

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

Thursday, March 11, 2021 at 9:00 AM

Call to Order: Trustee Calabrese-Berry called the meeting to order at 9:00 AM.

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

Visitors: Cathy Ruggeri

Minutes: The February 11, 2021 minutes were approved.

New Business

- a. General Facility Updates: Ms. Bertucci provided an update of building projects since the committee last convened in February 2021
- Wireline replaced the phone server on February 17.
 - Cintas Fire Protection inspected the fire extinguishers on February 18.
 - Anderson Elevator completed the annual inspection of RFPL's elevator on February 23.
 - RFPL's fire alarm and sprinkler inspection is scheduled for April 1.
 - The CleanUSA annual cleaning contract will appear on the on consent agenda for the March 16 Board meeting.

Old Business

- a. Air Handler Project Update: Director Compton-Dzak provided an update regarding the air handler project.
- Director Compton-Dzak reported that the Park District voted unanimously in favor of moving forward with RFPL's additional land lease request. The next step is for both RFPL and RFPD Boards to approve a memorandum of understanding (MOU) between the two parties.
 - President Hill has sent an outline to RFPL's attorney (Greg Smith, Klein, Thorpe, and Jenkins) who will prepare the MOU. The MOU will be presented for approvals at the April meetings of the respective Boards.
 - Director Compton-Dzak and President Hill will meet with Interim VRF Administrator, Lisa Scheiner, in March to discuss VRF's development review board (DRB) process.
 - Director Compton-Dzak explained that RFPD has asked that the air handler unit be surrounded by a masonry enclosure and the updated project estimate includes that cost. Trustee Stierwalt asked that careful attention be paid to the drainage system within and around the masonry enclosure.
 - The FY22 capital budget has been updated to reflect the \$100,000 grant/income from the RFPL Foundation for the air handler project. On the expense side, the air handler project cost has been updated to \$250,000 and the redundant heat source lowered to \$20,000. These changes align with updated cost estimates from Chicago Project Management and Oak Brook Mechanical.

Next Meeting: Thursday, March 11th at 9:00 AM

Adjournment: The meeting was adjourned at 9:13 AM