

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

**Thursday, June 9, 2021 at 9:00 AM**

**Call to Order:** Trustee Stierwalt called the meeting to order at 9:00 AM.

**Present:** Committee members Ann Berens, Deborah Hill, Elan Long, and Karen Stierwalt. Also present were Director, Emily Compton-Dzak and Adult & Teen Services Manager, Shannon Gruber

**Visitors:** None

**Minutes:** The May 12, 2021 minutes were approved.

**New Business**

- a. General Facility Updates: Director Compton-Dzak provided an update of building projects since the committee last convened in May 2021.
- S&D Maintenance are coming twice per month.
  - Accessible toilet in the women's public restroom is still out of order. The part is on order and S&D will make an emergency trip out to fix it.
  - HVAC inspection is scheduled for today.
  - Phase 5 of the Restore Illinois plan starts on Friday, June 11<sup>th</sup>. The rest of the furniture will go out, all capacity limits will be lifted, and the greeter podium will be put away. Masks will be encouraged for unvaccinated patrons, but staff will not be checking vaccination status.
    - Trustee Berens asked about the Cook County mask guidelines discussed at the last Board meeting where we could ask vaccination status. Director Compton-Dzak said that all guidelines will be lifted. She mentioned that some libraries are requiring masks in the children's areas, but the Library decided not to do so given the difficulty of enforcing. President Hill asked if staff was comfortable with this decision and Director Compton-Dzak replied yes.

**Old Business**

- a. Air Handler Project Update: Director Compton-Dzak provided an update regarding the air handler project.
- The Park District attorneys are still reviewing the MOU after the Library's attorney made some minor changes. There has been difficulty getting in touch with the Park District Attorney and it is taking longer than expected.
    - President Hill asked Trustee Long if she has a relationship with Park District President Lynn Libera and if she could call her regarding delays. Trustee Long hesitated and instead it was agreed that Director Compton-Dzak would reach out to Mike Sletten again.
    - Director Compton-Dzak said that the next step is the kick-off meeting with Williams Architects, where they will start compiling documentation for the formal DRB application
  - Director Compton-Dzak gave an update on the DRB filing conference. The waiver of the traffic study was approved. They would like more information about the safety of the installation and more information about the noise of the unit. They are going to look into tree removal, as it is most likely going to come down.
    - President Hill said that Frank Martin from the DRB wanted to know about a roof on the air handler structure. Director Compton-Dzak said that would be part of the safety study.

- Committee discussed if the tree had to be removed or if it could be removed at a later date after construction was complete. Director Compton-Dzak said the tree would most likely have to come down and that the Library would pay for removal and replacement.
- Director Compton-Dzak discussed the Williams Architects proposal and, on President Hill's suggestion, compared it to the Williams Architects proposal for the lobby renovation in 2019. Most fees for the current proposal are the same or less than the 2019 proposal.
  - Trustee Stierwalt asked if there was an existing survey in place for the land outside the Library. Director Compton-Dzak said that she was not aware of one, but that she will look into it.
- Trustee Long moved to approve the Williams Architects proposal and Trustee Berens seconded.
- Trustee Berens asked clarifying questions about the project that will be added to the list of questions for Williams Architects at the project kickoff meeting.
- Trustees discussed the Williams Architecture proposal and suggested non substantive edits that the Committee agreed should be updated. Director Compton-Dzak will address these changes with Williams Architects.
- A roll call vote was taken on the Agreement, as edited.
- Ayes: Trustees Berens, Hill, Long and Stierwalt.
- Nays: None.
- Abstentions: None
- Trustee Stierwalt recommends that the next meeting be in person so the Committee can walk the site. President Hill reminds the Committee that as of June 26, 2021, meetings have to be in person.

**Next Meeting:** Thursday, July 8<sup>th</sup> at 4:00 PM at the Library

**Adjournment:** Meeting was adjourned at 9:37 AM.