

**Board of Trustees
River Forest Public Library
Facilities Committee Meeting Minutes
Tuesday, August 13th 2019**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 4:04 pm

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

Minutes: There are no corrections to the July 8, 2019 Minutes.

New Business

a. Project Updates

a. Lobby/staff spaces renovation project

i. Review recommendation of Furniture Bid Award

1. On August 1, 2019, RFPL received and publicly opened 3 bids for the lobby renovation furniture bid. The lowest, responsible bidder was Hendricken (Itasca, IL) at \$28,393.31. Carrie Kotera, Director of Interiors at Williams Architects, recommends that the Board accept Hendricken's bid at the August 26, 2019 Special Meeting. Upright Interiors (Itasca, IL) came in at \$29,362.94 and Thomas Interiors (Chicago, IL) came in at \$30,915.11.

ii. Director Quinn is working with local interiors company to install window coverings in the staff area, as well as new grass cloth covering for the lobby display panels. Additionally, Williams is helping RFPL to source a company to print and install the wall graphic for the office area. The wall graphic and lobby panel coverings will be paid for from the remaining project furniture budget (capital fund) and the window coverings will be paid for from the furniture and equipment budget in the 2019-20 operating fund.

iii. On Tuesday, August 13th, JA Watts project Manager Elise Altschuler was onsite with electrical, sprinkler, and HVAC subcontractors to review the site. On August 26th, RFPL Administration will begin bi-weekly meetings with representatives from JA Watts and Williams Architects which will continue throughout the project.

b. Children's Room Project

i. An additional fixture will be added to our order with LFI to provide cord coverage for IT cables coming out of the wall of the server room into the Children's room.

c. Roof Repair Budget

i. The roof repair project went out to bid Thursday, August 8th. A pre bid meeting is scheduled for Thursday, August 15th at 10:30 am and the public bid opening is scheduled for Thursday, August 22nd at 1:30 pm. Trustee Calabrese-Berry will oversee the bid opening.

b. General Facility Updates

a. RFPL rented a dumpster 8/9 & 8/10 to clean out the mechanical and air handler rooms, and other areas of the library to secure more storage for supplies during the renovation project.

b. Oak Brook Mechanical will order our three new exhaust fans this week; there is a three week lead time for delivery. Installation will be coordinated around other projects.

c. A new outdoor light will be installed outside the meeting room emergency exit door. This will provide additional light in that area. This work is expected to be completed 8/14.

Adjournment: The meeting was adjourned at 4:30 pm.