

**Board of Trustees  
River Forest Public Library  
Facilities Committee Meeting Minutes  
Tuesday, April 9, 2019**

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

**Present:** Committee members Alice Calabrese-Berry and Joan O'Connor. Also present were RFPL Library Director Sue Quinn and staff member Joanna Bertucci.

**Minutes:**

February 11, 2019: Trustee Dagli moved to approve the February 11, 2019 minutes. Trustee Calabrese-Berry seconded and the minutes were approved.

**New Business**

- i. Building updates
  - a. Roof
    - i. The North side of the slate roof was repaired in March to correct the leaking in the area of the roof over the 900s nonfiction stacks. The cost of the work was roughly \$2,700. Work was completed by L.Marshall roofing company, referred to RFPL by Chuck Crowley, roofing consultant. Mr. Crowley is the roofing consultant for D90. Mr. Crowley will be sending Director Quinn a proposal for the cost of a complete roofing study that would access all the roofing systems (shingle, slate, EPDM, and skylight).
  - b. Self-check machine
    - i. The new lobby self-check machine was installed April 9, 2019.
  - c. Window shades
    - i. Window shades will be installed on the 2<sup>nd</sup> floor, East windows April 10, 2019.
  - d. 2<sup>nd</sup> Floor Lighting Upgrade
    - i. A consultant from Verde Solutions was on site in early April to begin replacing/retrofitting lightbulbs and light fixtures. Work will be completed by April 30.
  - e. IT
    - i. Versatile, our IT consultants are recommending the installation of 6 new wireless access points. Our current access points are 6 years old and the new devices feature stronger security and easier maintenance for our IT consultant. The cost of this project is roughly \$3,600 to be paid from capital reserves. A memo will be included in the April 16<sup>th</sup> Board packet and approval of this purchase will be on the consent agenda. Separate from this project, RFPL will purchase an external back-up device for RFPL's server.
  - f. Williams Architects
    - i. On April 4<sup>th</sup> Director Quinn and Ms. Bertucci met with Andy Dogan and Brad Moser of William's Architects to review construction documents for the lobby and staff area renovation project. The project will go out to bid Monday, April 8<sup>th</sup>. Notices have been placed in the local newspaper and on RFPL's website. The project will contain five alternates:
      - 1. Alt #1 – Renovate existing women's staff bathroom
      - 2. Alt #2 – Renovate existing men's staff bathroom
      - 3. Alt #3 – Drywall soffit over new desk
      - 4. Alt #4 – Art Glass Windows

## 5. Alt #5 – Three-Year Project Warranty

### ii. Children's Room Project Discussion

- i. Improvements to children's area were also discussed with Williams Architects. Mr. Dogan believes that there is potential to add painting and flooring scope to lobby/staff area project as alternates. Williams will provide proposal for additional services. The interiors department will be onsite at RFPL Monday, April 15<sup>th</sup> to review color and carpet/flooring options with RFPL. An addendum will be issued to include the additional work and the bid deadline will likely be extended. Furniture for the Children's room would be bid separately.

### **Adjournment**

The meeting was adjourned at 3:50 pm.