

**River Forest Public Library
Facilities Committee Meeting
Barbara Hall Meeting Room
Thursday, August 5, 2021 at 4 PM**

Agenda

1. Call to Order
2. Roll Call
3. Minutes of 7/8/2021 Facilities Committee Meeting
4. New Business
 - a. General Facility - updates
5. Old Business
 - a. Air Handler Project - updates
6. Adjournment

DRAFT

River Forest Public Library Facilities Committee Meeting MINUTES Thursday, July 8, 2021 at 4:00 PM

Call to Order: Trustee Stierwalt called the meeting to order at 4:00 PM.

Present: Committee members Ann Berens, Deborah Hill, Elan Long, and Karen Stierwalt. Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

Visitors: None

Minutes: The June 9th, 2021 minutes were approved.

New Business

- a. General Facility Updates: Director Compton provided an update of building projects since the committee last convened in June 2021.
 - The accessible toilet in the women's restroom has been repaired. S&D Prime Maintenance is waiting for a part to repair the hot water handle for one of the women's bathroom sinks.
- b. There were several unrelated leaks this month:
 - A leak in the Children's Manager's office from air conditioner condensation was repaired by Oak Brook Mechanical.
 - A leak in one of the study rooms was repaired by Nemeth Glass who added weep holes above the room to redirect the flow of rainwater away from the building.
 - A leak in the staff bathroom was stopped after Oak Brook Mechanical found and turned off a heating/cooling unit that was installed behind a bookshelf on the second floor. Ms. Cangelosi and Oak Brook Mechanical discovered a second unit on the other side of the room, also behind a bookshelf, which had not been turned on. The units are not accessible behind the bookshelves and cannot receive regular maintenance (every 2-4 years). A long-term project may be to remove the bookshelves, update the heating/cooling units, and refinish the wall. Director Compton will investigate quotes, until then those heating/cooling coils will remain off.
 - The Board discussed the heating/cooling unit's location and history of maintenance. Director Compton replied that since Oak Brook Mechanical did not know they were there, and given how inaccessible they are, it is possible the units were not meant to be turned on after the bookshelves were placed over them.

Old Business

- a. Air Handler Project Update: Director Compton provided an update regarding the air handler project.
 - The Memorandum of Understanding (MOU) between the Library and the Park District has been signed by the Park District and the Library.

DRAFT

- Director Compton is working with the Park District to obtain a Plat of Survey for Centennial Park that includes the legal description of the 275 square feet of land needed for the air handler project. Prairie Land Survey Company needs this legal description to create a separate Plat of Survey for the air handler project to go to the Development Review Board (DRB). Director Compton is researching different ways to get a legal description of the land without the Centennial Park Plat of Survey.
 - The Board discussed at length how a legal description of the land could be obtained. President Hill and Director Compton will work together to contact Prairie Title and obtain the legal description and survey.
- Director Compton and Williams Architects have been working through the checklist of requirements for the formal Development Review Board (DRB) application. Director Compton listed the next steps after the legal description is obtained and the checklist is completed:
 - Submit the formal DRB application
 - Attend the Village's Technical Review Committee to review the application
 - Attend the DRB's public meeting to review the application
 - Attend the Village Board Meeting for the final vote
- The Board discussed an updated timeline for the air handler project. The current estimated month of construction is October, delayed from the original estimate of September due to the delays with the Plat of Survey. The Board is concerned that the project will be delayed into the cold season without heat. Director Compton will check with Williams Architects on the number of days the Library's HVAC system will be off during construction, discussion to be continued.

Next Meeting: Thursday August 5th at 4:00pm at the Library.

Adjournment: Meeting was adjourned at 4:32 PM.