

Board of Trustees
River Forest Public Library
Tuesday, December 10, 2019

Call to Order: Trustee Calabrese-Berry called the meeting to order at 3:30 pm

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

Minutes: There was one minor correction to the September 10, 2019 minutes.

Committee chair, Alice Calabrese-Berry, thanked staff for their hard work on the renovation project.

New Business

a. Project Updates

i. Lobby/staff spaces renovation project

- The renovation project is nearly complete. RFPL is waiting for a few punch list items to be addressed. Overall, staff and patrons are pleased with the new spaces.
- The screen print of a 1929 image of RFPL (to be installed on the wall behind the Assistant Materials Services Manager's desk) has been ordered. The cost for this is \$3,000, which was part of the \$32,000 furniture budget for the project.
- Trustees reviewed all capital expenditures for the fiscal year thus far. At their next meeting, the Finance committee will make a recommendation for re-stating the capital budget as project priorities have shifted since the budget was approved in March 2019.

ii. Roof Repair Project Update:

- Mr. Crowley provided an overview of the roof repair project work. The final step for the project is for a seal coat to be applied. This application will be postponed until Spring 2020 when temperatures are consistently above 45 degrees.
- Mr. Crowley shared 3 options for the replacement of the skylight. It is estimated that the skylight has roughly 3-4 of service life remaining as the gasket seal on several of the bubbles is badly deteriorated. Mr. Crowley will provide RFPL will a report on these options and include pictures/examples.
 - Option 1: Retrofit existing grid structure/frame and install new gabled sloped skylight windows with an estimated cost of \$12,000.
 - Option 2: Remove the existing grid structure/frame, install new frame and larger skylight windows. This would allow for more space between the individual skylights, making them easier and safer to maintain. Estimated cost, \$25,000.
 - Option 3: Replace existing structure with a custom one-piece skylight. This would require additional interior structural support to be installed. Estimated cost \$40,000-50,000.
- Mr. Crowley also noted that the flat, EPDM roofing will likely need maintenance in the next 5 years in order to extend its useful life. This would include repairing any areas where the seal has degraded and applying a seal coat.

- Mr. Crowley thanked the committee for the opportunity to work with RFPL.

b. General Facility updates

- i. Heritage Technology Solutions will be onsite Tuesday, December 17 to install the interior security camera.
- ii. Southwest Fireplace will be onsite Thursday, December 19 to service the south fireplace, which is currently not operational.
- iii. Director Quinn and Ms. Bertucci will be putting together an RFP for landscaping maintenance service in the new year.
- iv. Director Quinn is investigating the cost to install the RF War Memorial plaques in the lobby, on the display boards near the foyer.
- v. Director Quinn will reach out to Bill Stapleton (Oxford Construction) to get a price estimate for the staff bathroom update project. The committee will discuss this project at a future meeting.

Adjournment: The meeting was adjourned at 5:00 pm.