

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Monday, July 8**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 4:05 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.

Minutes:

June 19, 2019: Trustee Stierwalt moved to approve the April 9, 2019 minutes. Trustee Smedinghoff seconded and the minutes were approved.

New Business

- i. Discuss engagement of C.E. Crowley & Associates (CECA) to administer slate roof repair project.
 - a. Committee members reviewed the proposal from CECA. The cost to CECA for consulting is quoted at \$8,847. Mr. Crowley is estimating that a low bid would come in at roughly \$63,000, which includes a \$5,000 contingency. Mr. Crowley is estimating the entire project would cost roughly \$72,000.
 - b. Committee members discussed the time line proposed by Mr. Crowley and discussed alternate time lines that would allow RFPL to make the repairs to the roof in September in conjunction with the start of the Lobby/Staff area construction project. Committee members discussed whether or not closing RFPL (or offering abbreviated hours) during the roof project would be possible. RFPL Administration will draft some scenarios to propose to the Board.
 - c. The Committee agreed to include the CECA proposal in the Board Packet and inform the Board that approving the contract would hold the library to a minimum financial commitment of \$4,424 for the design and project documents and bid evaluation services. Assuming a contractor was selected, the Library would pay CECA up to an additional \$4,424 for the construction administration.
- ii. Building Updates
 - a. The CECA bill for the roofing study came in at \$3,500. This will be paid for from Capital Reserve account. We now have updated cost projections and a replacement timeline for all of the libraries roofs.
 - b. The bid advertisement for the Staff/Lobby furniture project will be in the newspaper August 18th and 25th. The estimate for the furniture package is \$28,000.
 - c. The Children's room shelving package will bid through TIPS, a government agency purchasing cooperative. Several of Williams clients have purchased direct through the TIPS program as an allowable alternative to public bidding.
 - d. The HVAC leaks in the meeting room and men's public washroom were repaired. Director Quinn will schedule the roof exhaust fan replacement for August.

Adjournment: The meeting was adjourned at 5:05 pm