

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Wednesday, June 19, 2019**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 4:15 pm

Present: Committee members Alice Calabrese-Berry, Karen Stierwalt and RFPL Board President Tom Smedinghoff. Also present were RFPL Library Director Sue Quinn and staff member Joanna Bertucci.

Visitors: Mr. Chuck Crowley, CECA

Minutes:

April 9, 2019: Trustee Calabrese-Berry approved the April 9, 2019 minutes.

New Business

- i. Discussion of CECA Roofing Survey, Recommendations and Budgets
 - a. Chuck Crowley, President of CECA reviewed his Roofing Executive Summary report with the committee. Mr. Crowley recommends two immediate repairs:
 - i. Replace the eyebrow roof around the skylight to achieve a water tight seal.
 - ii. Replace the valley on the northeast side of the building and install an additional (roughly) 18" of cooper transition under the slate to achieve a water tight seal. Additionally, Mr. Crowley estimates that there are between 80-100 broken slate tiles on the roof. The project scope he proposes would call for the removal of the now decorative slate tiles on RFPL's interior and replace those with the broken tiles on the roof's exterior.
 - b. Mr. Crowley estimates that the work for these repairs would be roughly \$60,000, not including his (estimated) 14% fee. Mr. Crowley will prepare a proposal for his services and a timeline for review and approval. Mr. Crowley's services would include drawing the plans and specifications for the repairs, putting the project out to bid, and recommending the lowest qualified bidder to complete the work.
 - c. Mr. Crowley also recommends that RFPL start looking at options to replace the skylight as it is about 5 years away from the end of its useful life.
- ii. Update on September remodel projects
 - a. Director Quinn and Ms. Bertucci will meet with Andy Dogan (Williams Architects) and Elise Altschuler (JA Watts) for a pre-construction meeting on July 15.
- iii. Other Facilities Updates
 - a. Director Quinn presented a quote from Oak Brook Mechanical to replace 3 roof exhaust fans. These fans are due to be replaced according to our capital asset study. Mark Sullivan (Oak Brook Mechanical) has also indicated that the fans are at the end of their useful life. The quote for the labor and parts is \$9,980. Trustee Stierwalt moved to approve the exhaust fan replacement project for \$9,980 to be paid from the capital reserve fund. President Smedinghoff seconded and the motion passed unanimously. The approval will be on the consent agenda for the July 16, 2019 Regular Board meeting.
 - b. S&D Maintenance was onsite 6/19 and determined that the source of the leak in the men's bathroom ceiling was due to a leak in the HVAC system. Oak Brook Mechanical will be onsite on 6/20/19.

- c. The second outdoor book drop will be installed on Friday, June 21, 2019.
- iv. Next Meeting date
 - a. Monday, July 8th at 4:00 pm.
 - b. The Facilities Committee will schedule s regular meeting on the 2nd Tuesday of every month at 4 pm starting in August.

Adjournment: The meeting was adjourned at 5:40 pm