

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Thursday, November 10, 2016**

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 August 10, 2016 Minutes. Trustee Zobel moved to approve the minutes, Trustee Calabrese-Berry seconded and the motion passed unanimously.

Old Business:

a. IT Cabling

As part of the server project, it was necessary to run new cabling to set up data ports to ensure a faster network connection for the Lobby self-check and some staff computers. The cost of the project is \$2,421.47 to be paid from the capital reserve fund.

b. Managed Switch

Another part of the server project includes the installation of a managed switch port, which would allow IT staff to run diagnostics in order to better manage network traffic. The cost for two devices is \$2,652.89 to be paid from the capital reserve fund.

c. Meeting Room Chairs

The library purchased 10 additional meeting room chairs. Program attendance is regularly been exceeding our seating capacity of 50 chairs. The cost for 10 chairs is \$1,305.00 to be paid for from the capital reserve fund.

d. Oak Brook Mechanical projects.

Trustee Zobel moved to approve expenditures not to exceed \$10,000 for the compressor work and valve replacement on the HVAC system. Trustee O'Connor seconded and the recommendation will be brought to the Board at the 11/15/16 regular meeting.

New Business:

a. Capital Projects Spreadsheet

Director Quinn reviewed the progress made on the capital reserve project spreadsheet.

Director Quinn will compile a list of critical building system projects over the next five years and put together cost estimates.

The next meeting of the Facilities Committee will take place on Tuesday, January 3, 2017 at 2:00 pm.

Adjournment:

- The meeting was adjourned at 3:12 pm.