

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Wednesday, April 12th 2017 3:00 pm**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 3:08 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 the February 15, 2017 Minutes. Trustee Zobel moved to approve the minutes, Trustee O'Connor seconded and the motion passed unanimously.

New Business

- 1) Review Air Handler Study Proposal: The report was not ready for committee review.
- 2) Space Analysis Document: Committee members reviewed and discussed the space analysis document. Ms. Bertucci explained that the Management team would meet on May 4th to review the document and complete within their departments by May 18th. The completed analysis will be presented to the committee in June.
- 3) Director Quinn reported that there is a leak on the North side of the slate roof. Trinity Roofing came out to inspect and quote for repairs is forthcoming. The RFPL will also need to address some repairs to the plaster as there is water damage.

Future Facility Committee meetings were scheduled:

- Wed. May 3rd at 3:00 pm to review the Air Handler Study Proposal
- Wed. June 14th at 2:00 pm review the space analysis document

Adjournment: The meeting was adjourned at 4:20 pm.