

**River Forest Public Library
Facilities Committee Meeting
MINUTES**

Thursday, January 14, 2021 9:00 AM

Call to Order: Trustee Calabrese-Berry called the meeting to order at 9:05 AM

Present: Committee members Alice Calabrese-Berry and Karen Stierwalt. Also present were RFPL Board President Deborah Hill, RFPL staff member Joanna Bertucci, and future RFPL Director, Emily Compton-Dzak,

Minutes: The December 9, 2020 minutes were approved.

New Business

- a. General Facility Updates: Ms. Bertucci provided an update of building projects since the committee last convened in December 2020
 - The bibliotheca self-check machines were installed in January 2021.
 - The new exhaust fan was installed in our server room in December 2020.
 - The new Elkay bottle filler station is currently out of service. The cause is likely due to an electrical short or sensor sort. A sales representative from Elkay will be scheduled to inspect the unit when the Library reopens.

- b. Air Handler Project Update
 - Ms. Bertucci and President Hill shared a recap of their participation at the 1/11/2021 River Forest Park District Board Meeting. Ms. Bertucci explained that the Park District Commissioners asked very specific questions about the scope of the project, all which would require an engineer's expertise to answer. The answers to these questions would be taken into consideration as the Park District Commissioners continue to consider our land request. President Hill added that if the Park District leases the Library the additional land, the Park District has asked that the Library pay all legal fees. Additionally, President Hill added that the Library's lease ends in 2022. If the land request is granted, the renewal of lease could include the altered lease exhibit. Lastly, and if a tree needs to be removed to accommodate the unit, the Library could plant a replacement tree somewhere on Park District property.

 - Ms. Bertucci shared that at the most recent Finance Committee meeting, Trustees Smedinghoff and Bevan added approximately \$100,000 in grant income from the River Forest Public Library Foundation to offset the costs associated with moving the air handler unit outside. President Hill asked Ms. Bertucci to arrange a meeting with Foundation President Elan Long to discuss the grant request process for this project, as the scope and associated costs have not been definitely defined.

 - Ms. Bertucci recommended that RFPL reach out to Mr. Dan Ruzic at Chicago Project Management to complete a second feasibility study for the air handler relocation. The goal of this study would be address questions and concerns brought forth by the River Forest Park District Commissioners. The committee authorized Ms. Bertucci to reach out to Mr. Ruzic and obtain a contract a feasibility study. Additionally, President Hill asked Ms. Bertucci to reach out to the arborist on staff at the Village of River Forest.

 - In response to the Library's positive COVID-19 case, Ms. Bertucci explained that the Library had taken the following steps regarding the building:
 - The Library was deep cleaned by CleanNet USA on Wednesday, January 13th. The cost for this cleaning was \$1,680.

- An unaffected full-time staff member will visit the building daily until reopen, to ensure that the building is secure and mechanical systems are functioning properly.
- Ms. Bertucci informed Village of RF Police Chief O'Shea of the Library's closure and he asked officers to monitor the Library building in the course of their rounds throughout the Village, for which the Library is most grateful.

The committee scheduled its next meeting for Thursday, February 11th at 9:00 AM

Adjournment: The meeting was adjourned at 9:40 AM