

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

Thursday, May 12, 2021 at 9:00 AM

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

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

Visitors: Cathy Ruggeri

Minutes: The April 15, 2021 minutes were approved.

New Business

- a. General Facility Updates: Ms. Bertucci provided an update of building projects since the committee last convened in April 2021.
- CleanNet USA began daily cleaning service of the Library facility on May 1. The transition between cleaning contractors was seamless. Ms. Bertucci is pleased with the level of cleanliness of the building.
 - S&D will be onsite on May 14 for a preventative maintenance visit and to replace a part in one of the public women's restroom toilets.
 - Ms. Bertucci has been reviewing maintenance schedules and contractors with Director Compton-Dzak in anticipation of her departure.

Old Business

- a. Air Handler Project Update: Director Compton-Dzak provided an update regarding the air handler project.
- The Library and Park District attorneys are reviewing the MOU, a final version will hopefully be signed this week. Language in the MOU specifies that the Library's lease will be renewed regardless of DRB project approval.
 - The Library hosted a Neighbor's Meeting on 4/28 as part of the DRB process. There were no attendees.
 - Director Compton-Dzak presented the project to the VRF Trustees on 5/10 and answered questions. Indications are that this project will move through the DRB process smoothly.
 - As the approval process is moving along, the next step is to secure architectural and engineering services for the project.
 - After receiving proposals from Williams Architects and Chicago Project Management, Director Compton-Dzak recommends that the Board approve the proposal from Williams Architects in the amount of \$28,000. This proposal includes services including project definition/design, construction documents, permitting/bidding, award of contract, and construction administration. These services are similar in nature to what Williams provided for the 2019 lobby/staff area renovation project. The Williams' proposal suggested adding the plumbing and drywall rough-ins for the new accessible bathroom. This was suggested by Mr. Dogan as a cost savings opportunity in advance of phase 2 and will likely increase the cost of phase 1 of the project.
 - Committee members discussed the proposal and suggested non substantive edits. Trustee Long suggested that Director Compton-Dzak negotiate a cap on reimbursable expenses in the final contract.
 - Trustee Stierwalt moved from committee that the Proposal for Architectural Services from Williams Architects be on the May 18 Regular Board Meeting agenda. Trustee Calabrese-Berry seconded and the motion passed unanimously.

- President Hill asked if the cost estimate from Oak Brook Mechanical was still valid. Ms. Bertucci said the estimate for the mechanical work was updated in January 2021 by Oak Brook Mechanical and is accurate. As the project has changed in scope (masonry enclosure requirement and bathroom rough-in) the total project cost will be more expensive.

Next Meeting: Wednesday, June 9, at 9:00 AM

Adjournment: The meeting was adjourned at 9:30 AM