

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Monday, February 11th, 3:00 pm**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 3:00 pm

Present: Committee members Alice Calabrese-Berry, Ates Dagli and Joan O'Connor. Also present were RFPL Board President Tom Smedinghoff, Library Director Sue Quinn and staff member Joanna Bertucci.

Minutes:

December 6, 2018: Trustee O'Connor moved to approve the December 6, 2018 minutes. Trustee Dagli seconded and the minutes were approved.

New Business

- i. Lobby Renovation
 - a. Director Quinn reported that Mr. Dogan of Williams Architects has informed the 19 bidders for interior renovation project that RFPL Board voted to reject all the bids on Thursday, February 7th.
 - b. Director Quinn and Ms. Bertucci will be meeting with Mr. Dogan on February 20, to begin the process of re-working the plan to bring it in line with our stated budget.
- ii. LIRA Insurance Claim
 - a. Director Quinn reported that all the repairs as a result of the broken boiler have been made. RFPL will pay S&D Prime Maintenance and Oak Brook Mechanical directly (as they are RFPL vendors), and will receive reimbursement from LIRA. LIRA will pay Fox Valley Fire & Safety, Stanton Mechanical and Service One Restoration. RFPL will owe LIRA the \$1,000 deductible on our Property & Causality policy and possibly an additional deductible on our boiler policy.
- iii. LED Lighting
 - a. Director Quinn obtained a quote from Verde Energy Efficiency Experts to replace our current 2nd floor lighting with LED bulbs. The quote is for \$6,224 to be paid from the capital improvement fund. New LED lighting would be more energy efficient and provide an increase in lighting levels on the second floor.
 - b. Trustee O'Connor moved to recommend that the Board approve the proposal from Verde Energy Efficiency Experts to upgrade the lighting on the second floor to LED lighting, not to exceed \$6,600. Trustee Dagli seconded and the motion passed unanimously.
- iv. 19-20 Capital Budget Items
 - a. Director Quinn is working on the FY 19-20 Capital Budget. The committee had a discussion regarding what projects should be included in the capital budget. The following projects will be included in the capital budget: Children's room shelving project, the air handler replacement project design, and the delayed first floor interior renovation project. Director Quinn will reach out to Engberg Anderson Architects, as RFPL has an existing relationship with the firm, to discuss their services in relation to the air handle project requirements. The committee would also like Director Quinn to reach out to the RF Park District regarding the possibility of moving the air handler out of our building, which would require usage of a few feet of RF Park District property.
- v. Self-Check Machine Purchase

- a. Ms. Bertucci presented the committee with a quotation to purchase a bibliothecaSelfCheck 500 kiosk to replacement the current self-check machine in the lobby. The quote for the new machine, software, one year warranty and installation is \$10,524. After discussion, Trustee Dagli moved to recommend that the Board approve the quotation for the new self-check machine, Trustee O'Connor seconded and the motion passed unanimously.
- vi. Building Updates
 - a. Oak Brook Mechanical will be onsite 3/1/19 to replace the furnace flue vent. The repair is expected to take all day and because the heat will be off, the library will be closed to the public.
 - b. An RFP has issued for a new cleaning contract. Bids are due at the end of February.

Adjournment

The meeting was adjourned at 4:15 pm.