cast iron rings around the roof drains were broken and need to be replaced. The replacement cost will not exceed \$425.00. A date for the installation of the rings is forthcoming.

b. Capital Reserve Fund Usage

Director Quinn distributed a memo regarding the payment of capital projects from the capital reserve fund and a projected schedule of capital projects (and their estimated costs) through FY 20-21.

The committee agreed that all capital projects would be paid for directly out of the Capital Reserve Fund Money Market account.

The Board will need to set a minimum balance for the Capital Reserve Fund going forward.

New Business:

a. Air Dryer Replacement

A component of the library's HVAC system, the Air Dryer, was revealed to be broken and in need of replacement during the week of 8/1/2016. The cost of the replacement unit is approximately \$3000.00 and the cost does not include labor/installation.

b. Estimate for Air Compressor Work

Director Quinn presented an estimate from Oak Brook Mechanical for \$2,320 to check the HVAC system for leaks. It is believed that our system has a leak as the compressor is continuously running.

The next meeting of the Facilities Committee will take place on Wednesday, September 13th at 2 pm.

Adjournment:

- The meeting was adjourned at 4:00 pm.